

Irton Parish Council

Minutes of Extraordinary Meeting

Held on 18th November 2024 at 7pm in Seamer & Irton Memorial Hall

Present:

Irton Parish Council: Cllr. John Luckock (Chair)
Cllr. Charlene Joyce
Cllr. Shelley Luckock
Cllr. Denise Palmer-Jenkinson
North Yorkshire Council: Cllr. Heather Phillips
PCSO Anna Wilkinson & colleague
6 members of public
Clerk: Anne-Marie Benson

1. APOLOGIES

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

RESOLVED: no apologies received. 85/24

2. DECLARATION OF INTEREST

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

RESOLVED: no declarations received. 86/24

3. MINUTES

To confirm as a true record, minutes (circulated with agenda) of the meeting of Irton Parish Council, held on 16th September 2024.

RESOLVED the minutes of the meeting of 5th August 2024 be approved and signed by Cllr. J Luckock as Chairman. 87/24

4. HIRING OF NEW CLERK

To note the hiring of a new Clerk and to confirm the decision of the Hiring Committee on this matter.

RESOLVED: noted and approved the hiring of the new Clerk, Anne-Marie Benson. 88/24

5. APPOINTMENT OF PROPER OFFICER

To rescind any previous appointments to the position of Proper Officer and to appoint the Clerk as Proper Officer. The Chair welcomed the new Clerk and gave a brief introduction of her previous work and experience.

RESOLVED that Anne-Marie Benson be appointed the Proper Officer for Irton Parish Council 89/24

6. APPOINTMENT OF RESPONSIBLE FINANCIAL OFFICER

To appoint the Clerk as Responsible Financial Officer.

RESOLVED that Anne-Marie Benson be appointed as the Responsible Financial Officer.

90/24

7. PUBLIC PARTICIPATION

To consider questions raised by members of the public regarding items on the agenda.

The following concerns were raised by members of the public:

- 1) It was requested that the Council consider making the ordinary meetings available either by streaming or recording for those of us who cannot attend.
- 2) There was an issue raised regarding a pothole in the Village: it has now been circled with yellow paint. Cllr Phillips explained this meant it was now on NYC's schedule of works.
- 3) There are a number of young people riding bikes with no lights or helmets. The Police

mentioned that residents can phone 101 or complete an online form regarding this.

- 4) **RESOLVED: 1) Availability/recording of meetings be added to the Council's January agenda, and Clerk to investigate options. 2) Cllr Philipps to contact Highways (Andrew Santon) for a timescale on the pothole works. The information is then to be included in the next Council Village Newsletter. 3) Clerk research the Police form and Cllr J. Luckock to put a notice on the noticeboard and in the newsletter.** 91/24
8. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (2023-2024)**
- a) *To approve the Certificate of Exemption.* **RESOLVED that the Certificate of Exemption was agreed, approved and signed.** 92/24
- b) *To approve the Annual Governance Statement.* **RESOLVED that the Annual Governance Statement be agreed, approved and signed.** 93/24
- c) *To approve the Accounting Statements.* **RESOLVED that the Accounting Statements be agreed, approved and signed. Clerk to send all items to the External Auditors** 94/24
9. **BANKING MANDATE**
- To approve the current banking mandate and to authorise the addition of the Clerk as a signatory.*
- The Chair explained that all 4 councillors were to be authorised, and there was a single authoriser needed for online banking transactions, to enable the Council to have a debit card. Cllr J Luckock only has access to this. **RESOLVED: the above arrangements were approved, and it was agreed Anne-Marie Benson is to become a bank signatory, once full access is available for councillors to the bank account.** 95/24
10. **ADEQUACY OF INSURANCE**
- To confirm that the Council has adequate insurance.*
- RESOLVED: report from Chair was noted and this was agreed as confirmed.** 96/24
11. **GOVERNANCE DOCUMENTS**
- To rescind any previous governance documents, and to approve and adopt the following documents, dated October 2024 and published on the Council website:*
- a) Financial Regulations
b) Code of Conduct
c) Standing Orders
d) Equal Opportunities Policy
e) Data Protection and Privacy Policy
f) Complaints Policy and Procedure
- The Chair explained that all the proposed policies were based on the latest NALC models and regulations and are now available on the Council website.
- RESOLVED to agree and approve these new policies.** 97/24
12. **ACCOUNTS PAID (APR-SEP 2024)**
- To note the accounts paid to date.*
- RESOLVED: Payments were noted.** 98/24
13. **BANK RECONCILIATION (TO AUG 2024)**
- To approve the bank reconciliation to end of August 2024.* Chair explained that a further Bank reconciliation will be completed, once the Council have the statements past August 2024.
- RESOLVED: Bank reconciliation was approved** 99/24
14. **ACCOUNTS PASSED FOR PAYMENT**
- To approve payment of the accounts.*
- RESOLVED: that the Accounts for payment were approved and signed.** 100/24

15. UPDATES ON COUNCIL ACTIVITIES

- a) Cllr J. Luckock updated on the new Council website, all documents are now there. He explained the website was on an org.uk domain, as the Council needs a Clerk to register a gov.uk website. The operation of the website has now been handed over to the Clerk.
- b) Cllr Palmer-Jenkinson updated on trimming the overgrowth blocking pathways. Councillors and volunteers had a walk-around and put a report together. Letters were delivered to some residents with a positive response, resulting in only one area now outstanding, and that property is being renovated. There was a kind offer from Trevor of the public, if any assistance was needed with any village renovation.
- c) Cllr Joyce updated on the installation of a litter bin in the Ayton Road layby. She contacted Highways and Waste Management; they will provide a bin and regularly empty it for the sum of £468. The Clerk reminded the meeting that if any bins are full, they can report it to her or to NYC here: <https://www.northyorks.gov.uk/bins-recycling-and-waste/street-cleaning-and-littering>
- d) Cllr J. Luckock updated on asset maintenance, and some village benches need cleaning. Cllr J. Luckock obtained two quotes for the work, one for £280 and £265. Volunteers will then seal the benches and planters boxes too.
- e) Cllr J. Luckock updated regarding Yorkshire Water and Morrison Water Services. Cllr J. Luckock spoke to a site foreman who will pass the request to the operations manager, for a meeting to build a positive working relationship.

RESOLVED: 1) approved the use of the org.uk domain. Clerk to investigate obtaining a gov.uk website, 2) that a bin be purchased from NYC for the Ayton layby, and the Clerk is investigating what bins and what grass cutting the Council is responsible for, 3) that the Council proceed with the Bench clean work with the £265 contractor. **101/24**

16. OUTSIDE BODIES

To consider any reports from representatives on outside bodies:

- a) Cllr S. Luckock - Yorkshire Local Councils Association – the contact details have been updated, and the Clerk role was advertised there. The next Branch meeting is in January, but there are Councillors Discussion Forums online on 10th December and 22nd January.
- b) Cllr Palmer-Jenkinson - Seamer & Irton Memorial Hall Management Committee – there is not yet a date set for this committee but will attend when it is scheduled.

RESOLVED: noted and Clerk to send out generic YLCA log-in details to councillors. **102/24**

17. REPORT OF NORTH YORKSHIRE COUNCILLOR

To consider any report by Councillor Heather Phillips.

Cllr Phillips stated that the NYC Executive had adopted the latest Public Health Annual Report, that will inform the overall Health Strategy. They have also adopted a Cultural strategy, that accepts that there are different experiences and expectations across NY residents. Scarborough is leading on this work.

Cllr Phillips explained how monies from the second home premium is being used to build houses for local people at Musham Bank (578 houses) and Prospect Road (22), these will include social housing also. Finally, Cllr Phillips urged all Parish Councils to contribute to the Boundary commission consultation in December.

RESOLVED: noted **103/24**

18. POLICE REPORT

To receive the latest local police report.

PCSO Anna Wilkinson and her colleague introduced the Irton and Seamer monthly police report. She informed the meeting about recent scams ‘urgently asking for money from loved ones’ and urged all residents not to engage with these types of messages. The Police keep a list of active

scams, so contact 101 if you are not sure. PSCO Wilkinson also urged residents to be extra vigilant of cold callers in the area.

Finally, she urged everyone to report any off-road vehicles driving on roads, NYP are looking for evidence on this to take action. Cllr J. Luckock thanked the Police for attending and mentioned that the Police reports are produced monthly and will be available on the Council website and reported at the bi-monthly Council meetings.

RESOLVED: noted

104/24

19. PREPARATION OF BUDGET (2024-2025)

To discuss the budget preparation and any new items to be included in the budget.

Cllr J. Luckock has produced a provisional draft budget for 2025-26, but this will be updated once bank statements are received. The meeting was urged to contact the Clerk if they had any items they wanted included in the budget for 2025-26.

RESOLVED that the draft budget be considered at the next Meeting, and that the Clerk ask for a dispensation to provide the Council's precept figure to NYC after their next meeting in January 2025.

105/24

20. ITEMS FOR THE NEXT MEETING

To receive items from the Council and members of the public for consideration at the next meeting of the Council.

- Streaming or recording of future Council Meetings.
- CPR & defibrillator training for the community – Cllr S Luckock to investigate provision & cost
- Items not closed in this meeting are carried forward.
- Cllr J. Luckock is to devise a list of council service.
- Clerk to report on the Councils VAT reclaim from 2023-24.

106/24

12. NEXT MEETING

RESOLVED: Next Ordinary Meeting to be held on Monday 20th January 2025, at 7pm at Seamer & Irton memorial Hall.

107/24

There being no further business, the Chairman declared the meeting closed at 8.40pm

Cllr. John Luckock (Chairman)

20th January 2025

Anne-Marie Benson (Clerk)

Tel: [07459 101188](tel:07459101188) (including Text and WhatsApp)

Email: clerk@irtonparishcouncil.org.uk

Irton Parish Council

irtonparishcouncil.org.uk

Accounts Paid**Date:** Apr-Sep, 2024

Payee (Details)	Amount	Chq. No.
Employment Expense <i>(Salaries, Expenses, Contractual Payments & HMRC)</i> Chq Nos. 612, 613, 618, 620, 621, 622, 623 & S/Os	£ 6,462.75	See details
Asquith & Co (payroll service)	£ 109.80	614
SLCC (subscription)	£ 32.20	615
Wel Medical (defibrillator pads)	£ 186.96	616
YLCA (subscription)	£ 143.00	617
Asquith & Co (internal audit)	£ 264.00	619
Asquith & Co (end payroll service)	£ 66.00	624
Total	£ 7,264.71	

Approved for Payment: Dawn Naylor (single signature as per Jan 2024 Minutes 14/24)

Irton Parish Council

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Accounts Passed For Payment**Date:** 18/11/2024

<u>Payee (Details)</u>	<u>Amount</u>	<u>Chq. No.</u>
J. Luckock	£ 668.35	BACS
<i>Andy Hire - Rent Portable Generator (Painting Bus Stop)</i>	£ 28.80	
<i>Spar - Petrol for Portable Generator (Painting Bus Stop)</i>	£ 3.24	
<i>123 Reg - Domain Name and Email (1 Year)</i>	£ 29.84	
<i>Hugo Fox - Website Hosting (Sep 2024)</i>	£ 11.99	
<i>YLCA - Job Advert for Clerk/RFO</i>	£ 20.00	
<i>Hugo Fox - Website Hosting (Oct 2024)</i>	£ 11.99	
<i>Postage - Bank Mandate</i>	£ 2.60	
<i>Clear Councils - Insurance</i>	£ 519.89	
<i>ICO - Registration Fee</i>	£ 40.00	
H. Phillips	£ 65.00	BACS
<i>J. Marley - Locum Clerk Service</i>	£ 65.00	
Seamer & Irton Memorial Hall	£ 50.00	BACS
<i>Invoice 83 (05/08/2024 Meeting)</i>	£ 25.00	
<i>Invoice 99 (16/09/2024 Meeting)</i>	£ 25.00	
Anne-Marie Benson (Clerk)	£ 333.00	BACS
<i>Salary - Nov 2024</i>	£ 300.00	
<i>Statutory Holiday Pay</i>	£ 33.00	
Total	£ 1,116.35	

Approved for Payment: