

HECK PARISH COUNCIL

MINUTES OF HECK ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 22nd MAY 2018, 19.30, HECK PARISH ROOM

Temporary Locum Clerk/RFO: Mrs FMA Farman. Three Greens. The Green. Gateforth. YO8 9LF
Telephone: 01757 228 325. E-mail: parish.councilmaf@yahoo.com

Present: Cllrs L Watkinson-Teo; C Bramley; M Hiorns; J Lumb; J Wright. SDC Cllr D White. Clerk – M Farman

051801. Election of Chairman.

- i. Councillors unanimously elected Cllr L Watkinson-Teo as chairman.
- ii. The Chairman accepted the position and signed the acceptance of office.
- iii. The Clerk witnessed the chairman's acceptance and signed accordingly

051802. Election of Vice-chairman

- i. Councillors **resolved** to elect a vice-chairman and unanimously elected Cllr J Wright
- ii. The vice chairman accepted the position and signed the acceptance of office.
- iii. The Clerk witnessed the vice-chairman's acceptance and signed accordingly

051803. Welcome

- The Chairman welcomed all present to the meeting and congratulated SDC Cllr D White on becoming Deputy Chairman of Selby District Council

051804. Apologies

- Council received and accepted apologies from NYCC Cllr J McCartney

051805. Public Forum:

- No electors present

051806. Minutes of last meeting:

- Council **resolved** to accept the minutes as a true record. The Chairman signed the accepted minutes

051807. Committees:

- Council **resolved** not to form any committees

051808. Representatives to outside bodies:

- Council **resolved** to make the following appointments: -
 - Yorkshire Local Councils Associations Selby Branch – Cllrs L Watkinson-Teo & J Wright and the clerk

051809. Reports, for information only, from:

- a) District Councillor
 - The pool of sites has closed; Heck is not affected
 - SDC has re-launched its successful 'waste & re-use' scheme; clerk to contact re litter pick equipment
- b) County Councillor – no report
- c) Police – posters from Police and Crime Commissioner's office given to Chairman

d) Other representatives – no reports

051810. Planning:

1. Applications – no applications received
2. Decisions – no decisions received
3. Updates – to receive updates on the following planning matters/issues of concern and **resolve** any necessary action
 - i. Brocklesby’s proposals – still no decision re timescale for deciding result of application
 - ii. Kelkay’s proposals – 24 hour operation requested; this is an East Yks, not NYCC/SDC, matter
 - iii. Fieldside Nursery’s proposals – work to be done on surface water drainage

051811. Standing Orders and Financial Regulations:

- Council **resolved** to accept current Financial regulations but to leave decision on Standing Orders until all Cllrs have had time to read and assimilate the changes received from YLCA – clerk to email to Cllrs

051812. General Data Protection Regulations (GDPR):

- Council received report on latest requirements and **resolved** to adopt suggested privacy notices and consent form

051813. Clerk and RFO:

- Council discussed current situation and **resolved** to continue with present temporary locum arrangement because of on-going issues in appointing the right person for the clerk/RFO position

051814. Garden Rents:

- Letters re rent increase have been sent. **Resolved** that Cllr JL follow up non-payments

051815. Defibrillator:

- Cllr CB reported that the defibrillator is up and working, explained how it functions and the need to maintain an upkeep fund. Council **resolved** to organise training; the trainer is to contact the Chairman with a selection of mutually suitable dates

051816. RFO's report on closing balances; payments; preparation of accounts for audit

a) Current balances

- 1 Community Account balance as at 31 March 2018. £5,924.85

b) Audit

- i. Council agreed the Governance Statement; signed by the Chairman
- ii. Council agreed accuracy of Bank Reconciliation and Explanation of Variances forms.
- iii. Council agreed three possible dates for the internal audit, 14; 19; or 21 June, at 19:00 in the Parish Room.
- iv. Council checked and agreed accuracy of Statement of Accounts; signed by the Chairman

c) Payments made since 31st March 2018: -

Cheque no.

- i. £103.63 – Selby District Council (DD)
- ii. £ 65.76 – Yorkshire Water (DD)
- iii. £ 39.48 – Payroll Services

100334

d). Payments received: -£ 140.00 – Bay Horse car park rent

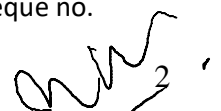
£ 12.00 – Garden rent

£2,223.99 – SDC Precept. 1st half.

e). Payments to be made: - none received at agenda preparation

f) Any payment requests received since agenda preparation

Cheque no.



- i. £1,080.32 – NYCC street lights electricity. VAT £180.05; actual cost £900.27 100335
- ii. £ 119.96 – Website 100336
- iii. £ 86.41 – NYCC street lights maintenance. VAT £14.40; actual cost £72.01 100337
- iv. £ 868.47 – Insurance 100338
- v. £ 27.00 – Cllr expenses; printer ink 100339

g) Acceptance of report – Council **resolved** to accept the report and **make** the payments as listed above

h) Council discussed the possibility of on-line banking and **resolved** to stay with cheque book arrangement; all Cllrs are signatories

051617. Correspondence received since last meeting.

- i. Clerks and Councils Direct: - magazine for circulation
- ii. YLCA: - emails re GDPR
- iii. Document retention timescales: - copies given to Cllrs
- iv. Electricity Tariff: - council discussed proposal and **resolved** to accept a two-year fixed term contract

051818. Action taken since last meeting. For information only.

- i. Accounts prepared, ready for councils' agreement and internal audit
- ii. GDPR – notices etc prepared for acceptance



051819. Councillors' Forum:

- Councillors to raise any matters of concern or interest. No decisions can be taken on any matters raised
 - Concern expressed over missing minute book – Cllr JW to investigate
 - Concern expressed over current state of Booty Lane
 - Concern expressed over caravan in field at Little Heck

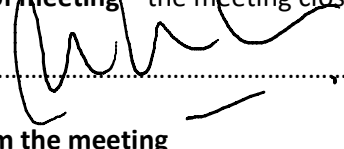
051820. Items for the next agenda:

- Suggestions from councillors for inclusion on the next agenda
 - Minute book
 - Booty Lane
 - Caravan at Little Heck

051821. Further comments from members of public. – None present

051822. Dates, time and place of meetings for 2018-2019. All meetings to start at 19:00 in Heck Parish Room
 Dates agreed: Tuesday 3 July; 4 Sept; 6 Nov; 8 Jan 2019; 5 March 2019; 7 May 2019 (APM & ACM)

051823. Closure of meeting – the meeting closed at 21:00

Signed:  Chairman Date: 3 July 2018

Action points from the meeting

- Chairman – deal with electricity contract
- Cllr JL – follow up non-payment of garden rents
- Clerk – contact SDC re litter pick
- Clerk – contact internal auditor re date
- Clerk – email new Standing Orders to Cllrs
- Clerk – contact SDC and YLCA re chairman and vice-chairman