

SHADFORTH PARISH COUNCIL

Minutes of an Ordinary Meeting of the Parish Council held at Ludworth Community Centre on Tuesday 5th February 2019 at 7.30 pm

Members Present: Cllr J Mace Cllr D Woods (Chair) Cllr B Sim Cllr S Flude
Cllr M Turner Cllr R Woods Cllr E Beattie

87 Apologies – Cllr L Priest Cllr B Hooper

88 **Confirmation Of The Minutes** - Minutes of the 8th January were agreed as a true and accurate record of the meeting. It was noted that the minutes of the 4th December 2018 meeting should be amended to change the venue from St Cuthbert's Shadforth to Ludworth Community Centre.

89 Matters Arising

- 89.1 Cllr Beattie confirmed the contact address held by the bank had been changed to hers. It will need to be changed again when the new clerk is in post.
- 89.2 It was confirmed that a letter had been sent to Shadforth Community Association requesting they return the £100.
- 89.3 Update on the cemetery groundwork. Members discussed the possibility of hiring or purchasing a mini-digger to remove tree stumps and agreed to look at the budget before making a decision. Cllr Flude recommended photos be taken of the graveyard for FB. Cllr R Woods agreed to take photos of the cemetery to send to Cllr Priest to put on FB. It was agreed there should be a review of guidelines/standards for keeping graves and the graveyard tidy. Members asked the clerk to thank the cemetery contractor for the work.

90 Clerks Replacement

- 90.1 Three applicants were interviewed. Cllr Turner had recommended Carole Bell to the position who was available to start from Monday 11th February. It was agreed that Cllr Beattie as acting clerk would liaise directly with Carole regarding the handover. Cllr Flude recommended with CB's permission a post on FB page about the new parish clerks appointment (more positive news). It was discussed and agreed that there was work needed to be done on the parish council website. Cllr Turner said Carole had some experience of this and that there was a possibility of her building a new website.

91 Councilor Vacancies

- 91.1 **Ludworth Vacancy**, – Election rules are that once a vacancy has been called to election it can never go for co-option. If no nominations are received the position will be advertised again until either the position has been filled or the next council elections in 2021.
- 91.2 **Sherburn Hill Vacancy**. There is a vacancy in Sherburn Hill ward following the disqualification of Cllr Abbott who has missed 6 consecutive meetings without approval. The clerk will notify Electoral Services at County Hall.
- 91.3 **Advertising Vacancies**. Members agreed to advertise both vacancies on the Facebook page.

92 Skatepark- Update

- 92.1 Cllr Beattie Reported the Skate-park project is complete and fully paid for. There will be some funds available from reclaiming the VAT element of expenditure. Members agreed to earmark these funds for maintenance and repairs of the skate-park.

93 Social Media –Update.

- 93.1 Cllr Beattie read a report sent from Cllr Priest who explained that the FaceBook technical issues had been resolved and the page is up and running. There was a discussion around

which councilors should have admin permissions and it was agreed for Cllr Priest to be responsible initially to get it established. It was suggested that Cllr Priest could give a short presentation of the page at a subsequent meeting.

94 Sherburn Hill Community Centre

94.1 Sherburn Hill Community Centre –Update.

Cllr Flude reported on the latest developments from the Sherburn Hill Hub regarding the old school building. DCC are paying for a survey to investigate issues with floor heave and asbestos. SHH have requested a temporary licence to use the building. A draft business plan has been written. The hub continue to meet every Tuesday morning at 10am in Sherburn Hill.

95. Allotments & Garages

95.1 Transfer of Allotment Management - Sub Committee Update.

Council members agreed that we should instruct the Northern Region Allotments Association to develop the allotment policies and documents and to guide the process towards transfer of management to the allotment association, as per their proposal and quotation for £50. It was also agreed that feedback needed to be gathered from allotment tenants as part of the process to ensure that the majority of allotment tenants are in favour of the transfer. It was suggested that we invite the Northern Region Allotments Association representative David Banks to give a presentation in order to clarify what transfer of allotment management entails.

95.2 Allotment Waiting List.

Cllr Beattie reported that the current waiting list document was wholly inaccurate with a number of issues regarding its veracity. Council agreed the acting clerk would revise the waiting list based on evidence of application. The clerk would also contact applicants who's name is on the list without evidence to request they to provide evidence of their application, and to ascertain if they still wish to be kept on the allotment waiting list.

95.3 Missing Parish Council Documentation.

Cllr Beattie reported that since taking over as acting clerk she had discovered that some documentation was missing. After some discussion it was agreed that a folder relating to the allotments, and garages and car park at Churchill Terrace was missing. Cllrs D Woods, Sim and Turner stated that they had not seen the file. Cllr Beattie agreed to contact the previous clerk who was the last person known to have it. As a result a discussion was held as to whether the Council should take action to report the missing file to the ICO (Information Commissioners Office) as required by law.

Cllr Turner agreed to contact the previous clerk the following day and to visit the previous chair to make enquiries about the whereabouts of the missing file. It was agreed that as we have not yet covered every angle regarding recovering the missing file that we should allow some time for the file to turn up before reporting it missing.

Discussion was had around an admission by Cllr Sim that his wife had destroyed some Parish council documents. Members agreed not to report the incident on the grounds that the information was copies of originals and had been completely destroyed.

96 Finance

96.1 Finance update.

Invoices for the Ludworth skatepark had been settled: Wharton Landscapes £2640 Groundwork £7768.87. This included a reduction as agreed previously by Groundwork to keep the project within budget. Cheques were issued for Cemetery Caretaker for £340 for cemetery clearance and £27 expenses in addition to £248 for regular cemetery maintenance work.

96.2 Payment Issues. Cllr Beattie reported the Groundwork cheque had initially been returned unpaid due to insufficient funds in current account. However the funds had since been

transferred from the Savings account and the Bank subsequently transferred the payment via BACS. The Bank agreed to waive the £30 commission charge for the initial unpaid cheque due to extenuating circumstances.

The Direct Debit for previous clerk had not been cancelled. It was agreed the acting clerk would contact previous clerk to arrange repayment.

96.3 Grant acceptance form.

Cllr Woods signed a Grant Acceptance form from the Neighbourhood budget for £1870 towards cemetery improvements.

96.4 Online Banking

A Request had been made to the Council from the cemetery contractor to be paid by bank transfer rather than cheque. As the amount is different each month it would need to be paid each month by online banking not a regular standing order. It was agreed the clerk would explore the process and criteria for online banking. Other bank details also needed to be changed, previous clerk removed as an appointee and new clerk added. New clerks address details should replace acting clerks address. It was agreed new clerk would undertake these actions.

97 Cemetery

97.1 Cemetery Sub Committee Update

Cllr Woods noted the substantial improvement to the cemetery since the contractor had cleared the fence and other work. Following a discussion regarding the large amount of work to be undertaken at the cemetery, the Council agreed the cemetery sub committee take responsibility for developing a cemetery strategy and explore possible funding streams to carry out the work required.

98. Policies & Procedures

98.1 Archive Storage. A discussion was had about the large amount of paperwork and documentation belonging to the Parish Council. It was agreed that the new clerk would need to organize it all and possibly to store some archival items at County Hall.

98.2 Project management of archives. It was discussed that the new clerk would probably require more hours to complete the tasks then the current contract allows, and that this could be agreed by finance to transfer some monies from the capital budget as the work could be considered a discrete project in itself.

99. Correspondence

99.1 PPP Application. The application for the Parish Paths Partnership had been sent too early. DCC will hold it and submit at the right time.

99.2 It was discussed whether the contract for maintenance of Parish Paths needed to be put out to tender. MT were reminded members that existing contract has been extended.

99.3 The cemetery caretaker had requested that the council consider purchasing a mini digger for the cemetery project. Members agreed to hold off any decisions until the cemetery project had been looked at as a whole.

100. Any Other Business

100.1 Cllr Turner declared a possible conflict of interest regarding the appointment of the new Clerk as the successful applicant had known her mother in law for a number of years.

101. Date, time and location of next meeting

101.1 The next meeting is at Ludworth Community Centre on Tuesday 5th March at 19:30.