

**Burton Agnes Parish Council**

**Minutes of the meeting at Burton Agnes Sports Club**

**Monday 22 July 2019**

Those present were:

**Parish Councillors**

Mrs Liz Sellers (Chair)

Mrs Jean Boynton

Mr Clive Neale

Mrs Jeanette Cawkwell

Miss Jennifer Hobson (Clerk)

**1. Election of Officers**

The Clerk asked for a Chair to be elected. It was agreed by all that Mrs Sellers would be the Chair and that the Clerk would continue the role of Treasurer.

**2. Apologies**

There were no apologies to note.

**3. Declaration of Interest**

Mr Neale declared a non-pecuniary interest in Item 5 - Caythorpe Environmental Fund.

Mrs Sellers declared a non-pecuniary interest in Item 5 – Caythorpe Environmental Fund.

**4. Minutes of meeting held on 29 April 2019**

The minutes were agreed as a true record and signed by Mrs Sellers.

**5. Councillor Vacancies**

Following the recent elections only 3 Parish Councillors had stood and were duly elected. There were still vacancies to fill. Mrs Cawkwell had come along with a view to being co-opted onto the Parish Council. The Chair invited Mrs Cawkwell to introduce herself and tell the existing members a little about why she wished to join the Parish Council. Acknowledging that it was a positive move forward for the Parish Council to have some representation from Gransmoor it was agreed by all that Mrs Cawkwell be co-opted as a member of the Parish Council.

The Clerk handed out Declaration of Acceptance of Office forms to each member which were duly signed and witnessed by the Clerk.

It was requested that the Clerk contact Wolds Weekly and ask for a free placement to notify the public that vacancies existed on the Parish Council.

**6. Caythorpe Environmental Fund**

The Chair reported that, at a meeting held by Centrica in June, it had been announced that Centrica were reducing the originally suggested fund of £25K per Parish to just £5K per Parish. The reason given was that the cost of decommissioning the site and returning the site to its original state was far greater than Centrica had budgeted for. Whilst disappointing it was noted that not much could be done about this situation. It was agreed that until the money was actually received by the Parish Council no further action could realistically be taken at this time. It was requested that the Clerk write to the school with an update on the situation informing them that the Parish Council would keep them posted as and when things progressed.

## 7. Bank Signatories

The Clerk confirmed that currently the two bank signatories were Mr Burt who no longer stood on the Parish Council and the Clerk herself. It was therefore necessary to replace Mr Burt with an existing member. It was agreed by all that Mrs Sellers would replace Mr Burt and that the Clerk would remain as the second bank signatory. Mrs Sellers duly provided the Clerk with a specimen of her signature to send to Natwest.

## 8. Clerk's Pension – Re-enrolment

The Clerk reported that the Parish Council had received a letter from The Pensions Regulator specifying the legal duties of the Parish Council as an employer. Three actions were required:

- Choose a re-enrolment date
- Work out who would need to re-enrol
- Write to staff who need to re-enrol

It was noted that the only employee of the Parish Council was the Clerk who did not earn enough to qualify for enrolment anyway. It was therefore agreed that the Clerk report the necessary information to The Pensions Regulator in order to satisfy the legal duties of the Parish Council.

## 9. Approve Clerk's Wages & Expenses

The Clerk reported that she had prepared cheques for payment of her wages and expenses to herself and had already had these cheques counter signed by Mr Burt due to the fact that it would take a week or so for Natwest to update the signatories. It was agreed by all that this was acceptable and that the newly formed Parish Council agreed these two payments via cheque to the Clerk.

## 10. Approve HMRC & ERVAS Payments due

The Clerk reported that she had been forced to make the decision to go ahead and pay HMRC the sum of £21.20 as the deadline for payment was before any cheques could be signed, approved and posted out in time. This payment was therefore processed via online banking and a record kept within the accounts. The new members of the Parish Council acknowledged and agreed that this was the only sensible action.

It was further agreed by all that the cheque to ERVAS which had again been counter signed by Mr Burt be approved and posted.

## 11. Accounts

The Clerk presented the members with a list of transactions from May and June and asked for approval from the Parish Council.

### Burton Agnes Parish Council Transactions for May & June 2019

Description	Current Account	Deposit Account	Total
Balance as at 29 Apr	£2270.30	£4612.11	£6882.41
Precept	£3800.00		
Transfer of funds	(£4000.00)	£4000.00	
Computer Support	(£11.00)		
Play Park Rent	(£418.00)		
Play Park Inspection	(£120.00)		
War Memorial Donation	(£74.00)		
Churchyard Maintenance Donation	(£200.00)		
Interest Received		£1.18	
VAT Reclaim	£630.50		
Computer Support	(£11.00)		
Interest Received		£1.32	
<b>Balance as at 30 Jun</b>	<b>£1866.80</b>	<b>£8614.61</b>	<b>£10481.41</b>

The above transactions were approved by all.

Mrs Sellers proposed that the Parish Council consider moving over to online banking. This was seconded by Mr Neale and agreed by all.

The Clerk confirmed that for each transaction, details would be e-mailed to Mrs Sellers for approval. Mrs Sellers would approve via return e-mail. The transaction would then be actioned online by the Clerk and necessary records kept. It was acknowledged that all financial transactions would have already been discussed and agreed at the Parish Council meetings. The system of online banking to make the actual physical payments was no different to counter signing a cheque. It was further noted that the Clerk would under no circumstances make any online transaction without the approval of Mrs Sellers or at least one other member if necessary.

A record of recent transactions would be presented at each Parish Council meeting for the benefit of the Parish Council as a whole and for a true record of accounts to be mentioned in each set of minutes.

## **12. Any Other Business**

Mrs Cawkwell had been asked by several residents in Gransmoor to enquire about why BT had removed their telephone kiosk which had been bought by the Parish Council for £1 a few years ago and had been adopted and maintained by the residents of Gransmoor since.

Following discussions, it was suggested that either the removal of the Gransmoor telephone kiosk had been a mistake by BT or had been removed by criminals. Mrs Cawkwell advised the Clerk that she believed the kiosk was bought and adopted by the Parish Council around 2014/15. The Clerk agreed to go back to the minutes from around this time and see if there was any mention of the Parish Council agreeing to the removal of the kiosk. The Clerk would also contact BT and see if they had any record of who agreed to the removal.

Mrs Cawkwell reported that a local landowner in Gransmoor was causing concern amongst residents as he had created a vehicular access to his land right next to a sharp bend. This was considered dangerous as it was so close to the bend. The landowner in question had also filled in an old Victorian ditch close to an area which already suffered from flooding of the nearby road in wet weather. Again, this action had caused concern for local residents.

Mrs Cawkwell explained that herself and others from Gransmoor had contacted Cllr Jane Evison for help on these two matters. Unfortunately, no satisfactory help from ERYC has yet been gained. It was requested that the Clerk write to ERYC expressing the support of the residents by the Parish Council over these two issues and expressing concern over the safety of road users.

## **13. Dates of future meetings**

The dates for further meetings were set as:

23 September 2019

25 November 2019

24 February 2020

25 May 2020 – Annual Meeting of the Parish & Annual Parish Council meeting

All to be held at 7pm at the Sports Club.

The meeting finished at 8.10pm.