

## LEDHAM PARISH COUNCIL

### MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ONLINE ON WEDNESDAY 27<sup>th</sup> MAY 2020

**Present:** Councillors Audrey Taylor (Chairman), Chris Woodall (Vice-Chairman), Emma Broughton, Lynda Goodall, Wes Holleran, Andrew O'Leary and Paddy Parkes.

**In Attendance:** Chris Pilkington (Clerk & Responsible Financial Officer)

#### **20.23 ELECTION OF CHAIRMAN**

**RESOLVED:** That Councillor Audrey Taylor serve as the Chairman of Ledsham Parish Council for the 2020-2021 Council year and that she sign her declaration of acceptance of office form before the next meeting of the Council.

#### **20.24 ELECTION OF VICE-CHAIRMAN**

**RESOLVED:** That Councillor Chris Woodall serve as the Vice-Chairman of Ledsham Parish Council for the 2020-2021 Council year.

#### **20.25 APOLOGIES**

None.

#### **20.26 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

**(a) 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**

There were no interests declared.

**(b) TO RECEIVE AND DECIDE UPON REQUESTS FOR DISPENSATIONS TO COUNCILLORS TO TAKE PART IN DISCUSSIONS AND VOTES WHERE THEY HAVE DECLARED DISCLOSABLE PECUNIARY INTERESTS**

There were no requests for dispensations.

#### **20.27 PUBLIC PARTICIPATION SESSION**

No members of the public were present.

#### **20.28 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 26<sup>th</sup> FEBRUARY 2020**

**RESOLVED:** That the minutes of the meeting of the Parish Council held on Wednesday 26<sup>th</sup> February 2020 be approved as an accurate record and signed by the chairman of the meeting.

**20.29 MEMBERSHIP OF COMMITTEES AND REPRESENTATIVES TO OUTSIDE BODIES**

**(a) MEMBERSHIP OF THE STAFFING COMMITTEE**

**RESOLVED:** That the members of the Staffing Committee for 2020/2021 be Councillors Emma Broughton, Andrew O’Leary and Audrey Taylor and that Cllr Broughton be its Chairman.

**(b) APPOINTMENT OF INTERNAL CONTROL CHECK COUNCILLORS**

**RESOLVED:** That Councillors Emma Broughton, Lynda Goodall and Andrew O’Leary be the internal control check councillors for 2020/2021.

**(c) REPRESENTATIVES TO YORKSHIRE LOCAL COUNCILS ASSOCIATIONS BRANCH MEETINGS**

**RESOLVED:** That Cllrs Audrey Taylor and Lynda Goodall be appointed as the representatives of Ledsham Parish Council to meetings of the Leeds branch of the Yorkshire Local Councils Associations for 2020/2021 and the Clerk be empowered to arrange substitutes if either or both of the designated representatives were unable to attend a particular branch meeting.

**(d) REPRESENTATIVES TO LEEDS CITY COUNCIL OUTER EAST COMMUNITY COMMITTEE**

**RESOLVED:** That Cllr Audrey Taylor be appointed as the representative of Ledsham Parish Council to meetings of the Leeds City Council Outer East Community Committee for 2020/2021 and the Clerk be empowered to arrange substitutes if either or both of the designated representatives were unable to attend a particular meeting of the committee.

**20.30 UPDATE OF ONGOING ISSUES AND CONSIDERATION OF FURTHER ACTION**

**(a) PROVISION OF A DEFIBRILLATOR**

The Clerk reported that he had yet to submit the application for the defibrillator.

**RESOLVED:** That this be noted and an update provided to the next meeting of the Parish Council.

**(b) DEVELOPMENT ON SITE ON A63**

The Clerk reported that the planning application had been approved by Selby District Council.

**RESOLVED:** That this be noted.

**(c) SPEEDING THROUGH THE VILLAGE**

The Clerk reported that he was still awaiting information from Leeds City Council as to when the works and changes would be progressed.

**RESOLVED:** That this be noted and an update provided to the next meeting of the Parish Council.

**(d) VE DAY 75<sup>th</sup> ANNIVERSARY CELEBRATIONS STREET PARTY**

The Clerk reported that the event had had to be cancelled due to the coronavirus epidemic.

**RESOLVED:** That this be noted.

**(e) PROPOSED MOTORWAY SERVICE AREA AT LUMBY, SOUTH MILFORD**

The Clerk reported that the application had still yet to be determined by Selby District Council.

**RESOLVED:** That this be noted and an update provided to the next meeting of the Parish Council.

**(f) PLANS BY WHELER FOUNDATION FOR THE FUTURE OF ITS LAND AND PROPERTY**

The Clerk reported that following the informal meeting held with the Estate on 7<sup>th</sup> May he had put into writing the thoughts of the Council. The Estate had responded to say that they did not see the need for a village hall for the parish. The Estate had not yet submitted their planning applications for the proposed developments in the village.

**RESOLVED:** That this be noted and an update provided to the next meeting of the Parish Council.

**(g) PARKING AT END OF NEWFIELD WOOD NEAR TO RSPB FAIRBURN INGS CENTRE**

The Clerk reported that due to the coronavirus epidemic he had held off contacting the RSPB about the issue.

**RESOLVED:** That this be noted and an update provided to the next meeting of the Parish Council.

**(h) VILLAGE TIDY UP DAY, 28<sup>th</sup> MARCH 2020**

The Clerk reported that the event had been cancelled due to the coronavirus epidemic.

**RESOLVED:** That this be noted.

**(i) PLANTING OF TREES IN PARISH**

The Clerk reported that he had contacted the Estate about this matter and that he had received a reply from them in which the Estate set out their tree planning plans.

**RESOLVED:** That this be noted.

**20.31 PARISH MATTERS**

**(a) DATE OF ANNUAL PARISH MEETING**

The Clerk reported that the recent legislation allowing virtual meetings of parish councils had made no provision for virtual meetings of the annual parish meeting. The Parish Meeting could not therefore take place until such time as Government guidance on the coronavirus allowed such a meeting to take place.

**RESOLVED:** That no Annual Parish Meeting take place in 2020 and a date for one in 2021 be set nearer the time.

**(b) YORKSHIRE LOCAL COUNCILS ASSOCIATIONS LEEDS BRANCH MEETING, TUESDAY 16<sup>th</sup> JUNE 2020**

**RESOLVED:** That Cllrs Goodall and Taylor attend the meeting on behalf of the Council.

**20.32 POLICIES**

**(a) REVISED STANDING ORDERS**

The Clerk presented revised standing orders to the meeting.

**RESOLVED:** That the revised standing orders be adopted by the Council.

**(b) COMPLAINTS POLICY**

The Clerk presented a draft complaints policy to the Council.

**RESOLVED:** That the complaints policy be adopted by the Council.

**(c) GRANTS POLICY**

The Clerk presented a draft grants policy to the Council. After discussion it was agreed that there would only be one deadline for the submission each year and that that date would be 30<sup>th</sup> September.

**RESOLVED:** That the grants policy as amended by adopted by the Council.

**(d) REVISED MODEL PUBLICATION SCHEME**

The Clerk presented a revised model publication scheme to the Council.

**RESOLVED:** That the revised model publication scheme be adopted by the Council.

**(e) RISK ASSESSMENT POLICY**

The Clerk presented a draft risk assessment policy to the Council.

**RESOLVED:** That the risk assessment policy be adopted by the Council.

**20.33**

**FINANCIAL MATTERS**

**(a) BANK RECONCILIATIONS (DATED 1<sup>st</sup> MARCH 2020, 1<sup>st</sup> APRIL 2020 AND 1<sup>st</sup> MAY 2020) AND EXAMINATION OF BANK STATEMENTS**

**RESOLVED:** That the bank reconciliations be noted.

**(b) BUDGET REPORT (DATED 21<sup>st</sup> MAY 2020)**

**RESOLVED:** That the document be noted.

**(c) INSURANCE REQUIREMENTS OF THE COUNCIL FOR 2020/2021**

The insurance requirements of the Council for the forthcoming year were discussed and after consideration of the quote provided by Came & Company insurance brokers it was decided to renew its insurance policy through them.

**RESOLVED:** That the insurance policy for 2020/2021 be renewed through Came & Company insurance brokers.

**(d) PAYMENTS FOR NOTING**

(i) Mr Andrew O'Leary, Gift for former councillor , £52.85

- (ii) Clare Johnson, Jubilee Garden maintenance, £20
- (iii) Yorkshire Local Councils Associations, 2020-2021 membership subscription, £58
- (iv) Autela Group Ltd, 2019-2020 Q4 payroll services, £31.44
- (v) Mr Chris Pilkington, 2019-2020 Q4 salary, £455.05
- (vi) HMRC, 2019-2020 Q4 PAYE Income tax, £113.80
- (vii) Mr Chris Pilkington, Zoom subscription, £143.88

**RESOLVED:** That the payment be noted.

**(e) PAYMENTS FOR APPROVAL**

The Clerk reported that he would he expenses claims for the last two quarters to the next meeting of the Council.

**RESOLVED:** That this be noted.

**(f) INTERNAL CONTROL CHECKS**

The Clerk reported that the internal control checks could not be carried out prior to the meeting due to it being a virtual meeting. He would seek the advice of the internal auditor as to how the checks could be carried whilst councillors and the Council could not physically meet.

**RESOLVED:** That this be noted.

**20.34 CORRESPONDENCE**

**(a) YORKSHIRE LOCAL COUNCILS ASSOCIATIONS, MAY 2020 – JULY 2020 ELECTRONIC TRAINING PROGRAMME**

**RESOLVED:** That the correspondence be noted.

**(b) NATIONAL ASSOCIATION OF LOCAL COUNCILS, RESEARCH ON DEMENTIA SURVEY**

**RESOLVED:** That the survey be noted.

**(c) CORRESPONDENCE FILE**

**RESOLVED:** That the contents of the correspondence file be noted.

**20.35 ITEMS FOR THE AGENDA OF THE NEXT MEETING**

None.

**20.36 DATE AND VENUE OF NEXT MEETING**

**RESOLVED:** That the next meeting of the Parish Council take place on Wednesday 24<sup>th</sup> June 2020 at 7pm to be held virtually via Zoom.

Chris Pilkington PSLCC  
Parish Clerk/RFO to Ledsham Parish Council  
30<sup>th</sup> May 2020