

**Minutes of the Extraordinary Meeting of Escrick Parish Council on Tuesday 11<sup>th</sup> June 2013 at 7.30pm held at Escrick and Deighton Social Club**

Present:

Councillor A Bowman  
Councillor E Casling (Chair)  
Councillor L Coulson  
Councillor S Cunningham  
Councillor A Lamont  
Councillor M Luscombe  
Councillor B Forster  
Councillor J Goode  
Councillor J Reader  
Councillor I Reynolds

Mrs L Reader (Clerk)

6 members of the public

**1. Apologies for Absence**

Apologies were received from Councillor S Smowton

**2. To Approve the Minutes of Previous Meeting(s)**

The Chairman commented that this item was irrelevant as minutes are not usually approved at an Extraordinary Meeting.

**3. Public Session**

The Chairman opened the public session.

A member of the public requested that the Parish Council sharpen up communication with the public, having requested minutes and agendas more than once previously. The Clerk commented that as the member of the public was aware, there had been a lot to do since she took over. Cllr Reader made a point that there was a difference between a few requests for information and the Clerk being “bombarded” with emails and Cllr Coulson commented that the Clerk was only paid to work a certain number of hours.

Another resident commented on the terrible condition of the pavement opposite the church where the 415/416 bus stops when heading towards Selby and could something be done about this.

The same resident mentioned that he had googled “Parish Council” and found information on the responsibilities of a Parish Council. There was two A4 sheets of information. The Chairman replied that the Parish Council was fully aware of the responsibilities of a Parish Council but thanked the resident for his interest.

A third parishioner asked about the Village Green Committee and whether it is a Committee of the Parish Council. The Chairman replied that it is not, it is a separate legal entity, effectively a management committee under the terms of the lease of the village green. The Council pays the lease and pays for the grass to be cut and trees to be looked after. The resident mentioned the point that Cllr Luscombe had reported on at the Annual Parish Meeting about the Village Green Committee owning the marquees, tables and chairs and wondered how this could be if it is not a legal entity – which it was reported that it is. The Village Green Committee had fund raised and purchased these items themselves. Cllr Reader wondered where the line of questioning was going to which the resident replied that he was merely interested in a body that has assets and raises money. Cllr Luscombe stated that the Village Green Committee has its own bank account and compiles annual accounts. The Chair felt that it is very clear what the function of the Village Green Committee is and suggested to the resident that if he did not agree with what the Village Green Committee did then he should not attend the functions that it put on.

The same resident also asked questions about the Planning Committee and the fact that it had been minuted that three people attend planning consultations and bring information to the Parish Council. The resident stated that if the Council don't make the decisions then they are not Council decisions so was not sure how this could work. The Chairman replied that the Committee was a working

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group appointed by the Parish Council and the Terms of Reference and meeting dates would be discussed and submitted at the meeting on the 1<sup>st</sup> July.

Another question from this resident was related to the Escrick Playing Fields Association, which is a registered Charity. He stated that the playing fields are leased by the Parish Council and wondered whether the EPFA was making decisions. The Chairman replied that the EPFA and the Parish Council are effectively the same body, it is a Council committee. Two members of the Parish Council attend the meetings and report back to the Parish Council.

The resident asked whether the Parish Council was aware that NYCC had replied on the right of way issue. The answer was yes.

A fourth resident mentioned a number of holes in the road at the end of The Glade that needed filling in. It was felt that this was due to frost damage.

The same resident also requested that the hedge on Carr Lane was overhanging badly in places and could it be cut. Cllr Reader reported that Trugreen who cut the grass in the village should trim the hedges but Cllr Reader offered to do it if they did not. The Clerk agreed to contact Trugreen.

The Chairman declared the Public Session closed.

**4. Receipt of Update on the Accounts**

**4.1 Receipts**

There were none.

**4.2 Accounts for Payment**

<b>Amount</b>	<b>Received From</b>	<b>Details</b>
£10,940.40	Wicksteed Playscapes	Zip Wire (this still had not been paid due to reissue of the invoice)
£260.94	L A Reader	Clerk's Salary April and May
£260.94	J Deans	Interim Clerk's Salary
£130.40	HMRC	Tax/NI for J Deans and Clerk's salaries
£54.70	Came & Company	Insurance additional amount to rectify error
£10.60	L A Reader	Expenses – stationery
£35.00	NYCC	Rights of Way (footpath)
£1169.58	Northern Power Grid	Repair to lamp post, 6 The Glade

There was a discussion about the invoice for Northern Power Grid and what this related to. It was thought that this was the incident that the insurance payment for £1250 earlier this year was related to but it was felt that this should be checked by the Clerk before this invoice was paid.

The Clerk also mentioned that after the meeting where the Members agreed which option to take regarding the Council insurance, she mistakenly opted for the wrong option. The payment to Came & Company was to rectify this error and represented the additional amount.

RESOLVED: It was proposed, seconded and unanimously agreed that these should be paid, with the exception of the bill for Northern Power Grid.

**4.3 Statement of Current Balances, Income and Expenditure to Date**

Bank Reconciliation at 11th June 2013

Balance brought forward at 1 May 2013 £0.00

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Add Receipts for Year			
EPFA (Zip Wire)		£5,000.00	
EPFA (Zip Wire)		£4,117.00	<u>£14,617.00</u>
SDC Precept		£5,500.00	<u>£20,618.26</u>
Less Payments for Year			
Came & Company Insurance	100612	£1,039.35	
nPower	100606	£94.41	
nPower	100607	£120.90	
nPower	100608	£1,953.99	
HMRC PAYE	BACS	£38.60	
Escrick & Deighton Club Room Hire	100604	£10.00	
<b>UNKNOWN (MISSING STATEMENT) 010413 - 170413</b>		<b>£17.87</b>	
			<u>£3,275.12</u>
Balance at bank and in hand at 1 May 2013			<u>£17,343.14</u>
Account 81335235		£10,905.80	
Account 81335243		£6,437.34	
		<u>£17,434.14</u>	
Less unrepresented cheques			
	0	0	<u>£17,343.14</u>

**4.4 Statement of Accounts for the Year Ending 31 March 2013**

The Council members reviewed the accounts.

Cllr Coulson queried the wording on the accounts and suggested that for clarity the wording should read "donation" when items such as the Zip Wire were shown on the accounts.

**4.5 To Review and Approve the Asset List**

The Asset list was viewed by all members and the members discussed whether lamp posts needed to be included. It was decided that the list still needs to be reviewed.

**4.6 To Approve The Audit Commission Annual Return for the Year Ended 31 March 2013 to Comply with the Submission Deadline of 1st July 2013**

The Clerk reported that the Internal Audit had been completed to the satisfaction of the auditor; the Chairman read out a letter from the internal auditor and requested that it be minuted that the Clerk had done a good job of getting the accounts ready for Internal Audit and the Annual Return ready for External Audit.

The Annual Return was viewed by all Councillors and the Chairman read out the list of questions that all members are required to agree. All members answered "Yes" to all of the questions.

The Annual Return was approved by all members and signed by the Clerk and the Chairman as required.

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**To Set the Budgets for the Forthcoming Financial Year**

The Chairman presented all the members with a budget sheet for the forthcoming year, including expenditure to date (appendix 1). The Chairman explained that she and the Clerk would keep this sheet up to date as the year progresses.

The Chairman stated that the cleaning of the bus shelter had been removed from the budget. At this point the Chairman declared a pecuniary interest in this item and offered to leave the room if the other members wished her to do so. The members declined this offer as the reason that this item had been removed from the budget was that Cllr Casling's company performed the cleaning and it would continue to do so but without charge. The members thought this very generous and public spirited and thanked the Chairman for the gesture.

The Chairman would like to address certain issues such as what sort of Parish Council does the village want the PC to be and what would they like the money spent on. This is something that the Chairman would like to revisit at future meetings. The Precept is set around December and the Chairman would like to consult the village around September as to what they would like the Parish Council to do for the village.

Cllr Luscombe asked what the payments to the previous Clerk in respect of Broadband were. The Clerk replied that a Parish Council Clerk is entitled to claim expenses for Broadband costs but that she did not intend to claim this expense as she had always had Broadband and had not specifically had it put in for this role. Therefore there would be no expense claims in respect of Broadband by the current clerk.

The members asked about the cost of the Election and the Chairman mentioned that she had had an email from SDC regarding this. They had provided options for paying for this, for example by not invoicing the Parish Council immediately this would give the Parish Council longer to pay it. SDC are also looking at other possible ways of spreading the cost of the election.

Cllr Reader raised the issue of the Clerk's salary and said that he would like to see some variance in these figures in case this had to be reviewed during the year due to the Clerk having to do a lot more hours than expected. The Clerk reported that she was keeping a time sheet but that she expected the work load to reduce after the initial period. It was mentioned that if the Clerk's salary did have to be raised to account for the increased workload then the village should be made aware of why this had to happen.

The budget was moved, seconded and unanimously approved.

**4.7 To Add All Members as Signatories to the Parish Council's Bank Account**

The Clerk asked all the members to sign the Banking Mandate form to make all members signatories on the Parish Council's two bank accounts. The form would then be returned to the bank and each member would need to go to the HSBC bank and take two forms of identification; a passport or photo driving licence and a utility bill showing their home address.

As there was no further business to discuss, the Chairman thanked everyone for coming declared the meeting closed.