

Minutes of the Ordinary meeting of Kirby Misperton Parish Council

Wednesday 10th March 2021 at 19h00

The meeting was held via Microsoft Teams. No members of the Public requested admittance to the meeting. The meeting was recorded, 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 was one declaration of interest re items on the agenda: *Cllr Brotherton declared that one of the persons quotations for the Churchyard Grass-cutting option is a family member.*
3. Minutes of last meeting:
 - 3.1 **RESOLVED** that the remainder of the Minutes of 20.01.21 should be Confirmed and Approved by the Chairman as a true and accurate record.
4. Matters arising:
 - 4.1 The Clerk wished it to be noted that whilst some documents & Council Property had finally been received from the ex-Clerk, that a number of important supporting documents, copies of Minutes and other items are still missing. No digital files or records have yet been handed over. Noted that in amongst the papers is the original of Harome Parish Council's AGAR return for 2018/19 which should be handed over to the rightful Parish Council forthwith.
 - 4.2 Defibrillator funds – see Financial Matters.
 - 4.3 Village website sub-committee – update: Cllr Winter shared the screen to illustrate that both the look and content of the Village website has made great progress. A few more links and documents need to be uploaded to be compliant with the requirements of the Transparency Code plus an accessibility check to be able to reach the Archives. The Photo of the Month is agreed to be a very good thing!
 - 4.4 The “ring-fenced” funds of £365.00 for a Council lap-top

RESOLVED that the purchase of a lap-top for Council, be purchased, within the Budget allocated, at the earliest opportunity. The Clerk confirmed a suitable device (a Lenovo Idea Pad with 2.8GhZ) would be purchased for £295.00. The balance of the budget would support a monthly subscription to Microsoft 365 with Teams and data compliant Cloud storage plus the purchase of some additional USB Memory sticks (£22.99 for 4) for each Councillor to

have a full set of Council Policies and documents in addition to documents being available on the website.

4.5 War Memorial & Roundabout update: Cllr Brotherton stated that whilst it had been discovered that Vandalism to War Memorials looked likely to be covered in the Council's Insurance policy, more research was to be done. Noted that further historical documents about the memorial had been received from ex-Cllr Wicks. After further discussion about the works required to improve and renovate the War Memorial and Roundabout, including a very positive re-design idea presented by Cllr Booth and the need for ongoing maintenance plans, it was agreed to re-visit the Project more robustly at the next meeting. *If progress is made on these ideas, an Additional Meeting on the Project may be convened in advance of the May 2021 meeting.*

5. Matters arising from the previous Minutes where not covered elsewhere on this agenda – None.

6. Appointment of Parish Clerk: Proper Officer & RFO

RESOLVED that as the appropriate wording of a Voluntary Workers Agreement has been confirmed, that the Chairman and Clerk should sign hard copies for the records forthwith.

7. Financial Matters:

7.1 Rock salt purchase – Approved. (Chq 359) retrospectively and that had a proper Budget been prepared by the ex-Clerk, the Council would have been better prepared for these unknown expenditure requirements.

7.2 St Laurence Grass-cutting quotations (**Cllr Brotherton abstained from this part of the Teams meeting until the agreement had been reached*)

RESOLVED to award the contract of cutting, strimming, and removing any excess clippings beyond the capacity of the Ryedale Brown Garden Waste Bin, to “Not Just Mowing” for the sum of £350 for the 2021 season. This is to cover approx. 12 – 14 cuts during the growing season of March to Oct / Nov. Noted that the contractor had his own business insurance but that the Church itself had additional insurance with Ecclesiastical, in case of any problems.

7.3 Delegation of Emergency Spending Powers to Clerk & RFO

RESOLVED that as this is standard emergency power that it should be written into the KM Financial Regulations, due to be updated by the current Clerk to the legal 2019 NALC Model version, and that a maximum emergency spend limit be set at £100.

7.4 General Training Budget

RESOLVED that an additional budget of £100 be agreed to be available to any Councillor wishing to undertake additional YLCA or other relevant training. The timescales of the release of Training Course dates and available places means that it would not always be possible to have funding approved at a proper Ordinary Meeting of the Council, if only two monthly, in time for the participation of said training.

7.5 Cllr Brotherton advised that after discussions with both Unity Bank and Yorkshire Bank, and as YB now had the facility to offer dual authority for online banking, that the need to change bank was not necessary. Further analysis of fees and costs versus actual monthly transactions, and likely cost increases for manual handling of cheques, should be undertaken before agreeing to add Online Banking as a facility.

7.6 The Clerk advised that all new and very necessary Internal Controls regarding traceability and correct RFO procedures were now in place, after discovering the shortfalls and lack of any system by the ex-Clerk. These should be reviewed regularly by the Council. It was recommended that a proper Internal Audit be undertaken for 2020/21 to help identify what processes should be in place and any shortcomings.

7.6.1 **RESOLVED** to appoint YLCA for the role of Internal Auditor for a fee of £115 (smaller authorities of less than £25k turnover)

7.7 **RESOLVED** to authorise Chq no. 361 for £392.68 for immediate payment to the KM Village hall for the balance for the Defibrillator (Public Health Act 1936 S 234), to support maintenance and training post-installation.

8. 2021 / 22 Budget update:

The Clerk has now been able to produce a more accurate Budget for the financial year 2021/22 having finally had sight and a greater understanding of some realistic expectations of necessary expenditure. The Precept of £2321.00 (10% increase) has been demanded & accepted by RDC and the first instalment is expected in April 2021.

The Budget was accepted in principle by the Council as viable working document with an understanding that there would now be sufficient funds to take forward community projects such as the War Memorial & Roundabout and other smaller projects. This is to include Cllrs Cray and Booth arranging for short (in height) floral plantings for each of the three village signs.

Cllrs Brotherton & Winter to undertake to investigate the Data Protection sum of £35.00 and to whom it is payable and what it might cover?

9. Matters requested by Councillors:

9.1 The update from the representative of the KM8 / Third Energy Liaison committee, Cllr Cray, was gratefully received. News about positive actions included a more effective way of plugging the wells with an alloy barrier, providing better protection against fugitive emissions in the future, were received enthusiastically by the Council. We look forward to yet more positive news.

9.2 Local Government restructuring: Cllr Winter advised that it was looking likely, although it was still under a consultation process, that Ryedale District Council would disappear in favour of one or two larger regional authorities for Yorkshire, excluding the City of York, and that with one less tier, our small Parish Council might be granted more statutory power and authority in certain areas. Further updates on this will be discussed at the next meeting.

9.3 Community Activity to recognise the end of Lockdown: Cllr Brotherton noted that it was still too early to make firm plans but that existing planned initiatives, such as the "As One" Church initiative for services of remembrance & reflection combined with celebrations and street parties should be followed closely. Kirby Misperton would want to be included.

9.4 Highways, pavements and NYCC: Cllr Booth reinforced that the disgraceful state of the footpath between the Church and the cemetery was unacceptable and indeed dangerous. The Clerk reported that she had endured an extremely slow and unsuccessful correspondence with NYCC and Highways thus far, particularly through their Parish Portal system. The Clerk has been given contact for Highways Communications for Area 4

(including KM), and Cllr Cray suggested contacting our County Councillor, Lindsay Burr in order to progress this.

10. Future KMPC meetings:

10.1 it was agreed that at present one meeting every two months should suffice, but that should an exceptional situation arise or planning applications be applied for, that additional meetings could be arranged.

The agreed dates for forthcoming meetings are:

- Tuesday 18th May
- Tuesday 20th July 2021
- Tuesday 21st September 2021
- Tuesday 23rd November 2021

10.2 The reinstating of physical meetings at the Village Hall remains undecided and the Council will await further guidance from central and local government on the “roadmap” and easing of lockdown after the Covid 19 pandemic crisis.

11. Matters for the next Agenda:

Cllr Winter raised a request for a Litter Picking discussion to be included on the next Agenda, to include recognition of people undertaking the impressive voluntary litter picking, and also to investigate further offers from Flamingo Land to provide litter picking equipment.

RESOLVED The next meeting will be at 19h00 on Tuesday 18th May, 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 21h05.

Signed: 

CHAIRMAN

Date: 27/5/21