



CLERK ADVISORY MEETING OF THE COUNCIL

01 November 2021 - 8pm

MINUTES

Present:

Councillors: Cllr. Ashton (Chair), Cllr. Hall (Vice Chair), Cllr. Murphy, Cllr. Westin

Clerk and RFO: Mr S Baxter

Members of the public (MOP): 3

Meeting commenced at 8.00pm

AGENDA ITEMS FOR DISCUSSION AND DECISION

Please note: All decisions taken in the meeting were ultimately taken by the Clerk under the delegated authority (as permitted under Section 101 of the Local Government Act 1972) which was given by the Parish Council and commenced on the 07 May 2021. The Clerk would seek the advice of the Councillors before any decision made.

1. Welcome to all Councillors and any members of the public sitting in observation

The Chair welcomed all and checked all Councillors and attendees were able to see, hear and be heard as the meeting was held via a digital format. He reminded all the Meeting was recorded and the recordings kept for a minimum 12 months.

The Chair reminded the attendees the meeting was a Clerk Advisory Meeting and not a Full Parish Meeting. The Councillors will advise the Clerk on agenda points but that the Clerk will make the final decision through the delegated authority agreed at the previous Full Council Meeting.

2. Members of the public participation

The agenda clearly stated that the questions had to be submitted prior to the meeting, and by no later than Sunday 31 October 2021.

The Clerk did confirm that the Chair did have some discretion but that it should be used cautiously as to not favour some but not others.

The Clerk confirmed that there were no questions lodged - there was a comment made by a member of the community in regarding to last month's minutes.



3. Proposal to advise the Clerk to exclude members of public from participation – but can observe

- *The Councillors advised the Clerk that this would be appropriate for the proper handling of the meeting.*
- *CLERK DECISION: He agreed to the advice and thus decreed that any public and press would be excluded from participation but that they could observe.*

For the following agenda points members of the public and press will be excluded from participating in meeting and will be muted but can view the meeting

4. Apologies for absence from Councillors

The Clerk updated the Councillors that as this meeting was not a Full Council Meeting, any apology did not have to be formally accepted for recording purposes although the reason for absence is noted.

The Clerk did state that Cllr Ward had given her apologies for not attending as she had a personal family commitment.

The Councillors noted the absence and accepted the reason.

5. Declarations of interest – for the Council to note including dispensations presented to the Clerk

The Clerk received no formal declarations of interest were received.

6. Minutes of the last Clerk Advisory Meeting (04 October 2021) – to confirm that the minutes are accurate

The Clerk had previously sent a copy of the minutes to the Councillors. The Councillors briefly discussed the minutes for the accuracy.

The Clerk stated he had received a comment from a member of the community which stated he felt the minutes about the actions of a previous councillor was wrong. The Clerk stated that he disagreed with the comment and felt the minutes were accurate and were accurate of what both happened in the meeting and previous. The Clerk stated that this person had no authority to object to the minutes.

- *The Councillors advised the Clerk that the minutes were an accurate record of the meeting.*
- *CLERK DECISION: The Clerk agreed that the minutes of the Clerk Advisory Meeting on the 04 October 2021 was a true and accurate and noted it as such.*

7. Telephone Box maintenance – update from Cllr Murphy

Cllr Murphy stated that his team had now received more of the parts needed and it hoped that during November the final aspects of the work could be done.

The Clerk noted that he had seen the telephone box in person and stated it looked very professional and striking and was a great asset to not only the street but the community.

Action: Clerk to ensure that the item is brought back at the next meeting.



8. Financial update from the Clerk – including bank reconciliations

The Clerk had previously sent the full financial update and bank reconciliations to the Councillors for their perusal.

The main points of the update were:

- i) Bank Balance as of 31 October 2021 was £12,339.65. But this amount included the provision for the External Auditor investigation as well as also included half of the Autumn Fete grant received from ERYC as part of their *Do it For East Yorkshire* campaign.
- ii) All budget lines were on course as predicted apart from the Clerk costs which are higher unfortunately due to costs incurred by extra work needed because of external issues

- *The Councillors advised the Clerk that the financial report was acceptable.*
- *CLERK DECISION: The Clerk noted the support of the Councillors of the financial report and confirmed that it would be published on the Council's website as per the Internal Audit recommendations.*

9. General expenditure for approval

The Clerk had previously sent all the expenditure detail to the Councillors for their perusal.

PAYEE	AMOUNT
Salary, holiday pay and overtime	Amount withheld due to confidentiality
Clerk's office allowance	£ 26.00
Peninsula Insurance direct debit	£138.62 / month
Elite Hire (Spaldington Fete) *	£250
Premier Event Marquees (Spaldington Fete) *	£1,500
Spaldington Fete - various (funded by ERYC grant) *	Up to £3,500 (to be detailed at the meeting)

- *The Councillors advised the Clerk that the expenditure as detailed was acceptable.*
- *CLERK DECISION: The Clerk noted the support of the Councillors of the expenditure and that he would now initiate the payments through the bank and request they are authorised in the bank by the Councillors.*

10. Update on the External Audit Investigation

The Clerk confirmed that from the last meeting there has not been any update from the External Auditor.

The Clerk did state the lack of information from the External Auditor may cause an issue for the budget provision for the next financial year as unless the Council know the estimated cost of the investigation, the Council will find it very hard to accurately budget for 2022/23.



11. Internal Auditor appointment for 2021 / 22 – Recommendation by the Clerk

The Clerk stated that he wished to recommend the re-appointment of INTERNAL AUDIT YORKSHIRE LTD for the Internal Audit provision for 2021/22. This was to promote consistency of audit provision and to ensure that the recommendations that were made have been followed. This was also to ensure that the high standard of financial operation continued and the historical issues did not happen again.

The Chair stated that should the Council consider going back to the previous auditor (before 2020/21) as it may be cheaper although he was not aware if this person was able to undertake this audit. Cllr Murphy stated that he agreed with the notion of consistency and that by keeping the same auditor as 2020/21 it would ensure that the major recommendations were carried out.

- *The Councillors advised the Clerk that the recommendation was acceptable.*
- *CLERK DECISION: The Clerk noted the support of the Councillors of the Clerk's recommendation to confirm the appointment of Internal Audit Yorkshire Ltd as the internal auditor for 2021/22.*

Action: Clerk to contact the Internal Auditor and confirm the appointment for 2021/22.

12. Planning Applications for discussion and decision of support

The Clerk stated that there were no planning applications for the Council consideration for this month.

Cllr Westin asked about two applications that were known in the Village:

- Deriabar, Spaldington
- 3 Main Street, Spaldington

The Clerk advised that he was not aware of the planning permissions but would investigate the applications.

13. Correspondence to discuss

The Clerk confirmed that the Council that he had received the following urgent or important correspondence:

- i) Complaint from a former Parish Councillor about the Fireworks
- ii) ERYC – various communication about grants submissions and reviews needed
- iii) HMRC- various communication about HMRC VAT submission
- iv) Email from a previous Parish Councillor and their relation complaining about the minutes from the last Clerk Advisory Meeting.
- v) Complaint to the Chair and Councillors

14. Signs on Pathways in the Parish – item moved from last meeting from Cllr Westin

This item has been carried over three time from previous Clerk Advisory minutes on the request from Cllr Westin.



Cllr Westin stated that the main one she found was the signage near Willitoft Road that needed repair.

The Chair mentioned that signage post near Villa Farm was rotten and needed to be addressed.

The Clerk confirmed that the PROW Team had been contacted about the rotten signpost but that he would chase the ERYC Team again.

Action: Clerk to contact the ERYC Team and ask for an update.

15. Village Working Group about broadband connections - update from the Clerk

The Clerk stated that he had not received any further volunteering from any member of the community about joining such a campaign pressure group.

16. Autumn Fete report

Cllr Murphy confirmed that the Spaldington Coming Out of Covid Fete was considered a great success and was enjoyed by a lot of the community. He continued that despite some rain, all ages of the community enjoyed the provisions and the local suppliers provided a great service for the celebration. It was felt by a lot of the attendees that this may be something that can be done on an annual basis.

The Clerk confirmed that we had received all the invoices from the various suppliers and these had been submitted with the event report to the Grants Team at ERYC. This would allow the final part of the grant to be paid and then the contractors invoices could be settled.

The Councillors acknowledged how good the event was and congratulated Cllr Murphy for his organisation. They acknowledge it was a shame that there was a complaint from a local resident - but that the complaint had no basis of validity as Cllr Murphy had done all he could to make all aware of the type of celebrations.

Cllr Murphy stated that he felt it would be good to properly thank the various service providers.

Action: Cllr Murphy to give contact details of the suppliers to the Clerk who will then write to thank all for their help.

17. Complaint received by a resident

The Clerk confirmed that the Council had received a complaint from a former Councillor of Spaldington who had complained about the celebration and fireworks on the property of Cllr Murphy. These fireworks were not part of the Spaldington Coming Out of Covid celebrations as they were for a private celebration by Cllr Murphy. Thus, the Councillors felt the complaint was without validity and if the complainant felt so justified, the person should report the matter to the ERYC.

18. Update of previous complaints made against the Chair

The Clerk confirmed that the Chair had received a formal (yet provisional) reply in regard to the Code of Conduct complaints made against him by former Councillors of the Spaldington Parish Council. The ERYC Team had found that there was no evidence to support the accusation of the Chair breaching any Code of Conduct obligations.



The Chair confirmed that this reply was only provisional and would be confirmed in due course by the ERYC upon the necessary examination or consultation.

The Chair stated he would be seeking to ascertain if it was permitted that the full report, when confirmed, could be made public to ensure transparency on the complaints that have surrounded the Council for a long time.

19. Proposal by the CIC for the Parish noticeboard

The Chair confirmed that the Parish Council had received an offer from the CIC to fund the purchase of a replacement of the Parish noticeboard. He confirmed that the current noticeboard was in a state of disrepair and needed to be replaced. The Chair was also concerned that he was aware that some recent Parish Council paperwork which had been put in the noticeboard had gone missing which meant that the community did not see the Parish Council meetings in as much time as hoped.

The Clerk confirmed that it would be more appropriate for the CIC, if the Parish Council accepted the offer, would donate the funds that the noticeboard cost and then the Parish Council purchase the actual noticeboard once a design had been agreed. The Clerk also stated that doing it this way would allow the Parish Council to claim the VAT back.

The Chair stated that the new noticeboard would definitely need to be lockable and possibly if the new noticeboard was large enough it would allow the Parish Council and the CIC to have one side of the noticeboard each to publish or advertise events or meetings.

The Clerk stated that the noticeboard cost that the Parish Council had used for the grant application was £1,695 and was a three-window display version.

The Chair confirmed that he would contact the CIC and ascertain what funds they wish to donate.

Action: The Chair to contact the CIC to ascertain what funds would be donated for the noticeboard.

20. Discussion of plans for Christmas celebrations and discussion of erroneous claim

The Clerk stated that the Council had received communication that the claim that some members of the community were not willing to continue their support of the Christmas tree celebrations because of actions of some members of the Spaldington CIC was not correct – this person requested names of the member of the community and details of the actions by the Spaldington CIC. The Clerk stated he refused to provide either (for GDPR reasons) but had it confirmed from the actual community benefactor the reasons why they are withdrawing the support and was specifically because of actions of some members of the Spaldington CIC.

The Clerk also wished to clarify that the decision was a not a Parish Council decision, as was claimed by a member of the community – it was a decision by a member of the community who had made the Parish Council aware.

Cllr Murphy confirmed that his company, SALKO Ltd would still be supporting the celebrations and that it was hoped that as much of the usual provision would be maintained. He also stated that the Spaldington



CIC had made an informal offer to buy a Christmas tree – he confirmed he would contact the members of the CIC to ascertain the full details.

21. Winter preparation

The Chair stated that the Parish Council would ask the various community members who had helped the Parish Council with the winter preparations again and that all the salt bins would be checked.

Cllr Murphy agreed to provide the necessary replacement salt for the Parish Council salt bins and that if the ERYC salt bin was empty, we would need to contact them to ensure that adequate provisions were made.

All Councillors stated that they would review the level of salt in the various salt bins near their property and report back if any were needed.

Action: Various Councillors would look into what provisions would be needed and the Clerk would contact the members of the community that have previously helped to ascertain if they will continue to help.

22. Wreath for the Remembrance Sunday

The Chair confirmed that he had decided to personally pay for the wreath from the Parish Council for Remembrance Sunday. He stated as he was not able to make the Remembrance Sunday, that he had asked the Vice Chair of the Council attend in his place.

Cllr Hall agreed to attend in the Chair's place.

23. Full Parish Council meetings

The councillors discussed the point that following the coming out of Covid fete, it would be appropriate to go back to face to face meetings.

The Clerk asked the Councillors to clarify the place of the meetings and that the meeting would need to be risk assessed for covid safety for Staff, councillors and the Community.

The Chair confirmed the place would be confirmed in due course after the booking has been scheduled and that the meeting would start at 7.30pm.

24. To agree the date and location of the Full Meeting of the Parish Council

- *The Councillors advised the Clerk that the date for the next Full Council Meeting will be face to face on the 06 December 2021 at 7.30pm. Location to be determined.*
- *CLERK DECISION: The Clerk noted the advice of the Councillors and would await the location to be confirmed by the Chair.*

25. Parishioner concerns relayed to Councillors – any update from Councillors from Parishioners

The following was relayed:



- i) The Chair stated that he had received a concern about the water leak on the C88
- ii) The Chair stated that there was an unfortunate issue raised with him about fly tipping on the C88
- iii) The Chair stated that he was made aware of one of the bins in the layby near the water tower had been removed with the result that the area had accrued litter.

The Councillors acknowledged the issues and asked the Clerk to contact the Highways at EYRC to ascertain when it will be fixed

MEETING WAS CLOSED BY THE CHAIR AT 9.00pm.
