

# BURTON AGNES PARISH COUNCIL

Minutes of the meeting held at Burton Agnes Sports Club

Tuesday 21 September 2021 at 7pm

## DRAFT

Those present were:

### Parish Councillors

Miss Liz Sellers (Chair)  
Mr Clive Neale  
Mrs Jean Boynton  
Mrs Margaret Scrowston  
Mrs Su Todd (Clerk)

### Guests

Cllr Jane Evison  
Cllr Charlie Dewhirst  
Mr Chris Palmer

### 1. Apologies

Mr Garry Slingsby

### 2. Declarations of Interest

None

### 3. Minutes of meeting held on 4 May 2021

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

### 4. Public Participation

None

### 5. Election of Chairman and Vice-Chairman

The Annual Parish Council Meeting held on 4 May 2021 was an online meeting and not all councillors were able to attend, therefore it was agreed that this item would be raised at the next face-to-face meeting. Miss Liz Sellers advised that due to other commitments she wished to stand down from the role of Chairman but would remain in the role until the end of this year.

7.15pm – Councillor Charlie Dewhirst left the meeting.

### 6. Vacancies

There have been no applications made for the vacant councillor positions. It was agreed to re-advertise in Driffield & Wolds Weekly during October, and to place a poster at EE-Why Service Station in Thornholme.

### 7. Complaint re school hedge cutting contractors

The matter was raised with Countrywide Grounds Maintenance Ltd. They responded immediately and returned to site to clear away any remaining debris, and have apologised for the issue. All agreed this matter can now be closed.

It was agreed that the Clerk would research companies that can clean and refurbish the play park equipment.

## **8. Burton Agnes Notice Board**

The Clerk does not have a key for the notice board in Burton Agnes. Mrs Boynton will speak to the previous chair and treasurer to enquire if they know of its location. If a key cannot be located, then the Clerk will arrange for a locksmith to replace the lock. The Perspex in all notice boards is very cloudy. The Clerk will try to clean when next visiting, but if no improvement will get costs for replacements.

## **9. Burton Agnes Parish Council**

Following a recent issue with the expiry of a domain provided by Easily, it has raised the question whether there are 2 websites in existence, as there is a site provided by ERYC. The Clerk is to make enquiries and cancel the Easily domain if not required. The Clerk is also to chase up ERYC for training on website maintenance.

## **10. Update on Current Projects**

### Newsletter:

A few delays have been encountered but the project is still in the pipeline.

### Wildlife Notice Boards:

The deadline to agree to the funding has been extended. No volunteers have come forward. The Clerk is to make enquiries with a company called 'Everything but the Product' and obtain costs.

### Path:

This project is on hold until funding can be sourced.

### Defibrillator at Gransmoor:

Mr Slingsby was not in attendance to provide an update.

## **11. Clerk's Training and Wages**

The Clerk has completed and passed the ILCA (Introduction to Local Council Administration) course. All agreed to a contribution of £66.00 towards the next course ILCA to CiLCA which is a bridge course between ILCA and CiLCA (Certificate in Local Council Administration).

There has been an issue with the Company (Phoenix) that processes the Clerk's wages and a complaint has been made, however, the issues are continuing. It was agreed by all that the Clerk's own administration business would now process the wages at the same cost as Phoenix.

7.55pm – Councillor Jane Evison left the meeting.

## **12. Planning Applications**

None

## **13. Accounts**

The clerk presented the members with a list of transactions from April 2021 to September 2021 and asked for approval from the Parish Council.

## Burton Agnes Parish Council Transactions for April to September 2021

Description	Current Account	Deposit Account	Total
Balance as at 31 Mar 2021	<b>£8,046.78</b>	<b>£8,131.05</b>	<b>£16,177.83</b>
Playground Inspection	(£120.00)		
Clerk's Expenses (Q4 2020-2021)	(£7.15)		
Clerk's Wages (Q4 2020-2021)	(£170.86)		
Phoenix Payroll Service (Q4 2020-2021)	(£22.00)		
Precept (2021-2022)	£3,800.00		
Interest Received (Apr 2021)		£0.07	
Playing Field Rent (2021-2022)	(£418.00)		
FOBAS Donation	(£1,000.00)		
HMRC – Tax & NI (Q4 2020-2021)	(£42.60)		
Interest Received (May 2021)		£0.06	
Interest Received (Jun 2021)		£0.07	
ERYC Lissett Small Project Grant	£1,500		
Interest Received (Jul 2021)		£0.07	
HMRC – Tax & NI (Q1 2021-2022)	(£42.60)		
Phoenix Payroll Service (Q1 2021-2022)	(£16.50)		
Clerk's Expenses (Q1 2021-2022)	(£17.98)		
Clerk's Wages (Q1 2021-2022)	(£170.86)		
Interest Received (Aug)		£0.07	
<b>Balance as at 17 Sep 2021</b>	<b>£11,318.23</b>	<b>£8,131.39</b>	<b>£19,449.61</b>

The above transactions were approved by all pending information regarding the queries.

It was agreed to add a column to future Financial Statements to show the date of the transactions.

It was agreed to transfer £5,000.00 from the current account to the reserve account.

### 14. Asset Register

It was agreed that the current Asset Register would be taken 'as read', with any future assets added to as required.

### 15. Correspondence

There is a lot of correspondence received by email. The most important and relevant is forwarded to all councilors by email.

### 16. Any Other Business

### 17. Date and time of next meeting

The next meeting will be held on Monday 22 November 2021 at 7pm at the Sports Club.

There being no further business to discuss, the meeting finished at 8.30pm.