

## EARSWICK PARISH COUNCIL

### Minutes of Earswick Parish Council meeting held in Earswick Village Hall on Tuesday 20<sup>th</sup> May 2008

<b>Present:</b>	<b>Councillors</b>	<b>W Gambold</b> <b>M Leach</b> <b>P Norman</b>
	<b>Clerk</b>	<b>S Leach</b>
	<b>Responsible Finance Officer</b>	<b>J Cook</b>

**Members of the Public Present:-** I Jones, J Nicholson, Mr J Hepworth, Mrs J Hepworth, J Gambold, M Norman, J Gill

#### **1. Apologies for Absence**

Apologies were accepted from Councillor Anderson due to bereavement and from Councillor Wiseman.

#### **2. Declarations of Interest in items on the Agenda**

Councillor Leach declared a personal and prejudicial interest in item 14, as he is a business associate of one of the tender's.

As the husband of the committee secretary Councillor Norman declared a personal interest in items 9, 10, 11, 12.

#### **3. Minutes**

a. Parish Council Meeting – 16<sup>th</sup> April 2008

Councillors agreed the minutes as a true record of the meeting.

b. Annual Parish Meeting – 16<sup>th</sup> April 2008

Councillors agreed these minutes in draft form.

#### **4. Officers and Representatives Reports**

##### **4.1 Clerks report**

The pavements connecting Fosslands to Garden Village have now been completed.

##### **4.2 Responsible Finance Officers Report**

a. Councillors discussed the bank reconciliation report. The VAT return has now been submitted.

b. Review of Risk assessment. The asset register has been updated and Councillors agreed that the risk management assessment remains up to date and appropriate.

c. Annual Accounts. The accounts were presented and agreed and signed by Councillors. The Internal Auditor will be providing a written report but has recommended that the RFO and Clerk provide statements confirming that they are paid gross and all tax liability is discharged personally.

**Action:SL**

VAT invoices need to be obtained from British Gas to enable the VAT to be reclaimed.

**Action:SM**

The audit commission annual declaration was agreed and signed.

The Bank Mandates need to be updated to remove Mrs Cook as a signatory and to add Mrs Millson who has now taken over as RFO.

**Action:SM**

Councillor Gambold thanked Mrs Cook for all her work as RFO over the past few years.

d. Authorisation of Expenditure

£14.50 – B Gambold – reimbursement for tent pegs

£79.60 – Advance Fire Services for the fire alarm check plus a new battery.

£371.12 – Oddjob services for general maintenance including website design from 07/08 budget

£481.35 – Allied Westminster – village hall building and contents insurance. Part of this to be charged back to the village hall committee.

£500 – Scented Garden Committee

**5 Request to Rent the River Access Lands**

Councillors resolved not to agree to the request to fence off and rent out this land for grazing.

**Action:SL**

**6. Increase in number of Parish Councillors**

Councillors agreed to start the process to increase the number of Parish Councillors to seven.

**Action:SL**

**7. Land Transfers**

This item has been deferred to the next meeting as further clarification is being sought regarding responsibility for the ongoing maintenance of the land drains.

**Action:SL**

**8. Amendments to Standing Orders**

Councillors resolved to amend Standing Order 54 in relation to part 12 (2) of the Local Authorities code of Conduct 2007. This will enable members of the public, and thereby Councillors who have declared a prejudicial interest, to make representations during the Parish council meeting if they have obtained prior agreement to do so. The wording of the amendment will be agreed at the next meeting.

**Action:SL**

**9. Scented Garden Accounts**

Councillors received a summary report on the Projects accounts. The group have been successful in obtaining a grant of £17816 from Yorwaste, which includes the donation of £500 from the Parish Council which has now been authorised.

**10. Design Plan**

Councillors agreed the general design plan to include ramped access for the disabled, paths and a centre piece.

**11. Fund Raising Event**

Councillors agreed to the Scented Garden Projects request to use the tennis courts as part of a fund raising event later in the year.

**12. Clarification of Mowing Contract for the Bowling Green**

This item was deferred to the next meeting.

**13. Website Ownership**

The title of the domains Earswick.com; earswick.co.uk & earswick.net remain with Councillor Paul Anderson.

Councillor Anderson has agreed to permanently loan the Parish Council the webspace on the domains for the purpose of a village website.

Councillor Anderson will continue to pay the renewals for the domain names however the Parish Council will own and maintain the content of the website.

**14. Alterations to the Village Hall**

Councillor Leach left the meeting for this item having declared a prejudicial interest.

Three quotes have been received for the removal of the bike shed. It was decided to defer this item to the next meeting as it was not clear if the lowest quote will still stand if the contractor is not also going to be carrying out repairs to the village hall roof. Clarification to be sought. **Action:SM**

**15. Recruitment Policy**

Councillors agreed with the auditors suggestion that references be sought as part of the new recruitment process to all Parish Council paid positions. References do not need to be obtained for the Clerk who has been in post for three years but will be obtained for the RFO. **Action:SM**

**16. Items for information/newsletter/next agenda**

A newsletter needs to be put together to include the chairman’s annual report.

The meeting closed at 8.55pm

Signed.....

Date.....

Shirley Leach  
Parish Clerk