

# LITTLE RIBSTON PARISH COUNCIL

## Minutes of the Parish Council meeting held on November 22<sup>nd</sup> 2017 at 7pm

PRESENT: Cllr M. Bell, Cllr A. Sewell, Cllr. B. Goulton, Cllr Paraskos

IN ATTENDANCE: Melanie Spencer (Clerk and RFO)

### 1 APOLOGIES

Apologies and a reason for absence were presented on behalf of Cllr Levine

RESOLVED: That the reason provided by Cllr Levine be approved.

### 2 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

TO RECEIVE DISCLOSURES BY MEMBERS OF ANY DISCLOSABLE PECUNIARY INTERESTS FOR THE PURPOSES OF SECTION 31 OF THE LOCALISM ACT 2011 AND ANY OTHER RELEVANT INTERESTS UNDER THE MEMBERS' CODE OF CONDUCT  
There were no interests declared

### 3 PARISH COUNCIL MEETINGS

To confirm the minutes of the meeting held on September 16<sup>th</sup> 2017 as a true and correct record.

RESOLVED: That the minutes of the meeting of the Parish Council held on Wednesday 16<sup>th</sup> September 2017 be approved as an accurate record and signed by the Chairman of the meeting.

### 4 ONGOING ISSUES

#### 4.1 Transparency fund

The Clerk reported that a grant application has been submitted to NALC.

RESOLVED: That this be noted and an update provided to the next meeting of the Parish Council.

#### 4.2 Grass cutting

The Clerk reported that the grass had been cut twice since the last invoice.

RESOLVED: That this be noted and an update provided to the next meeting of the Parish Council.

#### 4.3 Online banking

The clerk reported that the online banking was now operational

RESOLVED: That this be noted.

### 5 PLANNING APPLICATIONS

#### 5.1 Beech View extension

RESOLVED: NO objections to be noted.

### 6 PLANNING DECISIONS

None received

### 7 ITEMS FOR AGENDA OF NEXT MEETING

Ray subscriptions

Village Hall donations

Co-opting new Councillors

# LITTLE RIBSTON PARISH COUNCIL

## **8 FINANCIAL MATTERS**

### **8.1 *Payments for approval***

Clerk reported on payments to be made

8.1.1 HMRC tax payment

8.1.2 Clerk's Salary £100 monthly

8.1.3 Clerk's extra hours for training/fund application and RFO role September/October

Clerk invoiced Council for 26 extra hours @ £10.79 per hour

8.1.4 Training expenses

The Clerk provided an invoice for petrol expenses

8.1.5 To approve the Clerk's working from home allowance

8.1.6 To approve purchase of up to date Parish Council Guide £92

RESOLVED: That the payments be approved and made.

### **8.2 *Payments to be noted***

8.2.1 Clerk reported on payments made

8.2.2 Filing Cabinet, files and stationary £237.22

8.2.3 Clerk's salary for October and November £200

8.2.4 Grass cutting invoices £864

RESOLVED: That the payments are approved and noted

### **8.3 *Bank reconciliation***

The clerk presented a bank reconciliation spreadsheet and receipts and payments spreadsheet made up to Nov 20<sup>th</sup> 2017

RESOLVED: The financial statements were approved.

### **8.4 *Internal audits***

The internal checks were carried out and no issues of concern had been identified. Due to time constraints it was agreed that the next internal control checks would take place at the next Parish Council meeting.

RESOLVED: That this be noted

### **8.5 *Reserves***

A discussion of the risks associated with a small reserve were discussed.

RESOLVED: Risks were noted

### **8.6 *VAT***

Resolved: To approve the completion of a VAT return

### **8.7 *BUDGET AND PRECEPT DEMAND 2018-2019***

The Clerk presented a draft budget for the 2017/2018 with proposed expenditure of £4,884.6 and anticipated income of £209 giving a suggested precept demand of £4,046. After detailed discussion of each item of income and expenditure and a risk assessment of the levels of allocated and general reserves required by the Council a revised budget of £4,046 in expenditure was agreed along with a resultant precept demand of £4000.

RESOLVED: That the budget as revised and a precept demand of £4000 for the 2017/2018 financial year be submitted to Harrogate Borough Council.

# LITTLE RIBSTON PARISH COUNCIL

## 9 CORRESPONDENCE

Clerk circulated information about new external audit arrangements

CLlr Paraskos circulated the New General Data Regulations document

RESOLVED: Information was noted

## 10 AGENDA ITEMS TO BE INCLUDED IN THE NEXT MEETING

None

## 11 PARISHIONERS QUESTIONS

No parishioners in attendance

## 12 EMPLOYMENT MATTERS

12.1 To resolve to exclude members of the public and press under the Public Bodies Act 1960 due to the nature of the following business to be transacted being prejudicial to the public interest.

12.2 To review salary and job description and action the new contract of employment for the Clerk/RFO.  
The Clerk's new role and contract was discussed

RESOLVED. To approve and note an increase in the Clerk's contracted hours to 3 hours per week beginning April 1<sup>st</sup> 2018

## 13 DATE AND VENUE OF NEXT MEETING

RESOLVED: That the next meeting of the Parish Council take place on Tuesday 20<sup>th</sup> February 2018 at 7pm in the Village Hall

**Meeting closed at 8.35pm**

*Melanie Spencer*

Clerk/RFO

Ribstonparishclerk.com

01937 583578

November 27/11/2017