

# LITTLE RIBSTON PARISH COUNCIL

## **Minutes of Little Ribston Parish Council Annual meeting incorporating the Bi-monthly meeting held on June 19th 2018 at 7pm**

PRESENT: Cllr M. Bell, Cllr C. Sewell, Cllr. M Adams, Cllr. Long, Cllr Paraskos

IN ATTENDANCE: Melanie Spencer (Clerk and RFO) and 4 parishioners

### **1814 Election of Chairman**

- I. Cllr. Bell proposed by Cllr Long , seconded by Cllr. Adams
- II. Cllr Bell Appointed
- III. Vice Chairman – Cllr Long proposed by Cllr. Bell, seconded by Cllr. Adams  
Resolved to approve appointments of Chairman and Vice Chairman  
To Note Chairman's acceptance of office

Cllrs did not sign declaration of acceptance of Office form because they had not had not received the forms from HBC

Resolved: To action the Clerk to forward a copy of the acceptance form to Cllr Sewell and for the Councillors to sign the forms in the presence of each other at the weekend June 24<sup>th</sup>/25<sup>th</sup> and to note that the Councillors will forward the acceptance form to the Clerk of the Parish Council as soon as possible after they have signed.

### **1815 Apologies**

No absences

RESOLVED: That no absences are noted

### **1816 Code of conduct**

All Councillors agreed to abide by the LRPC Code of Conduct

### **1817 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

- I. Cllr. Bell and Cllr. Sewell declared an interest in item 7. Planning
- II. Cllr Bells dispensation to remain in the room was noted and approved
- III. Registration of interests forms need to be completed and forwarded to Charles Casey.

Resolved: To note the disclosures and the need to send in registration of interests forms.

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## **1818 Public participation**

No comments or questions from any of the parishioners

Cllr Paraskos reported that HBC would approve a repair of the bus shelter if the Parish Council was willing to pay.

Resolved: To note this and investigate fund raising opportunities for repair of the bus service.

## **1819 PARISH COUNCIL MINUTES**

To confirm the minutes of the meeting held on February 20<sup>th</sup> 2018 as a true and correct record.

RESOLVED: To note that the minutes of the meeting of the Parish Council held on Tuesday February 2018 had been approved as an accurate record and signed by the Chairman of the meeting.

## **1820 PLANNING**

### **i. APPLICATIONS**

Cllr Sewell left the room, Cllr Bell had a dispensation to remain but not take part, and Cllr Long and Cllr Adams didn't declare an interest and remained.

Clerk pointed out that the Council was not quorate and therefore was unable to vote.

West View 18/01786/FUL

Cllr. Paraskos was asked by Cllr. Long if this was correct and if there was any way he could discuss the planning and have his views and the other Cllrs recorded by the Parish but not sent in to HBC.

Cllr Paraskos confirmed voting required a quorum

Resolved: to note the Council was not quorate and decision to make no PC observations to HBC was approved.

### **ii. PLANNING DECISIONS**

Beech View extension

RESOLVED: To note application was approved

### **iii. Planning enforcement notice**

Possible breach of 17/02988/FUL of the external cladding at Mulberry House

Resolved: to note the enforcement notice

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## 1821 Financial Matters

The following items were discussed Cllrs Sewell, Long and Adams expressed concern about the amount that was being spent on administration by the Parish Council. Cllr Long suggested that the Parish Council was becoming untenable and that discussions with parishioners about a possible dissolution of the Council may be advisable.

Cllr Bell explained the difficulties with such a course of action and explained that there were a number of new legislative requirements such as transparency which had increased the clerk's hours and costs. The precept, budget and variances were discussed.

- i. Internal audit report was discussed Resolved :To approve and note
- ii.The budget situation was discussed Resolved :To Note budget
- iii.To note and approve payments
  - a. Home allowance April £18 May £18
  - b. HMRC April £29 and May £29
  - c. Insurance £169.47
  - d. Broadband April £20 and May £20
  - e. Clerks salary April £116 and May £116
  - f. Village Hall £120
  - g. Internal audit £150
  - h. YLCA £118

Resolved: To note payments

To discuss and approve payments

- a. Clerks extra hours completing invoice for annual return and audit
- b. Clerks planning training extra hours in total Clerk's pay for June including all extra hours £261.13
- c. HMRC £61.69
- d. Clerk's petrol expenses £14.40
- e. GDPR shredding £50

Resolved: to Approve and note above payments.

- f. Stationary budget up to £30

Resolved: To note the Stationary budget of up to £30 was not approved.

- iv.To approve bank reconciliation up to May 31<sup>st</sup> 2018

Resolved: To approve and note the bank reconciliation was correct

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v. Annual Governance statement for Agar 2017/2018

Resolved: to approve and note the Annual Governance Statement

vi. Statement of accounts for Agar 2017/2018 was checked

Resolved: to approve and note the statement of accounts

vii. Dates for electoral rights were discussed

Resolved to approve July 2<sup>nd</sup> to 10<sup>th</sup> August

viii. Quote for secure removal and destruction of documents was discussed

Resolved: to action the Clerk to go ahead with removal and destruction of documents.

ix. Variance of amounts from last year to this was discussed.

Resolved: to note the variances

x. Transparency and new laptop were not discussed due to time constraints

Resolved: To note that transparency and the new laptop will be discussed at the next meeting

## **1822 To consider the GDPR legislation**

The Clerk asked for approval of extra hours to complete a data protection audit and prepare documents for removal by shredding company.

Cllr Adams asked if the Clerk had been trained on GDPR

Clerk has received no training but had read the legislation. The Clerk suggested an alternative to save the Parish more administration costs she asked if Cllr Adams, who had already been trained in GDPR wanted to take on the role.

Cllr Adams declined.

Resolved: To approve the Clerk's extra hours to comply with GDPR

## **1823 To report on the planning training**

Training received by Cllr Bell and the Clerk.

The planning training was discussed and it was

Resolved: to note the training and action the Clerk to put the slides on the website when they were forwarded by HBC

## **1824 To note any agenda items for the next bi-monthly meetings**

I. GDPR

II. Laptop

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- III. Stationary budget
- IV. Transparency fund

## **1825 To approve dates and times for next four meetings 2018/2019**

Resolved To approve and note the following dates at 7pm in Village Hall

August 28<sup>th</sup> 2018  
October 16<sup>th</sup> 2018  
December 11<sup>th</sup> 2018  
February 19<sup>th</sup> 2019

## **1826 It was resolved to exclude members of the public and press due to the nature of the following business being prejudicial to the public interest. To consider applications for Cllr.**

Co-option of a Cllr was discussed.

Only one application had been received.

Resolved: to approve the application of Mrs Wendy Marr for the role of Councillor.

Resolved: To action the Clerk to inform Mrs Marr and provide the new Councillor with the relevant documentation.

## **1827 DATE AND VENUE OF NEXT MEETING**

RESOLVED: That the next the bi-monthly meeting of the Parish Council will be on

**August 28<sup>th</sup> 2018 at 7pm in Little Ribston Village Hall.**

**Meeting closed at 9.05pm**

Melanie Spencer

Clerk/RFO

Ribstonparishclerk.com

01937 583578

June 30th 2018