

# Irton Parish Council

## Minutes of Extraordinary Meeting

Held on the 16<sup>th</sup> September 2024 at 7pm in Seamer & Irton Memorial Hall

### Present:

Irton Parish Council:- Cllr. John Luckock  
Cllr. Charlene Joyce (co-opted 7.13pm, left 7.22 due to family emergency)  
Cllr. Shelley Luckock (co-opted 7.13pm)  
Cllr. Denise Palmer-Jenkinson (co-opted 7.13pm)

North Yorkshire Council:- Cllr. Heather Phillips (stood down from Council 7.20pm)  
Cllr. David Jeffels (left 7.17pm)

12 members of public.

Mrs J Marley (Locum Clerk for this meeting only)

Cllr. Phillips in her capacity as Chairman of the meeting welcomed all present.

### 1. APOLOGIES

*To receive apologies for absence and to consider for approval, any reasons given for absence.*

**RESOLVED: no apologies to receive.** 64/24

### 2. DECLARATION OF INTEREST

*To receive declarations of interest in the business to be transacted.*

**RESOLVED: no declarations to receive.** 65/24

### 3. MINUTES

*To confirm as a true record, minutes [circulated with agenda] of the meeting of Irton Parish Council, held on 5 August 2024.*

Cllr. Jeffels observed that it was not clear from Minute 45/24 which set of minutes for the meeting of 11/3/24 had been approved. **RESOLVED: Minute 45/24 be amended to show it was recommended the minutes written by Clerk Dawn Naylor be approved. Further RESOLVED the amended minutes of the meeting of 5<sup>th</sup> August 2024 be approved and signed by Cllr. Phillips as Chairman of tonight's meeting.** 66/24

### 4. CO-OPTION

*To co-opt persons qualified to hold public office for Irton Parish Council, to vacant seats and to receive their Declaration of Acceptance of Office*

Applications for the four casual vacancies had been received from three people. All three stood validly nominated and **RESOLVED: Charlene Joyce, Shelley Luckock and Denise Palmer-Jenkinson be co-opted to three of the casual vacancies. Declarations of Acceptance of Office were completed by all three and countersigned by Cllr. Phillips.** 67/24

### 5. PROCEDURAL MATTER

As the Council now had 4 persons who were members of Irton Parish Council, Cllr. Jeffels (who had been appointed to the Parish Council on a temporary basis by North Yorkshire Council ) stood down from the Parish Council and left the meeting at this point. 68/24

**6. ELECTION OF CHAIRMAN**

*To elect a Chair (holding office until May 2025) & receive their Declaration of Acceptance of Office*

**RESOLVED: Cllr. J Luckock be elected Chairman (to hold office till the May 2025 Annual Meeting). A Declaration of Acceptance of Office was completed and countersigned by Cllr. Phillips.** **69/24**

**7. PROCEDURAL MATTER**

*As the Council now had 4 persons who were members of Irton Parish Council, and having presided over the election of a Chairman from those persons Cllr. Phillips (who had been appointed to the Parish Council on a temporary basis by North Yorkshire Council ) stood down from the Parish Council and took a seat to the side of the Council table.* **70/24**

**8. ELECTION OF VICE CHAIRMAN**

*To elect a Vice-Chair (holding office until May 2025)*

**RESOLVED: Cllr. Joyce be elected Vice Chairman (to hold office till the May 2025 Annual Meeting).** **71/24**

**9. PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER**

*To confirm the appointment of a person as the interim Proper Officer (for the convening of meetings of the Council) and to also appoint a person to the position of Responsible Financial Officer as required under the section 151 of the Local Government Act 1971.*

**NOTED the locum clerk's advice that a councillor could act as Proper Officer, but not as Responsible Financial Officer (the Local Government Act 1972, section 151 refers).**

**RESOLVED: Cllr. J Luckock be appointed Interim Proper Officer (till a Clerk/Proper Officer was in post). Further RESOLVED the appointment of a Responsible Financial Office be deferred till a Clerk/Proper Officer was in post..** **72/24**

**NOTE:** During consideration of Item 8 (Minute 71/24 refers) Cllr. Joyce left the meeting.

**10. EXTERNAL AUDITOR**

*To agree to contact the external auditor due to the non-submission of the AGAR report and seek their guidance to ensure this is completed without any further delay.*

**RESOLVED: Cllr. J Luckock to contact external auditors PKF Littlejohn and report to a future meeting of Council.** **73/24**

**11. BANKING ARRANGEMENTS**

*To confirm banking arrangements to include authorised signatories.*

**It was noted Council's banking arrangements would need updating (at the very least the 4 existing parish councillors would need adding to the mandate) and RESOLVED: Cllr. J. Luckock to contact Council's bankers and report to a future meeting of Council.** **74/24**

**12. REPRESENTATIVES TO EXTERNAL ORGANISATIONS**

*To appoint representatives to external organisations.*

**RESOLVED: 1] Cllr. Palmer-Jenkinson be appointed to represent Council at Seamer & Irton Memorial Hall Management Committee; 2] Cllr. S. Luckock be appointed to represent Council at YLCA Scarborough Branch.** **75/24**

**13. PUBLIC QUESTION TIME**

*To receive questions or comments from the public relating to matters in the Parish.*

*The following concerns were raised by members of the public:-*

- 1) Hedgerows on Main Street (from Porritt Lane end to past Waterworks Farm) are overhanging the pavement
- 2) Speeding on Main Street continues to be an issue, especially with the vehicles from the utility contractors who have a base at the waterworks
- 3) The speed of large lorries and HGVs using Irton Moor Lane
- 4) The continuing need for a litter bin in the layby on Ayton Road

**RESOLVED: the above comments be noted. Cllr. J Luckock to deal with points 1 and 2. Point 3 Cllr. Phillips explanation that North Yorkshire Council could not justify speed restrictions or weight limits on this road was noted. Point 4 – locum clerk’s advice that the layby was most likely part of the highway extent and as such a litter bin would require a structures licence but it may be possible to reduce collection costs by using a contractor such as Bruntons was noted.** 76/24

**14. NORTH YORKSHIRE COUNCIL**

Cllr. Phillips urged all parish councillors to attend the online training about the Code of Conduct. The issue of verge management (balancing the needs of biodiversity against those of tidiness and highway safety) varied considerably across North Yorkshire and was therefore to be considered by a Scrutiny Committee in order to get a consistent set of standards across the County. A boundary review of divisions within the county was soon to commence in order to gain an electoral balance across all divisions.

**RESOLVED: Cllr. Phillips report be received & noted.** 77/24

**15. RECRUITMENT OF PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER**

*To agree an advertisement for the position of Parish Clerk/RFO, based on the current job description, and to also consider the starting salary scale and point(s) of the new employee.*

Cllr. J Luckock gave a broad outline of some of the things which needed to be considered.

**RESOLVED: Cllr. J Luckock to contact the YLCA to seek further information and advice on matters such as job description, hours and salary. Details to be reported to the staffing committee.** 78/24

*To appoint a committee of three councillors who will be fully delegated by the Council to undertake the recruitment of a clerk, including advertisement, shortlisting, interview and being delegated to make the appointment.*

**RESOLVED: Cllrs. J Luckock, S. Luckock and Palmer-Jenkinson to form a Staffing Committee. Said committee to have full delegated powers to undertake the recruitment of a Clerk/RFO – this to include job description, hours, salary, pay & conditions, contract of employment, advertisement, shortlisting, interview and appointing.** 79/24

**16. NEW WEBSITE AND E-MAIL ADDRESSES:**

*To consider relevant details, (such as domain name, webhost and costs, email addresses and maintenance/updating), note initial design appearance [circulated with agenda] and agree action as appropriate*

**RESOLVED: 1] To register the domain name irtonparishcouncil.gov.uk; 2] to use the website hosting and design provided by HugoFox Ltd at a cost not exceeding £200 a year; 3] Cllr. J Luckock to carry out points 1 and 2.** 80/24

**17. PUBLICATION OF AGENDA & MINUTES**

*To discuss and decide upon the policy for the publication of full council agendas, minutes and supporting meeting papers, to be five clear days instead of the legislative three clear days.*

**Noted:** the locum clerk's advice that requiring agenda and papers to be issued five clear days before a meeting would cause an unnecessarily long delay between issue and the meeting and was likely to result in a lot of business being delayed or additional meetings needing to be convened.

**RESOLVED: Future agenda and all supporting papers were to be issued with three clear days notice, and in accordance with best practice, Saturday was to be excluded when calculating clear days.** **81/24**

**18. ASSET MAINTENANCE**

*To receive the asset inspection report [circulated with agenda] and agree a maintenance budget.*

The Locum Clerk advised that any purchase made by councillors and requiring reimbursement must be accompanied by a receipt made out in the Council's name or as a cash sale and show the VAT element and VAT number. **RESOLVED: 1] the asset inspection report be received & noted; 2] the sum of £200 be earmarked from Council funds for the repair & maintenance as outlined in the report; 3] Cllr. J Luckock to co-ordinate working parties of councilors and parishioners to carry out the necessary work; 4] Locum clerk's advice be noted.** **82/24**

**19. POLICY REVIEW**

**RESOLVED: Council would resume its review of existing policies once the new Clerk was in post.** **83/24**

**20. NEXT MEETING**

**RESOLVED: Next Ordinary Meeting to be held on Monday 18<sup>th</sup> November 2024.** **84/24**

There being no further business, the Chairman declared the meeting closed at 8.35pm

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**Cllr. John Luckock (Chairman)**

18<sup>th</sup> November 2024