

## **PARISH COUNCIL OF NUNBURNHOLME WITH KILNWICK PERCY**

### **Minutes of a Meeting of the Parish Council (PC) held on Thursday 17<sup>th</sup> January 2019 at 19:30 hrs at the Millington Village Hall.**

The meeting was chaired by Cllr Phillips.

Present: Cllr Phillips, Richardson, Atkinson, Bird, McCallum, Barton and Ward Cllr Rudd. One member of the public (Samantha O'Connor) was also in attendance.

#### **OPEN FORUM**

Cllr Phillips noted that the previous Chair had resigned prior to the meeting so he would chair the meeting in his place.

Cllr Phillips introduced Samantha O'Connor to the rest of the PC and stated that she was here for the role of clerk. Ward Cllr Rudd gave a recommendation for the clerk as he has worked with here for some years on another PC. Samantha O'Connor informed the PC that she currently works for three PCs and has been a clerk for five years. Samantha asked the PC to consider travelling expenses as she does not live in the village. Salary scales were discussed and the PC decided to keep the role at the current scale point.

Samantha O'Connor left the room at this point.

The PC in her absence voted to offer Samantha the role and she was invited back into the meeting.

The clerk role was offered and accepted by Samantha O'Connor and she took on the duties at this point.

#### **Meeting started at 19:50 hrs**

1. **Declarations of Interest** – None.
2. **Approval of Minutes of the Parish Council Meeting Held on 15<sup>th</sup> November 2018** – Members of the PC agreed that these were a true and accurate record but there was no copy to sign. ACTION: Cllr Phillips to sign a copy and hand to clerk at the next meeting.

#### **3. Matters Arising**

The location of the new green grit bins was discussed and agreed that several of them are not in suitable locations. Cllr Bird and McCallum are to devise a better location plan. ACTION: Clerk to forward the contact details of the relevant person at ERYC to contact.

Cllr Phillips confirmed that he had weeded the PC archives and kept documents of historical value.

Cllr Phillips noted that he had tried to invite Debbie Fagan from the Police and Crime Commission to the meeting but will try for the next meeting.

##### **a) New Parish Clerk and RFO.**

This was covered and resolved in the Open Forum section.

##### **b) New Accountant**

The PC require an accountant to carry out the internal audit this year and the clerk was asked if she knew of one. ACTION: Clerk to make contact with the auditor she uses for her other three PCs.

### **c) Website**

Cllr Barton asked for the PC to authorise payments of any future works of the administrator of the website. Cllr Phillips at this point thanked Cllr Barton for all her hard work in getting the website to the level it is at. Cllr Barton noted that the IT administrator charges £25 per hour. Cllr Barton, proposed to carry on using the administrator and all were in favour. The clerk noted that it is usually the role of the clerk to update the website and Cllr Phillips agreed that this is something that should be looked into in the future.

### **d) Nunburnholme LED and Street Lights**

Cllr Richardson is to further look into the Service Level Agreement between ERYC and the PC as to-date no work has been carried out on the maintenance of the lights.

### **e) Street Scene**

Cllr Atkinson update the PC on the area of works carried out as a result of the Village Taskforce. The works in Nunburnholme have been completed but none in Kilnwick Percy have been done as yet. Ward Cllr Rudd stated that he would escalate this to the Head of Street Scene and report back at the next meeting. He added that a pothole needs to be of a depth greater than 40mm and of a diameter greater than 300mm before the Council will repair it.

### **f) GDPR**

Cllr Phillips commented that there are some Cllr data consent forms outstanding and asked that these be returned. The clerk noted that the PC need to be registered with the Information Compliance Office.  
ACTION: Clerk to register the PC.

### **g) Nunburnholme Beck**

Cllr McCallum commented that he had contacted those who would be directly affected by the works to the beck but that work needs to be done by the end of February to avoid disturbing wildlife and flowers.  
ACTION: Cllr McCallum to liaise further with the Mr Stringer whose lands adjoins this area. Cllr Phillips has also been liaising with Hayton PC as part of the Flood Management sub-group.

It was agreed that works at the top of the beck could commence now.

### **h) Broadband**

Cllr Richardson confirmed that the high-speed line has now been laid in Nunburnholme and that BT should be contacting residents in due course to instruct them on how to connect to this. No further action by the PC is required.

## **4. Planning Applications and Updates**

Cllr Phillips mentioned the application in regards to change of use that was recently discussed and how it is now at the planning committee stage. Ward Cllr Rudd stated that he had conducted a site visit and all objections raised were in line with planning policy. The application is waiting to be heard at a strategic planning meeting.

## **5. Meetings**

There have been no meetings attended by members of the PC.

## **6. Finance**

a) Bank balances

The bank balance as of 4<sup>th</sup> January is £1409, no bank statement was signed. ACTION: Clerk to obtain signatures at the next meeting. The balance was not reconciled as the clerk had only been given the finance paperwork in the meeting.

b) Invoices and Receipts

A cheque was made payable and signed by Cllr Barton and Cllr McCallum for the following;

Millington Village Hall - £12, chq no. 000705

ACTION: Clerk to obtain correct signatures on the invoice for audit purposes.

c) Salaries and Expenses

None.

d) Online banking

Nothing discussed here.

e) Setting of the precept for 2019

Cllr Atkinson produced a document with estimated expenditure as he had no access to the finances. Each area was discussed and it was agreed to set the precept at £6700. No form had been brought and the clerk noted that this needed to be signed in a meeting by both the Chair and clerk. ACTION: Clerk to organise Extraordinary Meeting to sign this off officially.

## 7. Correspondence

None.

## 8. Parish Matters

There is now one Cllr vacancy which will remain vacant until the May elections.

## 9. Next Agenda Items

Under Matters Arising:

Internal Auditor

GDPR

Street Lighting

## 10. Date and Venue of Next Meeting – Thursday 21st March, Buddhist Retreat, Kilnwick Percy.

There being no further business, the meeting closed at 21:20 hrs.

Signed as a true and correct record \_\_\_\_\_ Date \_\_\_\_\_