

Newton Kyme cum Toulston Parish Council

DRAFT Minutes of the Annual Meeting of Newton Kyme cum Toulston Parish Council held on 8th May 2017 at 7.00pm in St Andrew's Church, Newton Kyme

Chairman: Cllr R Hall.

Clerk & Finance Officer: Mrs L Pink, 8 Stratford Way, Huntington, York. YO32 9YW.
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Present: Councillors R Hall (Chairman), W Hibbs, J Watson, R Cornforth & E Wilson.

Clerk: Louise Pink

A1. ELECTION OF CHAIRMAN

Councillor Hall was elected as Chairman.

A2. CHAIRMAN'S DECLARATION OF OFFICE

The Chairman signed the declaration of acceptance as Chairman.

A3. ELECTION OF VICE CHAIRMAN

Councillor Jennings was proposed as Vice Chairman. Cllr Jennings was not present at the meeting. Clerk to investigate whether Cllr Jennings would be willing to take on the role.

A4. ELECTION OF REPRESENTATIVES ON VARIOUS BODIES

YLCA – Chairman.

1. APOLOGIES

Cllr A Jennings.

2. DECLARATIONS OF INTEREST

There were none.

3. PUBLIC PARTICIPATION

3 members of the public were present at the meeting but did not wish to speak.

4. MINUTES OF THE LAST MEETING

The Council resolved that the minutes of the meeting held on the 16th January 2017 were agreed and signed by the Chairman.

5. CLERK'S REPORT

Nothing noted.

6. VILLAGE HALL

Cllr Hibbs advised that a bill will shortly be submitted for costs associated with insurance, demolition and termination of utilities. An approximate figure of £1,000 was provided for the costs relating to the transfer of the Village Hall.

7. PAPYRUS WORKS

Clerk to speak to RedRow Homes again regarding the gate on the clock tower being locked, resulting in limited access to the noticeboard. Update: The Clerk has since been advised that the site manager has removed the lock. The key to the noticeboard was passed onto Cllr Wilson.

8. PLANNING

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No planning applications discussed.

9. FINANCE MATTERS

9.1 The Clerk submitted the following accounts for payments by cheque:-

Cheque	Payee	Amount	Reason
200117	L Pink	£239.33	Clerk Salary & Expenses - May
200118	YLCA	£128.00	Membership April 17 – March 18

The accounts listed for payment were accepted and the cheques signed.

9.2 The Clerk submitted the following accounts for payments by BACS:-

BACS	Zurich	£167.44	Insurance
BACS	HMRC	£125.60	Tax & NI April – June 17
BACS	L Pink	£178.79	Clerk Salary & Expenses – June
BACS	L Pink	£178.79	Clerk Salary & Expenses - July
BACS	L Pink	£178.79	Clerk Salary & Expenses - August

BACS payments for the Clerks Salary & Expenses to be made on the last working day of the relevant month.

9.2. The following income was noted:-

Selby District Council	2017/18 Precept – 1 st Instalment	£1680.92
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9.3. No invoices were received after production of the agenda.

9.4. The Clerk provided a bank reconciliation upto 31st March 2017.

9.5. To discuss any other urgent request submitted to the meeting:-

(a) The Annual Governance Statement of the 2016/17 Annual Return was approved by resolution. Section 1 of the Annual Return was signed by the Clerk and Chairman.

(b) The Accounting Statements of the 2016/17 Annual Return were approved and Section 2 of the Annual Return signed by the Chairman.

(c) It was agreed to appoint Ian Scott as internal auditor for the 2016/17 financial year.

(d) The insurance quotations received were discussed and it was resolved to proceed with the quotation from Zurich Insurance at a cost of £167.44.

(e) A letter authorising the use of online banking and a copy of the January 2017 minutes were signed in accordance with the mandate by 2 authorised signatories. Clerk to issue this extra documentation to HSBC so that the online banking can be actioned.

(f) The Clerk provided two quotations for a new noticeboard.

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(g) After discussion it was resolved that the marquee listed on the current asset register should be removed.

10. VILLAGE FLOOD DEFENCES

Cllr Hall provided the Council with an update from the Flood Group. The update advised that a survey and scope of works has been conducted by a specialist drainage company. Following the survey the flood group are now recommending the following:-

- Work should be undertaken as soon as possible to clear the ditches at the rear of the village in order to help the water flow off the land.
- The ponding grey water behind Smithy Cottage is a separate project and will be investigated by the sub group.
- The wider work relating to the topography needs further investigation and further specialist advice will be needed to allow for both fieldwork and plotting.
- The pond requires clearing and ongoing maintenance.

RESOLUTION - Following a discussion it was agreed for the Parish Council to proceed with the following quotations submitted by Wrights of Crockey Hill Ltd:-

Phase 1 – Clean out existing ditch. Place material onto field side - £750.00 plus VAT.

Phase 2 – Clean out length of existing ditch. Place material onto field side. Locate existing pipe size - £250.00 plus VAT.

The flood group were authorised upto £800.00 plus VAT to obtain further specialist advice.

11. CORRESPONDENCE– The following items of correspondence were noted: -

- Letter of resignation received from Robert Hurren.

12. MINOR MATTERS AND AGENDA ITEMS FOR THE NEXT MEETING

Clerk to speak to Ryedale District Council to enquire about increasing the number of seats available on the Parish Council.

The quotation for the pond clearing to be discussed at the next meeting.

13. DATE OF NEXT MEETING

The next meeting Monday 11th September 2017.

The meeting closed at 8.40pm.

Chairman.....

Date.....