

DRAFT Minutes of the Ordinary Meeting of Kirby Misperton Parish Council

Wednesday 17th July 2024

The meeting was held at the Kirby Misperton Village Hall.

Present:

Cllr Geoff Fazackerley - Chairman
Cllr Jacqueline Cray – Vice-Chairman
Cllr Helen Brotherton (& Volunteer Clerk)
Cllr Peter Winter
Cllr Sarah Barker – Wyatt

No Members of the Public attended the meeting

1. Apologies – there were no apologies.
2. There were no Declarations of interest:
3. It was RESOLVED to approve the Minutes of the following meetings, as a true and correct record:

3.1 KMPC Ordinary Meeting 12th June 2024

4. Matters arising

All ongoing issues were covered elsewhere on the Agenda.

5. Planning

The Clerk advised that a Retrospective Planning Application had been received on 2nd July for the Shamrock Sheds site. This was only for the Reception Hut and made no mention of any application for the caravan site itself and nothing about the extent / scope / plot numbers / size of the site. Cllr Brotherton stated that it would be impossible to consent to the Reception Shed without knowledge of the extent of the facility. The Clerk was asked to make the appropriate comments on the NY Planning Consultee In-tray, to advise that KMPC will not support this application until further information is given about the site.

6. Financial Matters

6.1 The RFO shared all Bank & Cheque Book reconciliations and showed how all the payments in and out were all correct. It was clear from the documents and spreadsheets that all finances were correct.

The VAT Form 126 reclaim will be submitted by the RFO before the next meeting. It was reiterated that any receipt / copy invoice that requires reimbursing MUST be a valid VAT receipt (i.e. with the Company VAT number) and not just a chit / till receipt.

The following cheques was approved:

- i. Chq# 561 £40.00 Royal Naval Association (*Minute Ref KMPC120624 # 8.4*)
- ii. Chq# 562 £40.00 Army Benevolent Fund
- iii. Chq #563 £40.00 RAF Benevolent Fund
- iv. Chq #564 £40.00 Merchant Navy Association (MNA)
- v. Chq # 565 Normandy Memorial Trust

6.1.1 The issue of the Cheque only status of the Council for making payments and receiving / paying in cash for the Council was discussed. It was RESOLVED that the

RFO proceed with the application for a Debit Card from Virgin Money and the relevant Bank Signatories all completed the RFO's pre-filled in application form.

6.1.2 GDPR – although not on the Agenda, the RFO stated that she would be proceeding to set up a Direct Debit for the annual Data Protection Fee. Paying by cheque has been costing £40, whereas a DD will mean the fee is reduced to £35.00 annually. This proposal was unanimously AGREED

6.2 Training Budget – the Clerk re-iterated that the full Training Budget of £115.00 was available for any Councillor wishing to attend a course.

6.3 Website:

Cllr Winter and Cllr Brotherton presented the pros and cons and relevant costings and workload of preparing to launch a new legally compliant and accessible website. Despite the cost burden of using AuberGINE, the benefits of having the “.gov.uk” domain, the security and aligning with the Yorkshire Parishes platform with the 8 pages is compelling. The workload going forward will be much less onerous and far easier and simpler to manage ongoing. The Clerk was asked to progress this with Mark Tomkins at AuberGINE so to be in time for the October deadline to be viable and accessible. As the next KMPC meeting is scheduled for 9th October, it was AGREED that the Clerk progress this immediately.

6.4 New Financial Regulations and other Strategic Policies

The Clerk has advised she is aiming to prepare revised NALC Model Financial Regulations in time for adoption in the Autumn. Other Statutory Regulations and Policies need to be put in place. The previous Clerk failed to hand over anything of use and there are still several Policies “missing”. Cllrs Cray and Winter offered to search historic emails and documents from Sally Brown to see if any usable / editable documents can be found and utilised.

Cllr Barker – Wyatt suggested that we review at the next meeting, after the quest to find historical documents fails or succeeds, and then divide the workload of downloading a NALC model, editing it to be relevant to KMPC and presenting it at subsequent meetings for approval.

6.5 Additional Grass cutting:

As the burden of grass-cutting / strimming of the whole churchyard, in the absence of the hoped for re-wilding project, has fallen on KMPC we are already over-budget. A request has been made to do an additional strim of the rear of the churchyard to facilitate access for contractors surveying for the Church renovation project. Not Just Mowing have quoted a fair price of £60 for this. This should ideally be split between the Council and the Church as it in addition to the annual requirement. KMPC APPROVED a spend of £30 for our share. Cllr Cray will propose the other £30 at the next S Laurence's Parochial Church Council meeting.

7. KMPC representatives / project co-ordinators – updates

7.1 Third Energy / Ceraphi – the Clerk confirmed that progress had been made and that the grant application for the SPF (Shared Prosperity Fund) & the NY Climate Change office would very likely be accepted for the feasibility study. The next phase would be for Third Energy to undertake community research. Cllr Cray suggested that attending the next Tea & Chat village event would be a good place to start to get local interest.

The Clerk reiterated that the receipt of the grant, even though it would go straight out again to Third Energy for the study exercise, would temporarily put the Council over the £25k

Exemption threshold for AGAR. This will likely mean a full External Audit, which Third Energy have said they will cover additional costs to us, but it is inevitable that it will involve a lot more work preparing for it. The Council should aim to have all the necessary statutory policies in place before the end of the Financial Year so that the more onerous Full Audit is not a burden.

7.2 North Yorkshire Council:

The Clerk has already received a Precept planning letter – to be discussed at the October meeting as part of the Draft Budget process.

Thirsk & Malton Constituency Meeting held on Friday 14th June – the Council agreed that a weeks' notice given for this meeting was unacceptable. Cllr Peter Winter had raised the complaint through Cllr Steve Mason that the lack of notice was undemocratic. We have to date, received no formal response about our concerns in this matter.

7.3 YLCA:

The Clerk advised that she had kept a record of hours worked during June, which was a big, busy month with the D-Day event etc and that the Council should plan for 2 - 4 hours per week at approximately £14 per hour. The Clerk will look on the YLCA website for more information about advertising for a paid Clerk.

7.4 War memorial & Roundabout Project:

Cllr Fazackerley advised he had submitted an online application but that it had failed to register / show online. After several attempts to reach someone at the War memorial Trust, there was some success with a return call from Alan McMasters, head of Grant Applications. Cllr Fazackerley reported that although the application had now been submitted, with Mr McMasters assistance, that we would likely be unsuccessful as there is no structural damage to the cross. Cllr Brotherton requested a copy of the application for the records and stated that she felt it was still worth pursuing. Cllr Barker Wyatt proposed Cllr Fazackerley attempt another application, which he agreed to action. We have funds already allocated and further fundraising, and a small grant could see the project happen. Cllr Brotherton requested that we receive something in writing to confirm that we do not qualify for this first application.

7.5 NYC Highways

7.5.1 The Clerk had been in correspondence with Rich Houghton of Community TM Ltd (Traffic Management) in early July to get things underway. There remain questions regarding them supplying the Operative, or us, and how many volunteers would need training to satisfy the requirements for Remembrance Day. The Clerk will liaise further with Rich about these questions, and it was AGREED that she should progress this, look at grant assistance from Cllr Steve Mason and finalise the training plan.

7.5.2 The pavement from the end of Shire Grove past Dewars to opposite the church: Whilst some notice of “carriage works” had been received by the Clerk, it did not appear to pertain to the really bad part of the pavement. A further notice had been received regarding pavement works on Shire Grove.

8. Village Matters & Matters requested by Councillors:

8.1 Flamingo Land plans for Notice Board for FL Villagers – the Clerk confirmed that the Notice board had finally been built and installed which was well received by all the Council. There is an outstanding question regarding key-holders. Cllr Cray said it would be best to be with one of the Residents who had been the keenest to see this happen. Cllr Cray also confirmed she would be happy to drop off regular documents / leaflets for display there.

8.2 20mph (“20 is Plenty” campaign) – the Consultation period has been completed with no objections raised. The next stage was it goes to the NYC Legal Team and that in the coming weeks / months it would be advertised to the public. The actual move to 20 mph would likely be in 2025

8.2.1 The new flashing VA signs for “Slow – Bikes”: the Clerk advised that Highways had stated that were the new sign to be sited nearer the bridge, that it would not meet their objective to warn drivers to “think Bike” and that the siting was partly due to the sign requiring solar power.

8.3 Public Rights of Way: Cllr Winter confirmed, that in his new Pathkeeper role, part of the disputed route to Gt Habton had now been cut and cleared. There is more work to do to make this PROW fully accessible. Cllr Winter will continue to review and report

8.3.1 Cllr Winter announced that there was a Re-wilding Conference planned for 27th September by the Ryedale Environmental Group with speakers from NYC, North Yorkshire national Park, AONB Howardian Hills and that he would be circulating more information about this event shortly.

8.4 Community activities: no further PC led Community activities are planned for this year. Any Christmas activities / ideas, such as the Advent Windows will be included on the Agenda at the next meeting.

KMPC Ordinary Meetings:

Cllr Barker – Wyatt questioned the need for so many meetings in the year, which it was becoming difficult to commit to. It was AGREED that we would attempt to reduce the number of regular ordinary meetings to bi-monthly where possible.

The last 2024 meetings will be:

- 9th October 2024 - Ordinary Meeting
- 13th November 2024 – Ordinary Meeting

Dates for a Jan/ Feb meeting TBC

There being no other business, the Chairman thanked those present for their attendance and declared the meeting closed at 20h55

Signed.....
CHAIRMAN
Date:.....