

Sancton Parish Council

**Minutes of the Parish Council meeting held on Monday 17th July 2023 at 7.00pm
in Sancton Methodist Chapel, Rispin Hill, Sancton**

Present

Cllr D Cary (Chair), Cllr A Liley, Cllr P Parvin, Cllr S Wightman and Cllr M Wintersgill

Also Present

None

Apologies

ERYC Councillor L. Hammond

No public present

170723/1 - Apologies

ERYC - Councillor L. Hammond.

170723/2 - Consideration of Public Participation and Recording of Meeting

No public present

170723/3 - Declarations of Interest

- a) No declarations of interest by any member of the Parish Council
- b) No dispensations given to any member of the council in respect of the agenda items listed.

170723/4 - Minutes of Previous Meeting

- a) It was **RESOLVED**: that the minutes of the Ordinary Meeting of Sancton Parish Council held on the 19th June 2023 were approved by Members and signed by the Chair.

170723/5 - Public Participation

No public present.

170723/6 - Reports from Ward Councillors

Councillor Cary referred to the ongoing village development and confirmed that the matters were receiving attention from Highways, Public Protection and the Engineers within ERYC.

There will soon be a Parish Liaison Meeting for Wolds Weighton and Pocklington, which Councillor Cary will attend.

There had been a serious fire in one of the ERYC waste disposal lorries which had been caused by the disposal of a vape and the battery within it had ignited.

Consideration would be given to getting volunteers to carry out speed checks within the village.

Finally, Councillor Cary asked for any items of concern to be raised with any of the three Ward Councillors.

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170723/7 - Grounds Maintenance Contracts/Open Space Management

- a) Village field. – Wild Meadow update – see later agenda item
- b) Cemeteries, closed churchyard. Following the site meeting earlier in the day, it was **RESOLVED:** that Plots 1-13 rows I and J should be split into 3 and used for the internment of ashes, subject to approval from the Diocese of York. Councillor Wightman agreed to request permission for this from the Diocese. It was further **RESOLVED:** that the new bench be sited where the damaged bench is currently sited and that the old bench be destroyed and removed from the Asset Register.

The Clerk referred to the ongoing correspondence with the family of the late Judith Le Bas. The family had hoped to be able to utilise the Memorial Garden, but the Clerk had informed them that due to the cost and complexity regarding the Diocese that the Memorial Garden would no longer be developed. It was **RESOLVED:** that the Clerk reply to the family providing them with the option of purchasing a whole plot now or waiting for the approval of the Diocese to purchase a smaller plot, either of which could be used for the internment of the ashes. Alternatively, if the family chose to spread the ashes rather than intern them, then that could be arranged privately.
- c) Gravel Pits. Councillor Wightman reported that she had visited the site and there were no issues to report.
- d) Pond area including the water pump. Councillor Liley reported that the Pond was being cleaned regularly. The quote for the pump was still outstanding.

Councillor Parvin confirmed that she had purchased plants and planted them as previously approved by the Council and receipts were submitted for reimbursement.
- e) Car park. The work has been awarded to Sewells following a competitive process, and it was hoped that the work should be starting later this month. It was agreed that the Nursery staff would be offered to park in the field for a temporary period of a maximum of two weeks while this work was being undertaken. The Clerk agreed to notify the Nursery. The Clerk also agreed to contact ERYC regarding the cost of purchasing and fitting a Car Parking sign.
- f) Other open space management issues – It was **RESOLVED:** that the Clerk arranged a play area safety inspection with ROSPA.
- g) Grounds maintenance contract – The Councillors remained happy with the work of the contractor. It was **RESOLVED:** that the Clerk discussed with the contractor whether they would be prepared to bid for the work for next year and report back.

The Clerk reminded Members of the following rota duties:

- Play Area Checks - Sally July, Chris (Chair) August, Anita September
- Land and Assets – Anita August
- Cemetery Bin - Pat July, Marilyn August, Sally September

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170723/8 – Accounts and Payments

a) The following payments were approved and the cheques signed:

17/07/23	J Drury (Clerk)	Reimbursement for mileage for attending meetings, internal audit and bank. Also reimbursement for paper and parking £5.45 (see statement) – June 23 Total miles 238 x 45ppm = £107.10 The Chair signed the declaration to support this claim	112.55
25/07/23	J Drury (Clerk)	Salary 01/07/23 – 30/07/23	249.90
17/07/23	Information Commissioner	Data Protection fee renewal	40.00
17/07/23	Sewell Construction Ltd	Car Park Edging – Approved work - 50% of cost in advance.	2,455.80
17/07/23	Richard Dixon	Internal Audit work	580.00

The Clerk reported that to date Abacus Playground were stating that they had not received the cheque for the sum of £2,383.20. As the Clerk had not yet received the relevant bank statement, he could not confirm if the cheque had been cashed or not and therefore at this stage no replacement cheque would be issued.

- b) Update on Parish Council Bank Accounts – It was confirmed that despite Councillor Wintersgill and the Clerk visiting the branch and completing and returning all requested documentation, there had been no further progress or communication from the bank.
- c) The Clerk presented the Final Year End Accounts. The internal audit work had led to a small number of changes and annotation and therefore the final post internal audit accounts were presented and discussed. It was **RESOLVED:** that the final accounts for 2022/23, be approved and were signed by the Chair.
- d) The Clerk had circulated a range of documents relating to the Internal Audit for 2022/23 prior to the meeting. These included the Internal Audit report, a position statement / action plan highlighting progress against all the recommendations and a covering letter that would be considered and if approved issued to the External Auditor, to accompany the AGAR form. The Clerk reported that the Internal Audit process had been complex and frustrating with most of the issues resulting from the transition between Clerks. The Clerk then talked through the Internal Audit report and the associated action plan / position statement. Despite completing detailed spreadsheets, the lack of a formal cash book, together with a variance of £27 in a carry forward figure, the lack of inclusion of the Christmas Lights in the Asset Register and a £7 discrepancy with one payment, were the main issues. Other recommendations included activities that the Parish Council was already undertaking and therefore were deemed to be best practice. The Clerk reported that all the recommendations, except two had been actioned and completed. The two outstanding related to the establishment of a cash book for 2023/24 and detailed notes of the Clerk's activities, both of which would be completed by the end of September. It was **RESOLVED:** that the Clerk reports back progress against the two outstanding recommendations at future meetings. The Clerk was thanked for the amount of work he had undertaken to respond to the audit despite the difficult circumstances and it was **RESOLVED:** that the Clerk should be reimbursed for the significant amount of additional time spent on this work.

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- e) As a result of the Internal Audit some minor adjustments and an annotation had been added to the draft AGAR and the final version was submitted for consideration by the Council. The Clerk talked through the figures and cross referenced these to the Internal Audit findings where appropriate. The Clerk had previously circulated a covering note to support the figures detailed in the AGAR and this was considered, approved and signed by the Chair as a helpful and accurate explanation. It was therefore **RESOLVED:** that the AGAR be approved and was signed by the Chair.

170723/9 – Review of Policies

Following discussion at the previous meeting, the Clerk had amended the rolling reviews and the final list was submitted for consideration. It was **RESOLVED:** that the schedule of Policy reviews for 2023/24 be approved and adopted.

170723/10 - Wildflower Meadow

A site meeting had taken place earlier in the day where the Parish Council had met with a representative from the Conservation Volunteers to discuss the creation and establishment of a Wildflower Meadow in the village. It was noted that the meeting had been useful and the quotation for the work was awaited. Until this was received, no decision would be taken. Concern was expressed regarding the possible ongoing costs/ liability of effectively maintaining the meadow. Further concern was expressed regarding the current grass cutting and the work of the contractor and how that may be impacted by this. The Clerk agreed to speak to the contractor and report back at the next meeting for a further discussion on the matter.

170723/11 - Sancton Hill Wind Farm Fund

Concern was expressed regarding the administration, meetings and promotion of the fund. It was **RESOLVED:** that the Chair would determine the appropriate Elected Member at ERYC with responsibility for this to enable a discussion to take place to express the concerns.

170723/12 – Planning Applications

- a) No new applications received.

170723/13 - Correspondence

Correspondence received, noted and action resolved:

- i. ERNLLCA – D Day commemoration – 80th Anniversary June 2024
- ii. ERNLLCA – Newsletter
- iii. ERNLLCA – Playground Inspection training
- iv. ERNLLCA – Training Guide for Councillors and Officers
- v. Hedgehog Highway Project
- vi. Rural Bulletin
- vii. Cllr Hammond – Western Parishes Liaison Meeting Minutes
- viii. Wolds Councillors – Cost of Living Support
- ix. ERYC – ASB data – Wolds Weighton
- x. ERYC – National Highways and Transport – Survey
- xi. ERYC – Neighbourhood Watch Event overview
- xii. Neighbourhood watch training opportunities
- xiii. ERNLLCA – Good Councillors Employment guide
- xiv. Rural Bulletin

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- xv. ERYC – Activities for Children over the Summer Holidays
- xvi. Cllr Hammond – Rural Crime Report

All correspondence considered and discussed as appropriate.

170723/14 - Resignation of Parish Clerk and recruitment process for new Parish Clerk.

The Clerk had tendered his resignation, due to personal reasons. His contract of employment would cease on the 30th September 2023, although due to leave, his last working day would be the 15th September 2023.

In order to enable the Clerk to undertake the meeting and provide handover it was **RESOLVED:** that the Ordinary Meeting of the Parish Council in September be brought forward to the 4th September 2023 and therefore the Ordinary Meeting of the Parish Council in August be cancelled. The Clerk would notify the Methodist Chapel of the change in dates.

Councillor Lilley updated the Council that the job advert was now live on Indeed and ERNLLCA and social media locally would also be utilised. The closing date for applications was the 4th August with interviews planned for the 9th August 2023.

170723/15 - Minor Items

- a) None.

170723/16 - Agenda for next and future meetings

It was agreed that the NALC Standing Orders, Wildflower Meadow, Grass Maintenance, Cemetery update, Recruitment of Clerk and Christmas event be included as items on the agenda.

170723/17 - Exclusion of the Press and Public

All press and public were excluded due to the commercially confidential nature of the final item.

170723/18 - Register of Interests

The Clerk reminded Members for the need to complete these and return to the Clerk by the September meeting.

170723/19 - Next Meeting

It was confirmed that this would take place on Monday 4th September 2023 commencing at 7.00pm.

The meeting closed at 8.55pm

Signature_____ Date_____