

# LITTLE RIBSTON PARISH COUNCIL

## **Minutes of The Little Ribston Parish Council bi-monthly meeting held on August 2018 at 7pmin Little Ribston Village Hall**

PRESENT: Cllr M. Bell, Cllr C. Sewell, Cllr. W. Marr, Cllr A.Paraskos

IN ATTENDANCE: Melanie Spencer (Clerk and RFO) and 8 parishioners

**1832**

### **APOLOGIES**

No absences

RESOLVED: That this be noted

**1833**

### **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. Marr declared an interest in item 6. Planning

Resolved: To note the disclosure

**1834**

### **PARISH COUNCIL MINUTES**

To confirm the minutes of the meeting held on June 19th 2018 as a true and correct record.

RESOLVED: To note that the minutes of the meeting of the Parish Council held on Tuesday June 19th 2018 had been approved as an accurate record and signed by the Chairman of the meeting.

**1835**

### **Public participation**

Cllr Paraskos reported that HBC would approve a repair of the bus shelter if the Parish Council was willing to pay. The Clerk discussed budget and insurance issues with regard to the PC taking on responsibility of the shelter.

Resolved: To action the removal of the shelter due to the cost of the repair and ongoing maintenance being too much for the budget.

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Dr Hopkins questioned the role of the Clerk and Councillors, stating that the Council would be unsustainable if it continued to spend a large amount of the budget on the Clerk's salary. He was concerned that the Clerk was carrying out work which was not part of the job description and the Cllrs. should take on more responsibility. Cllr Sewell agreed that the budget and spending needed to be reviewed. The Clerk stated that she would resign from the role of RFO and Cllr Sewell could take on the role to

save the Parish £11.27 a week. Cllr Sewell agreed to take on the role of RFO without pay. Cllr Bell discussed the role of the Clerk and Cllrs.

It was resolved: to approve and note the Clerk's resignation as RFO and to approve and note the appointment of Cllr Sewell to RFO without remuneration

Cllr Paraskos confirmed that it was common for 90% of Parish Council work to be carried out by the Clerk; He suggested parishioners and Cllrs looked at the finances of similar sized Parish Councils for reference.

## **1836**

### **Ongoing matters**

- I. Transparency fund  
The Clerk reported on costs of a new lap top and encrypted memory stick  
Resolved: To action Clerk to purchase Laptop and memory stick.
- II. Grass Cutting  
Clerk reported that she had sent a letter appointing the new contractor but had not heard back from Mr Marsden  
Resolved: To note appointment of Mr Marsden
- III. GDPR  
The Clerk circulated the completed audit for Little Ribston Parish Council  
Resolved: To approve and note the GDPR audit

## **1837.**

### **PLANNING**

#### **i. APPLICATIONS**

Mulberry House

Resolved: To approve the decision to delay observations on this application until the plans are obtained.

#### **ii. PLANNING DECISION**

Garth Cottage extension

RESOLVED: To note application was approved

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**1838.**

## **Financial Matters**

The following items were discussed

Cllrs Sewell expressed concern about the amount that was being spent on administration by the Parish Council.

- i. To discuss and approve payments
  - a. Clerks extra hours completing GDPR audit and obligations twenty hours June/July/August
  - b. Village Hall payments x2
  - c. Petrol expenses

Resolved: to Approve and note above payments.

- ii. To note the following payments
  - a. Home allowance June
  - b. HMRC
  - c. Broadband payment June, July, August
  - d. Clerks salary June £116 and July £116
  - e. Training
  - f. Petrol expenses
  - g. Clerk's extra hours
  - h. Premier recycling invoice

Resolved: To note payments

- iii. To approve bank reconciliation up to August 28<sup>th</sup> 2018

Resolved: To approve and note bank reconciliation

- a) Budget was discussed  
Resolved: To Note budget
- b) To note internal checks  
Resolved: To approve and note internal checks
- c) Reserves were discussed  
Resolved: To note reserves.

**1839.**

## **Correspondence**

No correspondence received

**1840.**

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

- I. Budget and Precept

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II. Cost saving exercise /research

Resolved: To action Cllr Marr to research for next meeting

III. Laptop/Memory stick

Resolved: To action Clerk to purchase a new laptop and memory stick

**1841.**

**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.**

The clerk resigned as RFO

Resolved: To note the Clerk's resignation and to approve appointment of Cllr. Sewell as RFO from October 1<sup>st</sup> 2018 – no remuneration for the post.

Co-option of the fourth Cllr was discussed.

Only one application had been received.

It was resolved: to approve the application of Mrs Susan Oriel for the role of Councillor.

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

**1842.**

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

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

**October 16<sup>th</sup> 2018 at 7pm in Little Ribston Village Hall.**

**Meeting closed at 9.05pm**

Melanie Spencer

Clerk/RFO

Ribstonparishclerk.com

01937 583578

September 24th 2018