

Minutes of the Extraordinary meeting of Kirby Misperton Parish Council

Wednesday 20th January 2021 at 19h00

The meeting was held via Microsoft Teams with Cllr C Booth attending by telephone. No members of the Public requested admittance to the meeting. The meeting was recorded (only partially due to IT issues) and the recording will be retained under GDPR guidelines for a maximum of 3 months.

Present:

Cllr Peter Winter – Chairman

Cllr Jacqueline Cray – Vice–Chair

Cllr Susan Bloom

Cllr Charles Booth

Cllr Helen Brotherton (and Volunteer Clerk)

1. Apologies and Reasons for Absence
 1. There were no apologies for absence
2. There were no declarations of interest re items on the agenda
3. Minutes and Matters arising:
 1. It was noted that there had still been no response from the ex-Parish Clerk, Ms Sally Brown, with regards the handover of documents and files, excepting a single current cheque book (Cheque numbers #331 to 390). The question remains as to when it is a legal deadline requirement to handover Council property, (documents pertaining to policies etc), financial documents i.e. invoices, receipts, bank reconciliation to facilitate financial year-end and audit procedures.

RESOLVED that Cllr Brotherton, upon being appointed Parish Clerk / RFO, should formally request the documents belonging to the Council, which will permit the execution of her legal responsibilities. Guidance and advice should be sought from both YLCA and RDC regarding the legal situation. Once the letter format is agreed, it will be executed by “signed for” Royal Mail post with copies to all the Councillors, Ryedale Council and YLCA

2. The Village Noticeboard and sticking door to be actioned by Cllr Booth & Cllr Winter when weather permits (Spring 2021)
3. The amount of £2347.13 have been passed to the KM Village Hall with Chq 356 for the purchase, installation and ongoing maintenance of a Defibrillator for the village (Ref Public Health Act 1936, S234) and the supporting ring-fenced funds for ongoing maintenance of £392.68, will be transferred to KM Village Hall at the earliest opportunity. *Receipt No 98, dated 22.12.20 has been received from the Village Hall Treasurer.*
4. Village website sub-committee – reported that the ongoing upgrade of the website has resulted in the current site being “fit for purpose”: information, including contacts, copies of minutes and agendas, with relevant available archives, and that the information on the Village Newsletter, regarding services available to the community etc are all now visible and accessible.

Some further work is required to make the site attractive, dynamic, inclusive of information about both Flamingo Land and St Laurence's church, and fully compliant with new UK GDPR legislation. Agreed that the "re-launch" of the new look KM Village website should coincide with the good news of the siting and availability of the new Village Defibrillator (and how to use it!).

5. The "ring-fenced" funds of £365.00 for a lap top / scanner: it has been deduced that these were funds likely applied for and granted, for the purchase of a dedicated laptop, belonging to the council for the specific purpose of being able to have a unique, government email address for all correspondence, log-ins etc and that ALL documents, policies, Minutes and Agendas be stored there so as to be available to all council members, the public on demand, and specifically to the next holder of the post of KM Parish Clerk / RFO.

RESOLVED that the purchase of a lap-top for the specific job outlined above, be purchased, with Council Approval, and within the Budget allocated, at the earliest opportunity, to make the role of the Parish Clerk / RFO transparent and transferrable. HB to check prices, compatibility of storage requirements etc and to contact RDC regarding a unique PC email address

RESOLVED that the remainder of the Minutes of 08.12.20 should be Confirmed and Approved by the Chairman as a ~~correct~~ true and accurate record.

4. Appointment of Parish Clerk: Proper Officer & RFO

RESOLVED that Cllr Helen Brotherton take on the unremunerated role, excepting legitimate and accepted office expenses. A signing of a YLCA recommended Voluntary Worker Agreement should take place forthwith for the protection of both parties.

5. Financial report:

it was noted and accepted that Cllr Brotherton had prepared a financial report without any sighting of documents, evidence or a "paper trail" from the previous clerk. However, having managed to obtain Bank Statements from Yorkshire Bank and then having prepared a Bank Reconciliation with the current cheque book, it was possible to ascertain where anomalies lay and that the final balance figure presented by Cllr Winter of £4,452.09, was correct.

RESOLVED that this balance and its impact on the Budget and setting of the 2021 / 22 Precept was correct

6. 2021 / 22 Budget:

Cllr Brotherton (now noted as HB) prepared a draft Budget for the year on the estimated mandatory expenses gleaned from the cheque book alone, and without any additional figures, the following items were agreed in principle:

- P Clerk training - £84.85 sufficient for known training but the Reserves could cover any additional unplanned training requirements if needed (e.g. a big Planning issue)
- Insurance – HB has now managed to get copies of the relevant policies from the current insurers, BHIB – we may not need the policy for Employers liability etc if we do not have any person in employment for 2021. HB to check
- Auditor – real cost of YLCA Internal Audit and AGAR to be confirmed – HB
- YLCA membership fee – approved

- Poppy wreath – see item 12
- Graveyard grass cutting of the closed graveyard surrounding St Laurence’s Church, noting that the rear is being considered for a “re-wilding project”. Costs for maintenance only approximate at present - £200 – 250 agreed in principle. HB to finalise quotes from possible contractors with further guidance from Cllr Cray
- Emergency reserves of £500 – given that no figures or documents are available that might impact on real expenditure, a reserve for unknown variances, was deemed wise.

7. Precept 2021/22

Analysis of the options for increasing the Precept by 0%, 5%, 10%, 25% and 50% led to a vote to agree to increase of 10% with a commitment from the Council to see some progress to a fruition of one or more of the community projects wished to be explored and in the absence of a paid Clerk role to sustain.

RESOLVED unanimously to submit a demand a Precept of £2,321.00 for the 2021/22 financial year from Ryedale District Council.

8. Banking

It was agreed that the current inaccessibility and lack of robust transparency in statements and day to day transactions, that a move to Internet banking be explored. HB suggested Unity Bank as an option to Yorkshire Bank – they are not a high street presence, but are specialist in non-profit making and charitable organisations such as a Parish Council. They offer better and more auditable visibility in beneficiaries and authorisations for each transaction.

RESOLVED HB to explore further and report back to Council prior to the next meeting in order to potentially effect a speedy move

9. & 10. The War Memorial and Village Roundabout:

These items have become a single project in the minds of the Council: HB presented a Power-point presentation with photographs and the need for certain questions to be answered regarding the condition and the required works before any submission to the War Memorials Trust (WMT) for any potential grant aid could be submitted.

1. Discussions about the possible re-siting of the memorial to the centre of the roundabout
2. The recommended literature from the WMT ref Cleaning Procedures
3. The need to contact various recommended Contractors for quotes and viability studies
4. The idea of recruiting an enthusiastic and experienced landscaper to assist with the vision.
5. Extending the idea into a historical research project with input from the Ryedale Family History Society, school children and others – some vital work has already been undertaken to identify and give a “story” to those listed on the village Memorial – more to be done!
6. The vision of the Memorial, well maintained and looked after, situated in a peaceful and beautiful surround, to become a landmark in the village

RESOLVED HB to pursue a Pre-Grant Application with the WMT and to enlist support from the rest of the Council and other villagers and ex-Councillors to push the project ahead. HB to report at the next meeting as to costs and likely grants available.

11. Village signs

It was agreed that the idea of “raising” the village signs on the entries to the village had likely already encountered planning and safety challenges but that maintaining their visibility was an issue.

RESOLVED that the Council accept the kind offer of Cllr Booth to trim the vegetation around each sign throughout the Summer “growing season” and that other Cllrs (PW & JC) undertake to keep the signs clean as necessary.

12. New Remembrance Wreath for the memorial

Following a lengthy discussion it was agreed that a 2020 Poppy Wreath be purchased forthwith and replaced again in November 2021.

RESOLVED that the Budget be adjusted to reflect £35 on Poppy Wreath Expenditure for 2021 and that Cllr Cray organise for a poppy wreath to take the place of the old 2019 one as soon as possible.

13. Date of the next meeting

Councillors agreed that the next meeting should be in March 2021 to give sufficient support to the requirements for a year-end Financial Report, audits etc and recognising that the Council members are all still fairly new. At the March 2021 meeting, the Council will agree a full 6 months of future meeting dates, stretching to 3 monthly intervals if deemed fit, and to encompass the legal requirement of an Annual Meeting in May.

RESOLVED The next meeting will be at 19h00 on Wednesday 10th March 2021 and will be held by Microsoft Teams, unless we are permitted to congregate for a physical meeting at the KM Village Hall.

There being no other business, the Chairman thanked those present for their attendance and declared the meeting closed at 21h00.

Signed:

CHAIRMAN

Date:.....