

# Spaldington Parish Council minutes – 2<sup>nd</sup> November 2020

## Zoom Video Conference Call Monday 2<sup>nd</sup> Nov 2020

Any members of the public attending a parish council meeting may be given at the start of the meeting (at the Chairman's discretion) a combined 20 minute slot to speak on any items of concern or interest. After this period the public are welcome to stay for the meeting but cannot speak or offer advice or an opinion.

### Minutes - Meeting 6

**Zoom meeting opened** - 19.30

**Present** - Councillors R Ashton (Chair), J Hall, D Murphy, E Ward, K Westin

**Public** - 5

**Ward Councillors** – 0

**Acting Clerk** – R Ashton

#### Public Discussion

There was no public questions.

**Meeting opened** – 19.33

#### 6.1 Declarations of interest

a) Declaration of Interests

Cllr Ashton had a non-peculiar interest in 6.6a and an interest in 6.9 due to knowing an applicant

b) No dispensations received

**6.2 Apologies for absence:** None received

#### 6.3 Minutes of the Council meetings - Discuss and vote

a) 7<sup>th</sup> Sept 2020

Cllr Westin asked to be minuted – the former administration hadn't completed an action that was listed within the minutes. This has been noted on the Oct Minutes.

Propose – Ashton

2<sup>nd</sup> – Westin

Vote – all agreed

b) 18<sup>th</sup> Sept 2020

Cllr Ward wanted something checking in the minutes, it related to former administration. It has been checked and the context is correct in the minutes.

Propose – Ashton

2<sup>nd</sup> – Hall

Vote – all agreed

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c) 25<sup>th</sup> Sept 2020

Propose – Ashton

2<sup>nd</sup> – Westin

Vote – all agreed

d) 5<sup>th</sup> Oct 2020

Propose – Ashton

2<sup>nd</sup> – Hall

Vote – all agreed

## 6.4 Finances

a) Internet Banking – Discuss and Vote

Cllr Hall suggested that having internet banking will help to streamline the Council.

Propose – Ashton

2<sup>nd</sup> – Westin

Vote – all agreed

b) Bank Mandates – Discuss and Vote

Cllr Hall requested copies of bank mandates 2 months ago but they haven't been received yet. Going to chase these up.

## 6.5 FoI Sub Committee – Discuss and vote

a) Update on the Sub-committee findings – Discuss and Vote

Point 4 - Setting of 2020 Precept not lawful

An Extraordinary Parish Council meeting was held on 11 December 2019 for which there was a single agenda item "12.4 Conclusions of Tribunal". The minutes record item "12.4 Conclusions of Tribunal All decisions made to conclude the Tribunal matters. Precept was approved by all councillors. Forms signed by the Chair and clerk."

Lawful decisions can only be made on items specified on the agenda. The agenda didn't mention setting of the precept.

There was a lengthy discussion the cllrs agreed that the topic should have been on a formal agenda and the very least should have been minuted on the 11<sup>th</sup> of December meeting.

The motion that was agree to accept the challenge from the correspondent.

Proposed - Westin to accept the challenge from the correspondent

2<sup>nd</sup> – Hall

Vote – all agreed

## Recommendations

- Ensure all Precept and financial discussions are included in an agenda and then accurately minuted
- No agreements are made on Financial issues that are not on agendas

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## Point 5 - Non-Publication of Minutes & Agendas

The Spaldington Parish Council website was not updated with Agendas and Minutes of Parish Council Meetings from September 2018 to late July 2019, nor from September 2019 to late January 2020. It's a legal requirements that they are on the website.

Cllr Westin advised that, as a resident, had corresponded with the Council as had asked for some minutes. Was told that ERYC had advise the Council they didn't have to update the website, the decision was on July 2019 minutes. It did say they didn't have to update the website but it didn't say with permission from ERYC.

A motion was passed that SPC had not complied with legal requirements to publish agendas and minutes in a timely manner.

Proposed - Westin

2<sup>nd</sup> – Ashton

Vote – all agreed

### **Recommendations**

- All agendas are published on the website and notice board in the village as per the statutory requirements
- The minutes taken during the meeting are accurate and a draft form published on the website, then voted on at the next Full Parish Meeting

## Point 6 - Payments not supported by invoices

The 1 July 2019 minutes list under "6. Payment Schedule: to approve" "c) ERNNLCA Course for Chair £108 cheque 100043"; the cheque stub dated 3.7.19 shows payment there was a hand written invoice in the files but the Acting Clerk has now received copy invoices and the files have been updated.

The motion passed was to accept challenge from the correspondent in that SPC had not complied with legal requirements to publish agendas and minutes and / or not in a timely manner

Proposed - Westin to accept the challenge from the correspondent

2<sup>nd</sup> – Ashton

Vote – all agreed

### **Recommendations**

- To ensure that invoices that are required for payment are in a formal standard, properly dated and for specific and for expenditures previously formally agreed at the full Parish Council meeting
- To ensure that each payment requested for authorisation at a Council Meeting can be specifically matched to an invoice
- To ensure that a cheque stub or electronic reference can be matched to an invoice

Point 7 – Took a motion to defer this point to the next meeting as there was a lot of invoices to review

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Proposed - Westin agree to move this point to the next meeting

2<sup>nd</sup> – Ashton

Vote – all agreed

Point 8 - Invoices omitted from VAT claim form

The VAT reclaim form to 31.3.2019 omits 22 March 2018 invoice from Heptonstalls and all 6 Peninsula invoices from October 2018 to March 2019.

The Acting Clerk confirmed that he had received copy invoices from Peninsula. The VAT need a review and then a claim to be made. This will need to be done by the appointment of a new Clerk

The motion passed was to confirm that all payments that have included VAT have not been included in the VAT reclaim submitted. That there has probably been an underclaim in VAT.

Proposed - Westin to accept the challenge from the correspondent

2<sup>nd</sup> – Ashton

Vote – all agreed

### **Recommendation**

- To undertake a full review of all invoices in the last financial year and ascertain the level of VAT paid
- To then compare with any VAT submissions and include any unclaimed VAT in future submissions

Point 9 - Income not promptly banked

Income of £30 from sale of printer is recorded in the minutes of 9 September 2019. However wasn't banked until 3 April 2020.

The motion passed to confirm the money received from the sale of the printer should have been banked in an appropriate timely manner.

Proposed - Westin to accept the motion

2<sup>nd</sup> – Hall

Vote – all agreed

### **Recommendation**

- To ensure that any monies received into the Council should be banked in a timely manner unless there is a specific reason which is agreed by the Chair in the first instance and then formally agreed by the Full Council at the next meeting

Point 10 - Expenditure on items not previously approved

Parish Council financial records include a till receipt for 15 x £10 Argos giftcards purchased by credit card on 19.12.19 and a cheque stub dated 6.1.20 for £150 recorded as "presents Argos Xmas children". The only record in parish council minutes is in the 6 January 2020 minutes, after the purchase had been, there is no record in any other minutes.

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The motion passed was to confirm the expenditure of the Vouchers had not been properly placed on the agenda and minuted in the approval. That the best practice process should have been followed.

Proposed - Westin to accept the challenge from the correspondent

2<sup>nd</sup> – Hall

Vote – all agreed

### **Recommendation**

- To ensure that any expenditure is properly placed on the agenda and agreed at a formal meeting prior to any actual expenditure
- To ensure that the Council has proper practices agreed previously in regard to these type of expenditures

Point 11 - Discrepancies between information on invoice and payment on cheque stub

Parish Council financial records include an invoice for EaseUS Software from Cleverbridge. The invoice is made out to "J Bradley" paid by credit card. However the cheque stub is made out to "Cleverbridge software". So it would appear that the payment has been made twice

The motion passed was to confirm the expenditure recorded in the cheque stubs did not match the actual invoice for the purchase of the software

Proposed - Westin to accept the motion

2<sup>nd</sup> – Hall

Vote – all agreed

### **Recommendation**

- To ensure that invoices that are required for payment are in a formal standard, properly dated and for specific and for expenditures previously formally agreed at the full Parish Council meeting
- To ensure that each payment requested for authorisation at a Council Meeting can be specifically matched to an invoice
- To ensure that a cheque stub or electronic reference can be matched to an invoice

Point 12 - Discrepancies between information in agenda and bank records

The agenda for 26 March 2020 records a Book of 12 stamps £8.40 taken from £30 float. However there is no record of any float in the financial records.

Cllrs didn't know where this cash float came from.

The motion passed was there was no formal cash float

Proposed - Westin to accept the motion

2<sup>nd</sup> – Hall

Vote – all agreed

### **Recommendation**

- To ensure that there is no formal cash float ever used

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- Should any cash received it should be banked appropriately and in a timely manner

All remaining point will be covered in the next meeting and following that a formal report will be put together.

## **6.6 Planning - Discuss and Vote**

- a) 20/02605/PLF - Chestnut Farm Holme Road Spaldington

Erection of a replacement detached dwelling following demolition of existing dwelling.

A discussion took place and Cllrs didn't have any objections to the planning.

Cllr Ashton abstained from voting as lives nearby.

Proposed - Ward

2<sup>nd</sup> – Westin

Vote – all agreed apart from Cllr Ashton

- a) 20/02488/PLF – Sandwood House, Spaldington Road

Application has been granted

## **6.7 Spaldington Windfarm Fund**

- a) Update from Cllr Murphy – Discuss and Vote

Cllr Murphy has been gathering quotes for notice boards and waiting for one final quote to arrive. Will share this once received. Need to get this checked with ERYC that we can swap like to like and then get the application in.

Propose – Ashton to write to ERYC to check no planning will be required and then push forward with the application

2<sup>nd</sup> – Westin

Vote – all agreed

## **6.8 Co-Option**

- a) The Co-option procedure – Discuss and Vote

Cllr Ashton asked to be minuted: Have emailed Mathew Buckley and ERNLLCA and asked if there had been an election request, the cost would have been in the region of £4000 – 5000. There have been a lot of rumours that the cost would have been £1000 – 1200.

There hasn't been an election called so we can go ahead and co-opt 2 vacancies.

Propose – Ashton

2<sup>nd</sup> – Westin

Vote – All agreed

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b) Length and location of the advertisement – Discuss and Vote

Google times adverts have a cost associated with it. As Cllrs we could put something in the ‘villages’ pages and there isn’t a cost.

Could put something on the notice board, website and Facebook community page.

Believe there is a standard time that it has to be advertised for, acting clerk to look into this.

Propose – Ashton

2<sup>nd</sup> – Westin

Vote – All agreed

### **6.9 Hotham and Turner Fund applications – Discuss and Vote**

Had 2 applications to be the Spaldington Rep for this fund, had a 3<sup>rd</sup> but the apply outside of the closing date. Cllr Ashton abstain from this due to an interest in an applicate.

A discussion took place, applicate 1 is the current rep. It was mentioned that the reps for the other areas of this fund update the Parish Council and it’s minuted, but SPC have never had an update.

Vote for candidate 1 – 0

Vote for candidate 2 - 4

Propose – Hall to propose candidate 2

2<sup>nd</sup> – Ward

Vote – all agreed apart from Cllr Ashton

### **6.10 Resident grant application ideas received – Discuss and Vote**

There hasn’t been any suggestions

### **6.11 Putting information on the Spaldington Community facebook page – Discuss and Vote**

Had couple of instances where information has been taken down from the noticeboard and there has been some important information come from ERYC that needs to be shared with the residents. It was suggested to use the Community facebook page as will have more visibility than just on the noticeboard or SPCs website.

Acting clerk to contact the admins of the page to seek approval.

Propose – Ashton

2<sup>nd</sup> – Westin

Vote – all agreed

### **6.12 Freedom of Information request**

a) Potential resident has asked for the Council’s insurance certificate – Discuss and Vote

A request from someone looking to buy a property in the village, for a copy of the Insurance Documents for their solicitor.

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The insurance certificate is on the village noticeboard so is already in the public domain. It was discussed and the cllrs were unsure why it would be needed, the acting clerk had asked which property they were purchasing as there was only one currently for sale but it was never disclosed.

Propose – Westin proposed to ask ERNLLCA and ERYC for advice. Write back to the potential resident and confirm that SPC do have cover

2<sup>nd</sup> – Hall

Vote – all agreed

### **6.13 Correspondence to receive**

#### **- National lockdown again from the 5<sup>th</sup> of November**

There was a group of residents offering help during the Spring lockdown, again they are willing to help anyone that isn't able to go out and need shopping, prescriptions etc. This information will be put back on the noticeboard and on the SPC website.

Also ER have a Community Response Hub and the phone number is 01482 393919. There is also Howden Helpers, there phone numbers along with Community Hub will be put on the noticeboard and our website.

Please ensure this information is passed on to any residents that don't use/have access to use the internet and can't get out to see the noticeboard.

### **Meeting stopped at 20.32**

Mr Southworth offered his help to deliver and correspondence to residents.

### **Meeting restarted at 20.33**

#### **- Defibrillator battery check**

Having checked the files there isn't a service agreement. t

#### **- Phonebox use**

Have had 1 suggestion which was to turn it into a library for book exchange. Due to Covid we can't do this at the moment as there is potential for cross contamination. Think it's best to get the phonebox painted and tidied up and then we can re visit the use in the coming months.

#### **- Code of Conduct training**

Monitoring Officer is offering a remote Code of Conduct training session for town and parish councillors via Zoom on Wednesday, 9 December 2020. The session will commence at 7.00pm and is anticipated to last approximately two hours. The invitation is particularly extended to new councillors, however long standing councillors are also welcome, as are Clerks.

As things are always changing, I think this would be very valuable for all the Councillors to attend.

#### **- Mediation and/or training**

Reminder that we have the Mediation/training meeting on the 11<sup>th</sup> November at 7pm



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## - **Parish Council Representatives being sought for the Standards Committee**

ERYC are looking for two new Town/Parish Council Representatives on East Riding of Yorkshire Council's Standards Committee.

### **6.14 Vote to exclude the public due to confidentiality**

- a) Clerk applicates – Discuss and Vote

Propose – Ashton

2<sup>nd</sup> – Westin

Vote – all agreed

A discussion took place and a decision was made to offer a candidate the position.

Proposed – Ashton

2<sup>nd</sup> – Hall

Vote – all agreed

### **6.15 Date of next meeting 7<sup>th</sup> Dec 2020**

**Meeting closed 20.58**