

# HECK PARISH COUNCIL

MINUTES OF HECK PARISH COUNCIL MEETING HELD ON TUESDAY 3<sup>rd</sup> JULY 2018 at 19.00 in HECK PARISH ROOM

Chairman: Cllr L Watinson-Teo

Interim Clerk/RFO: Mrs FMA Farman. Three Greens. The Green. Gateforth. YO8 9LF

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Present: Cllrs L Watkinson-Teo; C Bramley; J Lumb. Interim Clerk – M Farman. Prospective clerk – G Kitchen. NYCC Cllr J McCartney.

## 071801. Welcome

- The Chairman welcomed all present to the meeting

## 071802. Apologies

- Council received apologies and reasons for absence from Cllrs M Hiorns and J Wright and **resolved** to accept the reasons given

## 071803. Public Forum:

- Comments from electors on any agenda items – no electors present.

## 071804. Minutes of last meeting:

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

## 071805. Reports, for information only, from:

- Chairman
  - A 24 traffic count showed 564 HGV traffic movements. The information has been sent to Highways
  - Has received, as yet unconfirmed, information that Snaith is to impose a weight restriction on vehicles
  - Photographs of 'black' snowballs were distributed; when melted these showed a large amount of wood fibre
- District Councillor – no report
- County Councillor – no report
- Police – Community messaging emails forwarded to Cllrs
- Other representatives – no reports

## 071806. Planning:

- Applications – no new applications
- Decisions – none received
- Updates – Council received update on application NY/2017/0305/73A Ref: C8/43/37A/MR; mineral extraction operations and **resolved** observations for the clerk to submit

## 071807. Standing Orders:

- Council reviewed and **resolved** to accept the changes as advised by the interim clerk

**071808. General Data Protection Regulations (GDPR):**

- Council received report on latest requirements; discussed and **resolved** acceptance of Records Management Policy

**071809. Clerk and RFO:**

- Council discussed current situation and **resolved** to offer the position to G Kitchen. This offer was accepted to take effect from 01.08.2018

**071810. Heck Ladies Group:**

- Council discussed and **resolved** to accept the offer of help to revitalise the parish room garden and to put lights round the parish room at Christmas

**071811. Internal audit:**

- Council received report from Cllr LW-T and MF; discussed findings and **resolved** to implement the findings as a matter of priority

**071812. RFO's report on closing balances; payments; preparation of accounts for audit**

a) Current balances

- 1 Community Account balance - £6,155.81 @31 May 2018

b) Payments made since 22<sup>nd</sup> May 2018: -

Cheque no.

None made

c) Payments to be made at this meeting

- i. £51.17 – Electricity; parish room; 100340
- ii. £21.60 – Autela Payroll; HMRC EPS Submission: VAT £3.06; actual cost £18.00. 100341

d). Payments received: -

None received

f) Any payment requests received since agenda preparation

- i. £67.24 – internal audit 100342
- ii. £71.00 – Balne Parish Council - share of field rent 100343

f) Acceptance of report – Council **resolved** to accept the report and **make** the payments as listed above. Council also accepted the inclusion of the electricity bill as a direct debit.

**071613. Correspondence received since last meeting. For information only unless stated otherwise.**

- i. Clerks and Councils Direct: - magazine for circulation
- ii. YLCA – White Rose update
- iii. SDC – request to support current chairman's charities; Council **resolved** to make no donation
- iv. SDC – Information and poster re Chairman's fund raising concert – poster printed for publication
- v. YLCA – emails re training and GDPR; forwarded to Cllrs
- vi. NYCC – response to concerns re mineral extraction and possible traffic increase – emailed to Cllrs
- vii. YLCA – annual report and AGM

**071814. Action taken since last meeting. For information only.**

- i. Accounts audited; certificate of exemption posted
- ii. GDPR – records management policy prepared for acceptance
- iii. S.O. – prepared for acceptance
- iv. NYCC – time extension for council's response requested
- v. SDC – contacted re possible litter pick

- vi. Chairman and vice-chairman's contact details sent to SDC; YLCA and PKF Littlejohn
- vii. Possible new clerk contacted

**071816. Councillors' Forum:**

- Concern re rubbish at Green Lane
- Defibrillator training – **resolved** to accept local offer
- NYCC Cllr offered to print and distribute leaflets – accepted
- Concern re lack of notice re public footpath at Booty Lane
- Problems with HGVs using Eastfield Lane

**071816. Items for the next agenda:**

- Dust and general pollution
- Clerk's contract
- Policy reviews – FoI/Publication; Equality of Opportunity/ Complaints and Grievance.

**071817. Further comments from members of public - none present**

**071818. To confirm date, time and place of next meeting.**

Tuesday; 4<sup>th</sup> September 2018; 19:00; Heck Parish Room.

**071819. Closure of meeting – the meeting closed at 20:40**

Signed:



Chairman

Date:

4<sup>th</sup> SEPT 2018

**Action points from the meeting**

- Chairman - liaise with Ladies Group re village improvements
- Cllr CB – liaise with NYC Cllr re defib training
- Interim clerk – prepare clerk's contract and terms of employment
- Interim clerk – email NYCC re Mill Balk Quarry
- Interim clerk – email SDC re litter pick
- Interim clerk – report rubbish at Green Lane
- Interim clerk – contact NYCC re missing footpath sign at Booty Lane
- Interim clerk – contact SDC re problems at Eastfield (Church) Lane