

Clerk: Gill O'Driscoll, e: stapletonandcleasbyparishc@gmail.com
Stapleton and Cleasby Parish Council, c/o Chalice Cottage, Caldwell, Richmond, DL11 7QF

MINUTES OF MEETING

MINUTES OF MEETING OF STAPLETON AND CLEASBY PARISH COUNCIL, ON WEDNESDAY 14TH APRIL 2021 AT 7.30PM VIA ZOOM.

- | | | |
|--------|---|--------------------|
| PRESE | Councillor J Blueman (Chairman) | Acti
on |
| NT: | Councillor P Crack | |
| | Councillor C Mitchell | |
| | Councillor K Sleightholme | |
| | Councillor C Vigors | |
| | Councillor K Webster | |
| Office | Mrs G O'Driscoll (Clerk) | |
| rs: | | |
| 1. | <u>APOLOGIES FOR ABSENCE</u>
None. | |
| 2. | <u>DECLARATIONS OF INTEREST</u>
None. | |
| 3. | <u>MINUTES OF MEETING HELD 10TH FEBRUARY 2021</u>
Approved. Due To remote zoom meeting the minutes are to be signed by Cllr Blueman and sent to Clerk. | JB |
| 4. | <u>TO DISCUSS MATTERS ARISING FROM MINUTES DATED 10TH FEBRUARY 2021</u> | |
| a. | Hazel Cottage – No action taken at present by owners in relation to parking on grass | |
| b. | Stapleton Village Green – Mr Glass has estimated £280.00 for the works to be carried out. Agreed. Resurfacing of the road (East Green), took place in 2020, residents asked to contribute. Some monies received. Clerk to follow up. | GO |
| c. | Public footpath Cleasby to Manfield at Howden Hill Farm. Reported to Highways and it will be inspected by them. In the meantime clerk to report to Defra. | GO |
| d. | Cleasby Corner/Triangle/Speeding – Agreed Clerk to write to RDC to request white bollards are placed on the corner. | GO |
| e. | Parish Councillor vacancy – still no response. Advert remains in place. | |
| 5. | <u>TO RECEIVE REPORTS FROM NYCC AND RDC</u>
Councillors were not present and no reports received. | |
| 6. | <u>TO RECEIVE NORTH YORKSHIRE POLICE BULLETIN</u>
Circulated via email upon receipt. | |

7. TO CONSIDER FINANCIAL MATTERS

a. **Bank account balances/reconciliation for financial year 2020-2021:**

The clerk outlined the bank balances on 30th March 2021:

Community Account	£4577.09
Business Premium Account.	<u>£1350.27</u>
Total:	<u>£5,927.36</u>

No income had been received or expenses approved since the last meeting.

Community Account:

Opening balance at 1 st April 2020	£6,986.87
Income during year:	<u>£5,603.43</u>
Total:	£12,590.30
Total expenditure during year:	<u>£8,013.21</u>
Closing Balance:	<u>£4,577.09</u>

b. **Cheques:**

The following cheques were agreed and ratified. **denotes unpresented cheques at date of the meeting.*

*Chq 100661	£516.09	Clerk's salary and expenses
*Chq 100662	£351.00	Public Liability Insurance

The Clerk explained that the submission of the Annual Governance and Accountability Return (AGAR) for 2019-2020 was submitted late due to no meetings taking place during the year of 2020 until December. The Parish Council has received an invoice from PKF Littlejohn for the cost of them sending a chase up letter for the late submission. The clerk has disputed this charge as the (AGAR) was submitted late due to the pandemic. Parish Council agreed to pay the invoice cost of £48.00 if it could not be avoided.

Clerk mentioned her impending house move. Parish Council agreed to contribute the fee of £10.00 towards mail redirection should this be necessary.

Clerk has submitted a claim in the sum of £950.35 to HMRC for VAT paid during 2020-2021.

c. **Barclays Bank online banking:**

Clerk has made enquiries regarding online banking. It is not clear if an authorisation is in place for two signatories to approve online payments. Clerk advised it is not in the Parish Council's interest to use an online banking system that doesn't have appropriate safeguards in place. Clerk to continue to research availability of suitable online banking facilities.

GO

The funds in the Community account can be transferred to the Business account; however a cheque book facility is not available on the business account.

- d. **Insurance Quote**
Received, noted it now covers the updated assets on the register for 2021. Quote for **GO** £351.00. **Approved.** Clerk to confirm acceptance.
8. CORRESPONDENCE
- a. Adopt a Kiosk Scheme – considered it is too late as the BT Kiosk has already been removed.
- b. Email circulated regarding fibre optic broadband in the DL2 area. Considered. No action required.
9. ANY OTHER BUSINESS:
- a. Trees on Cleasby Village Green require trimming. Mr Glass to be approached to **CV** provide a quote.
- b. Cleasby Bus Shelter – books are placed there for swapping. Consider placing shelves in **GO** the Bus Shelter for the books as an alternative to boxes. Clerk to check insurance.
10. QUESTIONS FROM THE PUBLIC
No members of the public in attendance.
11. DATE AND TIME OF NEXT MEETING
Clerk stated next meeting would be AGM and OGM. Date set **25th May 2021** at 7.30pm at Cleasby and Stapleton Village Hall subject to Covid-19 regulations.

The meeting closed at 8.42pm

SIGNED: DATE:
(Chairman)