

NEWTON KYME CUM TOULSTON PARISH COUNCIL

DRAFT Minutes of the Annual Parish Council Meeting held on Tuesday 4 May 2021 at 7:00pm

In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Meetings and Police and Crime Panels) Regulations 2020 this meeting was held remotely

Present: Councillors A Jennings, R Hall, R Cornforth, E Wilson, J Watson, W Hibbs

Clerk: Vivienne Skinner

- 24/21 **To elect the Chairman and Vice Chairman and to receive the Declarations of Acceptance of Office or, if they are not present, to resolve that such a Declaration be made at or before the next Ordinary meeting of the Council**
Cllr Cornforth proposed Cllr Jennings for the position of Chairman, seconded by Cllr Wilson. No election of Vice Chairman at this stage. There being no objections or further nominations, Cllr Jennings was elected as Chairman
The Acceptance of Office form will be signed before the next full meeting of the Council.
- 25/21 **Apologies**
a) **To receive apologies for absence given in advance of the meeting**
b) **To consider the approval of reasons given for absence**
Apologies received from Cllr. Johnson. Resolved: reason for absence accepted.
- 26/21 **Declarations of Interest**
To receive and record any declarations of interest
None received.
- 27/21 **Last Meeting**
To approve the minutes of the Ordinary Parish Council meeting of 22 February 2021
Resolved: That the minutes be accepted as a true record of the meeting.
- 28/21 **To review the monthly figures and spending to date (previously circulated) in line with the agreed Annual Budget and 3 year Business Plan**
Resolved: Monthly figures noted.
- 29/21 **To review and authorise a new Mandate with HSBC Bank**
Clerk advised new mandate not required at this stage. New Clerk will arrange for change of primary user with the Bank.
- 30/21 **To approve the Independent Internal Auditor report for 2020/21**
Three items highlighted for attention: Standing Orders and Financial Regulations will be reviewed at this meeting;
Three Cllrs to review their Register of Interest documents.
Resolved: that the report is accepted and action taken.
- 31/21 **To certify Newton Kyme cum Toulston Parish Council as exempt from external audit for fiscal year 2020/21**
Resolved: That Newton Kyme cum Toulston Parish Council is exempt from External Audit for the year 2020/2021 as its annual turn-over does not exceed £25,000.
- 32/21 **To note the Annual Internal Audit Report for 2020/21 included at page 4 of the Annual Governance and Accountability Return 2020/21**
Resolved: That the Annual Internal Audit Report for 2020/21 included at page 4 of the Annual Governance and Accountability Return 2020/21 be noted

NEWTON KYME CUM TOULSTON PARISH COUNCIL

- 33/21 **To approve Section 1 – Annual Governance Statement 2020/21 for Newton Kyme cum Toulston Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21**
Resolved: That Newton Kyme cum Toulston Parish Council approved Section 1 Annual Governance and Accountability Statement 2020/21 for Newton Kyme cum Toulston Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21
- 34/21 **To approve Section 2 – Accounting Statements 2020/21 for Newton Kyme cum Toulston Parish Council on page 6 of the Annual Governance and Accountability Return 2020/21**
Resolved: That Newton Kyme cum Toulston Parish Council approved Section 2 Annual Governance and Accountability Statement 2020/21 for Newton Kyme cum Toulston Parish Council on page 6 of the Annual Governance and Accountability Return 2020/21
- 35/21 **To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities**
Resolved: that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Newton Kyme cum Toulston Parish Council will publish the following documents on a public website :
- **Certificate of Exemption,**
 - **Annual Internal Audit Report 2020/21,**
 - **Section 1 – Annual Governance Statement 2020/21,**
 - **Section 2 – Accounting Statements 2020/21, page 6**
 - **Analysis of variances**
 - **Bank Reconciliation to 31 March 2021**
 - **Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.**
- 36/21 **To approve the annual review of Risk Assessments.**
Documents circulated and reviewed.
Resolved: That review of Risk Assessments agreed
- 37/21 **To approve the review of Internal Controls.**
Documents circulated and reviewed.
Resolved: That the review of Internal Controls agreed.
- 38/21 **To consider and approve the Parish Council Annual Insurance Renewal from 1 June 2021**
Quotation from the current provider – Zurich Municipal accepted.
Resolved: That the quotation from Zurich Municipal be accepted.
- 39/21 **To approve the annual subscription to the YLCA**
Resolved: That the subscription to the YLCA is renewed for a further year.
- 40/21 **To appoint Representatives to the following outside bodies: YLCA**
Resolved: That Cllr. Jennings and the Clerk, are the Council representatives
- 41/21 **To appoint Lead Members for:**
Finance – to be reviewed
Footpaths and liaison with Sustrans – Cllr Cornforth
Liaison with Highways- Cllr Hibbs
Management of former Village Hall land; grass cutting – to be reviewed

NEWTON KYME CUM TOULSTON PARISH COUNCIL

Liaison with Southbank Management Company – Cllr Johnson
Resolved: To be finalised at a future meeting.

42/21 **To approve the Statutory Documents:**

Code of Conduct - revised
Standing Orders - revised
Financial Regulations – reviewed no change
Complaints Policy – reviewed no change
Privacy Notice – reviewed no change
Publication Scheme – reviewed no change
Investment Policy - new
Asset Register - revised

Resolved: That all the above documents are approved.

43/21 **To review the planning application – 2021/0414/HPA – Proposed erection of part two storey, part single storey extension to south east facade – Station House, Wetherby Road, Newton Kyme, and agree a response.**

Resolved: The council has no objections. The clerk will submit a response on behalf of the parish council to Selby DC Planning

44/21 **To consider the compensation payment offer from HSBC following the formal complaint submitted by the Council.**

Following the submission of a complaint to HSBC bank about poor customer service, the council has received a final offer of £400 compensation.

Resolved: The council will accept the offer and will donate the full £400 as a S137 payment to the Newton Kyme Village Bread Fund Charity.

45/21 **Update on (a)the provision of a litter bin near to the church field gate on Croft Lane (b) potential placement of a bin on the viaduct path.**

a) waiting for Selby DC to approve the location, the order for the bin will then be submitted.

b) It is not possible to place a further bin along the viaduct path. The situation has improved with the addition of a bin along the path in the Thorp Arch Industrial Estate.

46/21 **Update on the provision of replacement signage for the Ebor Way by North Yorkshire County Council (NYCC)**
NYCC delays in replacing the posts. As an option, they can provide the posts for the council to put in place.

47/21 **To receive an update on the options to improve road safety on the A659 and to consider further action.**

The VAS is in place but not working, Selby DC have been advised. The hire agreement will not be implemented until the sign is working.

Continuing to pursue options for road safety measures on the Southbank development.

48/21 **Community Infrastructure Levy (CIL) - (a) To approve the Community Infrastructure Levy (CIL) monitoring report for 2020/21**

(b) to receive an update on the list of local priorities for the spending of the CIL funds and review the list.

a) Resolved: CIL monitoring report approved. Clerk to send to Selby DC

b) No action on the current list, to be reviewed at the next Ordinary meeting.

49/21 **To receive an update on the condition of the ditch and pond on Croft Lane and consider action.**

To be reviewed at the next Ordinary meeting

NEWTON KYME CUM TOULSTON PARISH COUNCIL

50/21 **To approve payments and receipts in accordance with the budget**

(a) Payments approved since last full meeting 22 February 2021

a) Resolved: All payments were correctly authorised

Date	Payee	Electronic/chq	Detail	Amount £
28.02.21	Mrs V Skinner	EP00088	February Salary	132.80
31.03.21	Mrs V Skinner	EP00089	March Salary	133.00
13.04.21	YLCA	EP00090	Subscription	214.00
13.04.21	HMRC	EP00091	PAYE 4 th quarter 2020/21	99.80
30.04.21	Mrs V Skinner	EP00092	April Salary	133.00

(b) Payments for approval 4 May 2021

Date	Payee	Electronic/chq	Detail	Amount £
05.05.21	Vision ICT	EP00093	Annual website hosting and support	144.00
05.05.21	R Dorsey	EP00094	Internal Audit fee	75.00
05.05.21	Zurich Insurance	EP00095	Annual Insurance	167.44
05.05.21	L Brunavs	EP00096	Repairs to noticeboard	120.00
31.05.21	Mrs V Skinner	EP000	May Salary	tba
30.06.21	Mrs G Ashton	EP000	June Salary	tba
31.07.21	Mrs G Ashton	EP000	July Salary	tba
July	HMRC	EP000	PAYE 1 st quarter 2021/22	tba
31.08.21	Mrs G Ashton	EP000	August Salary	tba

* to be authorised in the month payment is due

b) Resolved: The invoices for the four payments above were seen and approved for payment. Future payments will be authorised in the month due for payment.

To note receipts –

Date	Payee	Detail	Amount £
13.04.21	HMRC	VAT Refund 2020/21	132.56
31.04.21	Selby DC	First instalment of Precept	4,924.17

51/21 **Clerks verbal report**

- In discussion with Sustrans on the provision of signs to be placed on the fence to the entrance from the A659. Suggestions have been circulated to Cllrs.
- New clerk will start 1 June 2021

52/21 **To Note Correspondence Received – items of interest (list circulated)**

Correspondence noted

53/21 **To approve responses/action to items of correspondence**

a) Letter from Rural Housing Enabler – Selby District – to be acknowledged by clerk

NEWTON KYME CUM TOULSTON PARISH COUNCIL

- 54/21 **To receive late items of Correspondence**
- Cllrs Hall and Wilson have submitted their resignations from the council.
 - Planning application – 1 Papyrus Villas received after the agenda issued. Will need to call an extraordinary meeting to consider.
- 55/21 **To Consider Minor Matters and Agenda Items for the Next Meeting**
To bring to the attention of the Council or Clerk any minor matters of business and agenda items for the next meeting.
None noted.
- 56/21 **Dates of next meetings- Ordinary Parish Council meeting Monday 6 September 2021, Monday 13 December 2012, Monday 21 February 2022, Annual Parish Council meeting Monday 16 May 2022. Annual Parish meeting Monday 16 May 2022**
Dates noted.

Meeting closed at 19:50hrs

Chairman.....

Date.....