

**Minutes of the Amotherby Parish Council Meeting held remotely
on Monday 15th June 2020 at 7.00 pm**

Members Present: Cllr. Nigella Ballard
Cllr. Paul Simpson
Cllr Richard Brown
Cllr. Debbie Skilbeck
Cllr. Rob Welch

Members of the Public and Others: 3 members of the public joined the meeting.

- 1. To receive apologies for absence and approve reasons for absence:** No apologies
- 2. To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests – none to declare.**
- 3. Minutes:** the minutes of the meeting held on 16th March 2020 were confirmed as a true and correct record and signed.
4. To receive information on any ongoing issues and decide further action where necessary.
 - 4.1. A procedure for reporting BATA noise complaints is in place. Details have been forwarded to residents and the diary sheets should be completed and returned to Faye Snowden at RDC. She regrets not being able to attend this meeting and reports that emails to her are no good for the process. She will contact anyone who has sent one.
 - 4.2. Sara Bath has been appointed as Clerk but is not yet carrying out duties due to lockdown restrictions causing hand-over problems. With outside meetings now permitted hoping that this can be completed shortly. Sara tried to attend virtual New Clerk Training but there were problems with joining this.
 - 4.3. Cemetery grass cutting --Coronavirus has resulted on Moorswork closing down and a new grass cutter is needed. Chairman has contacted Mr Frank who has quoted £50 for the first hour, £18/hr after. **Agreed** that we should ask him to do a cut once a month up to Sept, starting as soon as possible.
 - 4.4. Highways have said an order has been raised to move the tourist signs at crossroads back about a metre to improve visibility when exiting Amotherby Lane.
 - 4.5. Footway slurry sealing along parts of the B1257 footpath has been delayed and dates are awaited.
5. To consider and decide upon the following planning applications:
None to consider.
6. To receive the following planning decisions/information:
No decisions to report. Further work has been carried out at the reservoir & RDC have been contacted about this.
7. Matters requested by councillors and other business
 - 7.1. The accounts and internal audit have been completed and will be dealt with under financial matters.
 - 7.2. The last six of our street lights have been replaced with part-night LEDs which means our lighting upgrade programme is completed and our energy usage and bills are considerably reduced.
 - 7.3. The order for streetlight maintenance was sent and maintenance was done 29 May.
 - 7.4. Chair had attended a webinar on Risk Management and Assessment on 11 May.
 - 7.5. Website Accessibility Statement has been written by Vision ICT and placed on website. Some work needs to be done in the future on this.
 - 7.6. NYCC Purchase Order for highway grass cutting received and our invoice has been sent to them.

8. Financial matters

- 8.1. The accounts for 2019/20 were **received and approved** by the Council.
- 8.2. **RESOLVED** that Amotherby Parish Council is exempt from external audit for the year 2019/20 as its annual turn-over does not exceed £25,000. Form completed and signed.
- 8.3. **RESOLVED** that Annual Internal Audit Report for 2019/20 included at page 4 of the Annual Governance and Accountability Return 2019/20 be noted.
- 8.4. **RESOLVED** that Amotherby Parish Council approve Section 1 Annual Governance Statement 2019/20 for Amotherby Parish Council on page 5 of the Annual Governance and Accountability Return 2019/20.
- 8.5. **RESOLVED** that Amotherby Parish Council approve Section 2 - Accounting Statements 2019/20 for Amotherby Parish Council on page 6 of the Annual Governance and Accountability Return 2019/2020.
- 8.6. **RESOLVED** that in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities Amotherby Parish Council will publish the following documents on a public website:

- Certificate of Exemption,
- Annual Internal Audit Report 2019/20,
- Section 1 – Annual Governance Statement 2019/20,
- Section 2 – Accounting Statements 2019/20, page 6
- Analysis of variances
- Bank Reconciliation to 31 March 2020
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

8.7. To approve the following accounts for payment:

8.7.1. Repay Chair for stationery & other items purchased - agreed (£19.92, chq 819)

8.8. To note any payments previously authorised – ICO DD paid

8.9. To report payments made under delegated powers –

Autela inv.4312 for HMRC End of Year submission (£12.76, chq 813)

BHIB for PC insurance for 2020-21 (£202.18, chq 814)

Vision ICT for Accessibility statement (£54.00, chq 815)

Cliffords for April highway grass cut (90.00, chq 816)

YLCA Risk Assessments webinar invoice paid (£15.00, chq 817)

NYCC footway lighting energy bill 2019-2020 paid (£513.70, chq 818)

8.10. To note any payments received – first instalment of precept received.

8.11. To receive a current bank reconciliation - £7566.71 in bank, all cheques presented

8.12. To approve in advance expected invoices for:-

Streetlight replacement, Streetlight maintenance, Autela payroll charges, YLCA Clerk training.- all **approved** providing in line with expected costs.

Expected invoices received:-

Raymond Ward for internal audit – **approved** (£50, chq 820)

Highway grass cutting – **approved** (£108, chq 821)

Clerks salary -**approved** (chq 822)

HMRC tax – **approved** (chq 823)

9. To consider the following new correspondence received and decide action where necessary

9.1. YLCA – WRUs; electronic training programmes, advice on Audit; NALC employment briefing – noted, already forwarded to Cllrs.

9.2. NYCC – info on road surface dressing, footway slurry sealing – noted

& temporary closure of Newsham Bridge -noted, already forwarded to residents. Cllr Skilbeck reported that there is rubbish left in the river under Newsham Bridge after last years work – Highways to be emailed about this.

9.3. RDC – Ryedale Community Connect minutes; request for notification of any burials at Cemetery - noted.

9.4. Community messaging – many messages relating to coronavirus and various scams -noted, already forwarded to residents.

9.5. Citizens Advice – info on services – noted, already forwarded to residents.

9.6. Any late correspondence –

Notification of signs going up where footpaths cross fields asking for dogs to be kept on leads.
Request for information on nesting swifts.

10. Matters for inclusion on the agenda of the next meeting.

Planning enforcement issues
Speeding through village

11. Next meeting confirmed as 13th July 2020

Meeting closed at 7.35 pm