

**Minutes of the Amotherby Parish Council Meeting held  
on Monday 4<sup>th</sup> March 2024 at 7.00 pm**

**Members Present:** Cllr. Nigella Ballard  
Cllr. Paul Simpson  
Cllr. D Skilbeck  
Cllr. R Brown

**In attendance:** The Clerk. One member of the public was present.

1. Apologies – apologies received from Cllr. R Welch, accepted and reason approved.
2. To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests – Councillors Ballard, Simpson and Brown declared a personal interest in item 5.1.
3. The Minutes of the meeting held on 8<sup>th</sup> January 2024 were confirmed as a true and correct record and signed by the Chairman.
4. To receive information on any ongoing issues and decide further action where necessary:-
  - 4.1. Highways – speed limit and footpaths – Response received on 29 Feb from Tim Coyne at Highways to our email of 28 Feb. Parish Council members have been sent both. PC needs to reply regarding the number of accidents and any collision records.  
Inspection of the footpath along the B1257 to take place in the next financial year with a view to possible improvement.  
No responses from anyone else that had been sent the PC email. This to be followed up.
  - 4.2. Parking – parking police will hopefully be attending at some time. Improvement has been noted in parking at drop off and pick up times but some still parking on corners and zigzags by school gate.
  - 4.3. Autela payroll – Chair has spoken to Autela about the change to monthly processing and payment to HMRC will remain quarterly. Clerk can be paid either monthly or quarterly as wished. Change is due to N.I. and Pension implications when back-dated pay involved. Autela invoice will be still be quarterly. **Agreed** that we should remain with Autela as our payroll processor and Chair to email to confirm this.
  - 4.4. Highways workshop – Chair and Vice-Chair attended the workshop on 28 Jan, report later in minutes.
  - 4.5. Biodiversity policy – It was **agreed** to adopt this as from today.
5. To consider and decide upon the following planning applications:-
  - 5.1. ZE24/00108/FUL – Parish Hall, replacement of roof tiles – 3 Councillors are also members of the Hall committee and so could not discuss this application. Email sent to Planning to this effect.
  - 5.2. 22/01290/MFUL – Swinton affordable homes updated plans. Notified of updated plans by a Swinton resident but the Parish Council has not received any notification or a consultation letter. Email requesting Planning that we are re-consulted sent on 27 February, no response received to date. Follow up email sent 4 March. Clerk and Cllr. Simpson to respond to the new plans including re-iterating our original objection.
6. To receive any planning decisions/information:-
  - 6.1. Reservoir – no further correspondence received.
  - 6.2. King's Field – S106 agreement is on the website, a copy has not been received. Email sent to Planning asking why PC was not sent this with the Decision Notice and requesting that it be sent.
  - 6.3. NATTRANS – response received to our email sent on 8 Jan saying the PC objection had been lost. Confirmation sent that the PC objection still stands but no further correspondence received.
7. Matters requested by councillors and other business.
  - 7.1. Highway grass cutting for 2024 – **agreed** to remain with NYC. Confirmed by email 4<sup>th</sup> March.
  - 7.2. Updated Cemetery fees for 2024 – **agreed**. Increases very small and in line with Diocesan charges.
  - 7.3. Internal Auditor for year 2023-2024 – Raymond Ward willing to continue as auditor and appointed.

- 7.4. Schedule of meetings for the rest of the year - Annual Parish Meeting, AGM and PC meeting on 13<sup>th</sup> May. PC meetings on 10<sup>th</sup> June, 12<sup>th</sup> August, 14<sup>th</sup> October and 9<sup>th</sup> December **agreed**.
- 7.5. Report on Highways Workshop 28 January – notes from the meeting were summarised. We had requested advance notice for when gully cleaning would take place, they confirmed that program would be shared with the Parish Council. Parish Portal to be re-visited and Councillors added as users, this will enable all to report issues.
- 7.6. Report from YLCA Branch meeting Feb 6 – YLCA moving to new website on April 1<sup>st</sup>. NYC will cease to host parish council websites, this does not affect us.
- 7.7. Parish Council Domains Helper service – Cabinet Office keen that all councils should have gov.uk website and email addresses. Amotherby already has a gov.uk website and email address for the Clerk. Vision ICT have been asked how much it would cost for additional gov.uk email addresses for all Cllrs, this would be £20 p.a. for each address, i.e. £100 per year. It was **agreed** that this would be beneficial and cost approved for Chair, Vice-Chair and Councillor email addresses. Chair to arrange.
- 7.8. Any item raised at the meeting –
  - 7.8.1. Advice requested from YLCA on how long to keep agendas – there is no legislation but NALC recommends that the website has 3-6 months available. Agreed to keep electronic copies of agendas for the current and previous years and delete older ones.
  - 7.8.2. Talking Tables Training day on 27<sup>th</sup> April – £70 per delegate, **agreed** that Chair can attend.
8. Financial matters
  - 8.1. To approve the following accounts for payment:-
    - 8.1.1. Vision ICT – inv.17868 for website hosting April 2024 to March 2026 and hosting 1 email address – **approved** - £ 182.86 (chq.944)
  - 8.2. To report any payments made which were previously approved or under delegated powers:- none
  - 8.3. To note any payments received:- VAT reclaim received 4 December - £678.16.
  - 8.4. To receive a current bank reconciliation – as of 16 January 2024 - £8680.35.
9. To consider the following new correspondence received and decide action where necessary:-
  - 9.1. YLCA:- White Rose, Law & Governance Bulletins, Training information, NALC Chief Executive's Bulletins – all have been forwarded to Cllrs.
  - 9.2. PFCC –
  - 9.3. NYC:-
  - 9.4. NY Community Messaging – any messages have been forwarded to residents.
  - 9.5. Any late correspondence.
10. To notify the clerk of matters for inclusion on the agenda of the next meeting – none raised.
11. Date of the next meeting confirmed as Monday 13<sup>th</sup> May – the Annual Open Parish Meeting (assembly of electors), AMC (the PC AGM) and ordinary PC meeting.