

THORPE SALVIN PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD AT ST. PETER'S CHURCH ON MONDAY 8 JULY 2019

Present: Cllrs. Mr. J. Cox, Ms. M. Johnson, Mr L. Hutchinson and Mr A. Colclough.

In Attendance: The Clerk to the Council and 4 members of the public.

135.19 To receive any apologies for absence

Apologies were received and accepted from Cllr Hayes, and Cllr Cox chaired the meeting.

136.19 To approve the minutes of the meeting held on 10 June 2019

Resolved: That the minutes of the meeting held on 10 June are accepted and approved as a true record. Proposed Cllr. Colclough seconded Cllr. Johnson, **Carried**

137.19 To identify any agenda items from which the press and public should be excluded due to the confidential nature of the business to be discussed.

Resolved: That the press and public be excluded from the consideration of the last agenda item. Proposed Cllr. Cox, seconded Cllr. Colclough. **Carried.**

138.19 To declare any interests necessary for this meeting.

None were declared.

Comments or questions from members of the public

Resolved: That the meeting is adjourned for comments and questions from the press and public. Proposed Cllr. Cox, seconded Cllr. Johnson. **Carried.**

A resident has, with the support of TSPC, researched the cost of 'village signs', which identify the characteristics of the local area. The signs cost approximately £4000 each, with one for each village and approach roads would make the cost exorbitant. RMBC would need to be consulted on citing. The resident agreed to research the Thorpe Salvin crest.

139.19 To note any matters arising (For information only)

- a. Quote to repair bench £80 plus VAT, has been received. On health and safety grounds the Clerk has approved this. Cllr Colclough agreed to be on site for the work, if possible
- b. Quote for Rabbit scratches £100 for work with TSPC to provide the top soil. Clerk to arrange.
- c. The Mole Man has offered to remove the rabbit's in the warren for free with a ferret, but needs to see where else the rabbits are travelling beyond the field. Cllr Colclough to provide contact details to the Clerk..

140.19 To consider planning matters

- a. RB2019/0644 – 56 Common Road – demolition of existing single storey side and rear extensions and chimneys, erection of extensions to both sides to form attached garage and extension with balcony at first floor level has been granted.

141.19 To receive the RFO's report.

- a. After 4 months of the financial year 100.05% of anticipated income has been received and 16.47% planned expenditure spent.
- b. Account balances as at 30 June were – Current £5433.45, Business £5102.22, Total £10,535.67.
- c. £100 apology received from Natwest for below par service in processing Clerk's change of address.

142.19 To monitor the budget against income and expenditure

The management accounts were examined and no issues identified.

143.19 To verify bank reconciliation to 30 June

Resolved: That the bank reconciliation and statements for quarter one are verified and signed.

144.19 To approve accounts for payment

Resolved: That accounts presented for payment are approved. Proposed Cllr. Colclough, seconded Cllr. Johnson. **Carried**

145.19 To receive the report of the internal auditor for 2018/19.

The report reflected that management of the finances had improved in the last 12 months. The next action will be to review the internal controls for managing the finances. Clerk to action.

146.19 To certify Thorpe Salvin Parish Council as exempt from external audit for fiscal year 2018/19

Resolved: that Thorpe Salvin Parish Council is exempt from external audit for the year 2018/19 as its annual turn-over does not exceed £25,000

147.19 To note the Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19

Resolved: that Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19 be noted.

148.19 To approve Section 1 - Annual Governance Statement 2018/19 for TSPC on page 5 of the Annual Governance and Accountability Return 2018/19.

Resolved: that Thorpe Salvin Parish Council approve Section 1 Annual Governance Statement 2018/19 for Thorpe Salvin Parish Council on page 5 of the Annual Governance and Accountability Return 2018/19.

149.19 To approve Section 2 - Accounting Statements 2018/19 for TSPC on page 6 of the Annual Governance and Accountability Return 2018/2019.

Resolved: that Thorpe Salvin Parish Council approve Section 2 Section 2 - Accounting Statements 2018/19 for Thorpe Salvin Parish Council on page 6 of the Annual Governance and Accountability Return 2018/2019

150.19 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.

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, Thorpe Salvin Parish Council will publish the following documents on a public website:

- Certificate of Exemption,
- Annual Internal Audit Report 2018/19,
- Section 1 – Annual Governance Statement 2018/19,
- Section 2 – Accounting Statements 2018/19, page 6
- Analysis of variances
- Bank Reconciliation to 31 March 2019
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

151.19 To note any correspondence

Response from SYPTE received and circulated regarding parking at Kiveton Park Station.

Resolved: Cllr Cox agreed to take pictures regarding the 'reserve' parking spaces, and Clerk to write to Quinns regarding the access. Proposed Cllr. Cox, seconded Cllr. Johnson.

Carried

152.19 To receive information / reports on meetings held or arranged

- a. To receive an update on the meeting with the Parish Oven management. Cllr Colclough appraised the attendees of discussion had with the pub.
- b. Meeting request initiated with RMBC regarding the grass cutting and strimming of Sorby Field. Cllr Cox to attend on-site Thursday

153.19 To discuss Insurance Cover

Cllr Cox raised his concerns that people could easily access Sorby Field, and the current insurance did not provide cover for this. **Resolved:** Clerk to seek addition to current insurance and clarify when the 3-year contract with the broker ends. Clarify if there is a penalty for breaking the contract if there is no insurance of this specific type available through the broker. Proposed Cllr. Colclough, seconded Cllr. Hutchinson. **Carried**

154.19 To consider matters relating to Sorby Field

- a) June Play Inspection Report – moderate risk because of rabbit scratches
- b) Rabbit Scratches and warren as discussed above.

- c) To receive costs for Sorby Field metal gate. Cllr Cox suggest cost would be in excess of £500 for the metal bar, plus installation costs.

155.19 To consider matters relating to: -

- a) Ladyfield Road – Clerk to circulate latest exchange with the Housing Officer to TSPC
- b) Worksop Road – nothing reported.
- c) Common Road – nothing reported.
- d) Manor Road – nothing reported

156.19 To consider grounds maintenance and miscellaneous repair matters

A few more moles have appeared on Sorby Field. **Resolved:** Clerk to instruct the Mole Man to cull with a limit of £100. Cllr. Colclough, seconded Cllr. Johnson. **Carried**

157.19 To agree email policy provided at June meeting

Cllrs wished to receive this electronically. Clerk to action.

158.19 To agree security incident policy

Incidents in last few months of emails being sent to incorrect recipient. Against Clerk's advice PC opted to keep own email addresses,

159.19 To agree privacy policy for website – GDPR requirement, Cllrs requested this item to be postponed.

160.19 Individual Councillor Reports (for information only)

Nothing was reported. Cllr Colclough asked for letters to be forwarded to Cllrs' after they had been sent by the Clerk.

8.05pm the residents left the meeting.

161.19 To agree paying Clerk's additional 20 hours from Audit related work.

A discussion on this item took place in confidential session.

The meeting closed at 8.25pm

Signed

Chairman