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| ***NOTICE OF MEETING*** |
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| I hereby give notice that a meeting of the Parish Council of the above-named Parish will be held at the Community Centre, Old Vicarage Lane on Tuesday 15 August 2023 at 7.30pm. |
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| All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Dated this 9th August 2023 |
|  |
| **AGENDA** |

| Item |  | | | | |  | Lead |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | | | |  |  |
| 1 | a | | To receive apologies for absence given in advance of the meeting | | | |  |
|  | b | | To record apologies for absence not given in advance of the meeting | | | |  |
|  | c | | | To consider the approval of reasons given for absence | | |  |
| 2 | a | | | To receive declarations of interest | | |  |
|  | b | | | To receive early verbal notice of any Councillor’s intention to raise amendments to motions on the agenda as per Standing Order 1g. | | |  |
| 3 | Confirmation of Minutes | | | | | |  |
|  | a | To confirm the Minutes of the Meeting held on 18 July 2023 | | | | |  |
| 4 | Residents Issues  (15mins allocated to receive residents representations to the Council) | | | | | |  |
|  | a | None received | | | | |  |
| 5 | Planning | | | | | | Chair |
|  | 1) To agree consultation responses to the following planning proposals: | | | | | |  |
|  | a | None received | | | | |  |
|  | 2) Decision notices received | | | | | |  |
|  | a | None received | | | | |  |
| 6 | Finances | | | | | | Clerk |
|  | a | **Authorised payments since last meeting:** | | | | |  |
|  |  | 1 Bank Statement to 31 July refers (issued under separate cover). | | | | |  |
|  | b | **Current Account** | | | | |  |
|  |  | Current Account as Statement to 31 July 2023 | | | £28,011.85 | |  |
|  |  | Previous Balance | | | £29,474.78 | |  |
|  |  | Cash received | | | £00.00 | |  |
|  |  | Cheques issued and cleared | | | £1,462.93 | |  |
|  |  | Cheques not cleared | | | £00.00 | |  |
|  |  | Cash available when all cheques cleared | | | £28,011.85 | |  |
|  | c | **Savings Accounts** | | |  | |  |
|  |  | Yorkshire Bank | | | £19,213.33 | |  |
|  |  | Skipton BS | | | £74,239.82 | |  |
|  |  | Nationwide BS | | | £72,107.90 | |  |
|  | d | **Future Commitments / Income** | | |  | |  |
|  |  | Liabilities as set out in Balance Sheet schedule | | | (-) £5,809.00 | |  |
|  |  | Creditors | | | (+) £383.28 | |  |
|  |  | Total Commitments (-) / Income (+) | | | (-) £5,425.72 | |  |
|  | e | **Cash Book** | | |  | |  |
|  |  | Cash Book Balance at 6 August 2023 | | | £28,011.85 | |  |
|  | f | **Current Account / Cash Book Reconciliation** | | | | |  |
|  |  | The ‘Cash available when all cheques cleared’ (b above) reconciles with the ‘Cash Book balance when all cheques cleared’ (e above) | | | | |  |
|  | g | **Expenditure / Budget comparison** | | | | |  |
|  |  | The comparative expenditure through to the end of July was £7,696.92 against a forecast of £7994.00. | | | | |  |
|  | h | **Capital Reserve Statement** | | | | |  |
|  |  | Amount ring-fenced for capital expenditure is £148,453.  Amount ring-fenced for CIL expenditure is £5,128.  Remaining reserve for non-capital expenditure is £29,992. | | | | |  |
|  | i | **Audit Control** | | | | |  |
|  |  | Councillors to confirm that they are satisfied that the above demonstrates that the PC is maintaining an effective system of audit and control including taking account of commitments and liabilities as required by the annual audit. | | | | |  |
| 7 | Clerks Update | | | | | | Clerk |
|  | a | The new mandate is in place for the Skipton Building Society | | | | |  |
|  | b | The Clerk and Cllr Holmes attended a webinar presentation from Rialtas accounting software packaging. | | | | |  |
|  | c | NYC highways has agreed in principle to the siting of a Noticeboard on the grassed area at the corner of Water lane and Old Vicarage Lane | | | | |  |
|  | d | The order for painting the railings has been placed for late August early September implementation subject to weather conditions | | | | |  |
| 8 | Motions ***(in bold italic)*** | | | | | | Chair |
|  | a | ***To make payments in accordance with payments schedule*** (issued under separate cover) | | | | |  |
|  | b | ***To amend standing order 18c. The value of £25,000 to be replaced with £30,000*** | | | | |  |
|  | c | ***To reimburse any uncleared cheques for the Community Centre with an online payment. Uncleared cheques to be cancelled.*** | | | | |  |
|  | d | ***To pay The Royal British Legion 2x our annual remembrance wreath donation in lieu of the one uncashed cheque. This to be payable when we purchase our wreath for 2023. Uncleared cheque to be cancelled.*** | | | | |  |
|  | e | ***To approve expenditure of £230.40 to renew the PC’s website hosting platform (Wix.com) for a further 2 years.*** | | | | |  |
|  | f | ***To agree that all councillors PC email address to be put on North Yorkshire Council website*** | | | | |  |
|  | g | ***To agree purchase of Christmas decorations as per the spread sheet issued under separate cover*** | | | | |  |
|  | h | ***To agree to install power to 6 lamp poles decorations on Water Lane cost Circa £400 total £2400. To be taken from CIL monies*** | | | | |  |
|  | i | ***To agree the general arrangement for the PC’s approach to Health and Safety and Risk Assessment.*** Draft format issued under separate cover. | | | | |  |
|  | j | ***To consider action with regard to the following outdated PC policies***   1. ***Street lighting*** 2. ***Council Newsletter*** 3. ***Burial Committee Constitution*** 4. ***Footpath and Highways Group*** | | | | |  |
|  | k | ***To purchase oak timber lats for the repair of the bench at Battersby’s roundabout for the sum of £119.10 incl vat and to arrange collection (approx cost £15) plus expenditure of up to £50 for painting.*** Quotation 3 August issued under separate cover refers | | | | |  |
|  | l | ***To review the S137 expenditure statement for 2023.2024*** (document issued under separate cover) | | | | |  |
|  | m | ***To remove Susan Woodhall from the Nationwide Building Society mandate and appoint three new members alongside Cllr Shaw*** | | | | |  |
|  | n | ***To identify any items requiring repair and / or maintenance and to agree action*** | | | | |  |
| 9 | Discussion Items | | | | | | Chair |
|  | a | Residents issues received under item 4 | | | | |  |
|  | b | How the publishing of the agenda and meeting documents should be managed | | | | |  |
|  | c | How the H&S / Risk Assessment should be progressed | | | | |  |
| 10 | Updates on actions agreed at previous meetings | | | | | |  |
| 11 | Committee and Group updates | | | | | | Various |
|  | a | Burial Committee. | | | | | Cllr NS |
|  | b | Planting Group | | | | | Cllr AS |
|  | c | Road Safety Working Group | | | | | Cllr MB |
|  | d | Highways and Footpaths Group | | | | |  |
|  | e | Comms Group | | | | | Cllr MB |
| 12 | Correspondence | | | | | |  |
|  |  | **POST IN** | | | | |  |
|  | a | Nationwide BS statement | | | | |  |
|  | b | HMRC Amount overdue request | | | | |  |
|  | c | Skipton BS confirmation of new mandate | | | | |  |
|  |  | **POST OUT** | | | | |  |
|  | a | None | | | | |  |
| 13 | Items For Next Meeting | | | | | | All |
|  | a | Items to be with Clerk before 9th September for next meeting on 19 September | | | | |  |