

LISSETT & ULROME PARISH COUNCIL

Minutes of Parish Council Meeting of 18th May 2016 At 7.30 pm, Rickaby Hall, Ulrome

Present: Councillors G Daly (in the Chair), A Bailey and R Watson
Two members of the public, Tracey Topliss.
Clerk, Libby Woodhouse recorded the Minutes.

11. Public Participation (15 minutes):

A member of the public attended to complain about a loud bird scaring device going off every 5 minutes. He was advised to contact ERYC Environmental Health Department.

12. To receive apologies for absence:

Apologies had been received from ERYC Ward Councillors J Evison and J Owen.

13. Declaration of Interests:

- (a) To record declarations of interest by any member of the council in respect of this agenda. Members declaring interests should identify the agenda item and type and nature of interest being declared.

Councillor Watson declared an interest in the grass cutting at the Churchyards in so far as her husband is undertaking the work for the Parish Council. Councillor Watson did not take part in any discussion.

- (b) To note dispensations given to any member of the council in respect of the agenda items listed below.

There were no dispensations.

14. To approve Minutes of Parish Council Meeting – 27th April 2016 (attached):

Resolved: that the Minutes of this meeting are approved and signed as a true and correct record.

15. Position re Clerk:

Resolved: that Tracey Topliss be appointed Clerk and RFO to the Council with effect from 15th June 2016. By agreement with the Council Libby Woodhouse will stay on until then.

16. To receive the following reports:

- (a) A response from PCSO Alan Roberts was circulated to Councillors on 3rd May 2016 – he is unable to attend the meeting on 18th May but he is happy to visit Lissett to speak to a representative as he struggles to attend meetings – the Clerk will contact him and ask him to come to one of the meeting dates previously agreed.
- (b) Cllr Jane Evison has contacted Yorkshire Wildlife Trust with regard to management of the Ulrome Pond and a representative is willing to meet to provide advice on management – emailed to Cllrs on 5th May 2016 – Councillor Bailey has contacted the representative to try to arrange a meeting. He will contact him again.
- (c) North Wolds Lions grant – the Clerk has responded to the Lions to accept the offer. No further details as yet. The new Notice board for Lissett had been ordered and will be delivered shortly.
- (d) Village Taskforce Walkabout confirmed as 2nd June 2016, 9.45 am – unfortunately Councillor Daly cannot attend and will email the ERYC officer with any issues for Lissett. Councillor Bailey will attend for Ulrome.
- (e) Grass cutting Churchyards – a letter had been received from St Andrew's Church, Ulrome, thanking the Parish Council for the work done to the Churchyard. Lissett Church is still outstanding.
- (f) The pensions response is still outstanding – to be given to the Chairman to complete for the new Clerk.

17. Internal Audit – to receive and approve the Internal Auditor's Report for 2015/2016 (attached) and arrange for work to be completed as a result of the report:

Resolved: that the Internal Audit is received and approved. The main issue was to give the Clerk a Contract of Employment at the beginning of their employment. The other issues were minor governance issues which will be amended during the following year.

18. Accounts and Audit:

- (a) To approve the year end accounts to 31st March 2016 (see attached):
- (b) To approve the Annual Return Section 1 – Annual Governance Statement 2015/2016 (see attached):
- (c) To approve the Annual Return Section 2 – Accounting Statements 2015/2016 (see attached)

Resolved: to approve the year end accounts to 31st March 2016, Annual Governance Statement 2015/2016 and

Accounting Statements 2015/2016 from the Annual Return. The Annual Return will be sent to the External Auditors prior to the audit date of 13th June. The public notice of audit will be completed and published by 1st June

19. To approve an attendee to the Parish Council Planning Liaison Meetings 2016 (emailed to Cllrs on 8/4/16) – Bridlington Town Hall, Thursday 9th June 2016 at 6 pm.

Councillor Bailey will attend. The Clerk will reply.

20. To approve the planting scheme:

The Barmston contractor did not want to take on any further work. The Chairman will contact a landscape gardener to obtain a price for the same work as previously agreed.

21. To comment on the East Riding Local Plan Consultation on Draft Open Space Supplementary Planning Document (emailed to Cllrs on 3/5/16):

The Council did not wish to submit a comment.

22. To note/deal with correspondence that has been sent to the Council: The Council noted the following:

- 20/04/16 ERYC, Anti-Social Behaviour Six Months Statistics (emailed 3/5/16)
- 20/04/16 ERYC, Notice of Adoption of the Affordable Housing Supplementary Planning Document April 2016-
emailed
- April 2016 ERNLLCA Newsletter (emailed 3/5/16)

23. To Receive Meeting Feedback: There was no meeting feedback.

24. To consider planning applications: There were no planning applications.

25. Finance

(a) To approve Councillor Expenses:

There were none.

(b) To approve payment of accounts:

11/5/16 Chq 469 £270.00 R Dixon, Internal Audit 2015/2016
To approve the Clerk’s wages (May)

Resolved: to pay the internal auditor and approve the Clerk’s wages for May to be paid at the end of May.

(c) To note bank balances Cash Book to 31st March 2016 (attached):

Business a/c £11,922.70
Misc a/c £3,185.66
Petty cash £0.22

Petty cash had been withdrawn and the petty cash now totaled £120.22. The Council noted the cash book.

26. Date and time of next meeting:

The next meeting will be 15th June 2016.

Meeting closed at 8.40 pm.

Signed **Date**
Chairman