# Kirkby Fleetham with Fencotes Parish Council

**Minutes of meeting – 20th May 2021 at 7.30pm following the Annual Parish Meeting.**

**Present:** Parish Councillors: Mrs Herbert, Mrs Booth, Mr Coop, Mr Jones, Mr Walker and District Councillor Phillips.

1. **Apologies:** County Councillor Wilkinson

2. **Election of Chairperson**

   Cllr Coop proposed Cllr Herbert and seconded by Cllr Booth. This was agreed unanimously.

3. **Election of Vice Chairperson**

   Cllr Booth proposed Cllr Jones and seconded by Cllr Walker. This was agreed unanimously.

4. **Minutes of the Parish Council Meeting held on Thursday, 16th May 2019** were accepted and signature agreed.

   Acceptance was proposed by Cllr Jones and seconded by Cllr Booth.

5. **Matters for Report**

   There were no matters for report.

6. **Review of Terms of Reference for committee's**

   The following had all been circulated prior to the meeting:

   a) **Terms of Reference** – Standing Committee; Parish Council Meetings – Cllr Jones proposed these should be accepted and this was seconded by Cllr Booth. It was resolved to adopt the Terms of Reference.

   b) **Terms of Reference** – Sub-Committee; Burial Authority Meetings – Cllr Jones proposed these should be accepted and this was seconded by Cllr Booth. It was resolved to adopt the Terms of Reference.

7. **Review and adoption of appropriate standing orders and financial regulations**

   The following had all been circulated prior to the meeting:

   a) **Standing Orders** – Cllr Herbert proposed these should be accepted and this was seconded by Cllr Booth. It was resolved to adopt the Standing Orders.

   b) **Financial Regulations** – Cllr Herbert proposed these should be accepted and this was seconded by Cllr Jones. It was resolved to adopt the Financial Regulations.

8. **Correspondence**

   NALC Chief Executive's Bulletin - 23 April 2021 (0105/21), The Rural Bulletins (0205/20), NYCC bulletins (0305/21), AmazonSmile Programme (0405/21), White Rose Updates (0505/21), Notice of Poll and Situation of Polling Stations (0505/21), Members Weekly Briefing (0605/21), High Court Judgement On The Continuation Of Remote Meetings (0705/21), New Law and Governance Bulletin (0805/21), Training E-Bulletins (0905/21), Village Green Bylaw - Enforcement Procedures (1005/21), Recreation Area (1105/21), Managing council employees: How to address capability (1205/21), Weekly Briefing for Town & Parish Councils (1305/21), Step 3 Roadmap (1405/21).

These were all circulated via email.

**Village Green Bylaw:** The bylaw was made in 1922 under section 15 of the Open Spaces Act 1906 in respect of the village green. A bylaw once made remains in existence until revoked or amended. The fine stated in the bylaw is £5 for parking on the village greens. As the bylaw relates to a village green the empowering Act is the Public Health Act 1875, the Parish Council could amend the bylaw to set the fine at any amount up to £500. Cllr Jones requested to look into the Bylaw further ready to discuss in the next Parish meeting.

**9. Finance**

**a) It was resolved to pay the following and cheques were signed accordingly:**

N. Lowe wages for May to date (chq 322)
CE & CM Walker Limited £264.00 for for grass cutting the greens - Inv 21028 (chq 323)

This was proposed by Cllr Booth and seconded by Cllr Walker.

**b) Income:**

£3,500 the first instalment of the Precept and £564.00 from the Burial Authority.

**c) Confirmation of arrangements for insurance cover in respect of all insurable risks:**

The renewal date on the current Parish Council insurance policy is 01 January 2022. The policy covers Public, Products, Pollution and Employers' Liability and Official's Indemnity.

The insurance provider requires the Parish to take reasonable care in managing our activities. Where appropriate this requires the Parish to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

There has not been any risk assessments completed due to Covid. The Clerk is to design a risk assessment form and the risk assessment to be undertaken over the course of the summer.

The total sum insured for 'Total Assets' is £10,000. The clerk will check what the policy definitions are in preparation for the policy renewal.

**d) End of Financial Year Matters 2020/21:**

**i) To certify Kirkby Fleetham with Fencotes Parish Council as exempt from external audit for fiscal year 2020/21**

It was resolved that Kirkby Fleetham with Fencotes Parish Council is exempt from external audit for the Year 2020/21 as its annual turn-over or expenditure does not exceed £25,000. This was proposed by Cllr Booth, seconded by Cllr Jones and agreed unanimously.

**ii) To note the Annual Internal Audit Report for 2020/21 included at page 4 of the Annual Governance and Accountability Return 2020/21**

The internal auditor for 2020/21 made the following the recommendations:

- Dashboard statements clearly state the current year being reported;
- Expense claim form be created to support employee/councillor claims

expense reimbursement. Receipts to be stapled to sheet;
- Note on invoice to state if paid and by what means;
- Review Register of Assets before next insurance renewal.

The Councillors discussed the internal Audit recommendations and accepted them.

It was 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. This was proposed by Cllr Booth, seconded by Cllr Jones and agreed unanimously.

**iii) To approve Section 1 - Annual Governance Statement 2020/21 for Kirkby Fleetham with Fencotes Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21**

It was resolved that Kirkby Fleetham with Fencotes Parish Council approve Section 1- Annual Governance Statement 2020/21 for Kirkby Fleetham with Fencotes Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21. This was proposed by Cllr Booth, seconded by Cllr Jones and agreed unanimously.

**iv) To approve Section 2 - Accounting Statements 2020/21 for Kirkby Fleetham with Fencotes Parish Council on page 6 of the Annual Governance and Accountability Return 2020/21**

It was resolved that Kirkby Fleetham with Fencotes Parish Council approve Section 2 – Accounting Statements 2020/21 for Kirkby Fleetham with Fencotes Parish Council on page 6 of the Annual Governance and Accountability Return 2020/21. This was proposed by Cllr XXX, seconded by Cllr XXX and agreed unanimously.

**v) 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**

It was 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, Kirkby Fleetham with Fencotes Parish Council will publish the following documents on a public website:

- Certificate of Exemption
- Annual Internal Report 2020/21
- Section 1 – Annual Governance Statement 2020/21
- Section 2 – Accounting Statements 2020/21
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

This was proposed by Cllr Booth, seconded by Cllr Jones and agreed unanimously.

It was agreed that the Notice of the Period of Public Rights would be placed on the notice boards as there is insufficient space for everything. This would be accompanied by a note to say full financial information would be on the website.

**10. Review of the Council's policies, procedures and practices**

The Kirkby Fleetham with Fencotes Parish Council - Policy and Procedure Action Plan was reviewed. The plan outlines the current policies in place, when the policy was first published, the current author/owner and the review dates of policies.

The Councillors all agreed to the plan and upcoming review dates.

**11. Planning**

**a. Application**

No proposals

**b. Outcomes**

**Proposal:** **21/00739/FUL:** Installation of a Lychgate

**Location:** Kirkby Fleetham with Fencotes Burial Ground, Todd Lane, Great Fencote, North Yorkshire
**Applicant:** Mr Nathen Lowe

This application was granted on 17th May.

**12. Progress Report re Solar Farm Grant**

**a. Lych Gate contractor review**

Tenders for the construction of the Lych Gate were sought and received in early 2020, however no Parish Council decision was made to proceed on this work, primarily due to uncertainty on funding and any potential supporting grants.

A decision was therefore made to seek updated tenders both from the original tenderers and from additional local building contractors in order to ensure a minimum of three comparable and competitive tenders in 2021.

The Council has now received 3 tenders for the construction of the Lychgate. Each tender will be subject to VAT at the applicable rate. The Clerk will contact YLCA to check what the applicable rate could be on the construction of the lychgate.

Cllr Booth will approach Hambleton District Council to enquire on the amount of the available grant. It is planned to use the income from the Burial Ground towards the Lych Gate.

When the Parish Council is satisfied that the necessary funds are available, they will award the contract for the Lych Gate.

**13. Any Other Business**

**Community Speedwatch:** On 11 May 2021 a site inspection took place to identify suitable places for the Parish to speedwatch. 4 locations were identified and the Police need to approve the locations. Training will be provided to the volunteers in around 2-3 weeks.

**14. Date of Next Ordinary Meeting**

Date of the next ordinary meeting is Thursday, 17 June 2021 at 7:30pm.

**Meeting closed at 9.40pm.**