

# GATEFORTH PARISH COUNCIL

Chairman: Cllr Diane Osborne

Clerk/RFO: Jeremy Sherlock, 2 Seward Close, Market Weighton, YO43 3FY 07981 371937

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## MINUTES OF GATEFORTH PARISH COUNCIL ANNUAL MEETING

The meeting of Gateforth Parish Council was held online on Wednesday 13<sup>th</sup> May 2020

- 17319. Attendance/Welcome: Present:** Cllrs Diane Osborne (Chair), Caroline Shaw, Richard Longbottom, Lynn Sherratt; Tony Parkin, Gordon McGlone, Andrew Collier; Jeremy Sherlock – Parish Clerk
- 17320. Election of Chair** – Cllr Osborne was nominated and seconded  
**Resolved that Cllr Diane Osborne be elected as Chair for 2020-21**  
Cllr Osborne will sign the declaration and return it to the Clerk
- 17321. Election of Vice-Chair** – Cllr Shaw was nominated and seconded  
**Resolved that Cllr Caroline Shaw be elected as Vice-Chair for 2020-21**  
Cllr Shaw will sign the declaration and return it to the Clerk
- 17322. Temporary Standing Orders for remote meetings** – the Government has introduced legislation which allows for remote meetings up to 7<sup>th</sup> May 2021. The Clerk had circulated a proposed temporary addition to the Standing Orders to use for remote meetings whilst they are required.  
**Resolved that the Remote Meetings – Temporary Standing Orders 2020 be approved**
- 17323. Annual Parish Meeting scheduled for 13.5.20** – the Clerk reported that the government had not included Parish Meetings in the remote meetings legislation, so the meeting has been postponed.
- 17324. Apologies** - none
- 17325. Declarations and Dispensations** – none
- 17326. Minutes** – the earliest that there will be a shoot is September. It was agreed to issue a further Newsletter prior to this which will provide more information about shoot arrangements and protocols. The Clerk reported that the tree contractor is seeking quotes for a Christmas Tree, but this has been delayed due to the current crisis. It was agreed to erect 2 further dog bins from Selby DC– one on Hllam Road and one on Landing Lane. The Clerk will circulate plans showing locations, and explore the potential of providing dispensers for biodegradable dog waste bags.  
**RESOLVED that**  
a. **The minutes of the Council meeting held on 8<sup>th</sup> January 2020 be accepted**  
b. **Chair will sign the minutes as accepted.**  
c. **2 additional dog waste bins be erected at a cost of £386.86+VAT**
- 17327. Public comments** – none.
- 17328. Planning**  
a. Planning Applications for consideration:  
2020/0297/HPA – Proposed timber canopies to garage at Gateforth Hall, Hllam Road, Gateforth

**Resolved that no objections be raised**

b. **Approved by Selby DC**

2019/1349/TPO –Application for consent to crown reduce by 20%, crown thin by 20%, and crown lift by 1.5m to 2 no Oak trees and 2 no Lime Trees (Trees 1,2,3 and 4) covered by TPO 17/1980 at Oak Lodge, Gateforth Hall, Gateforth

c. **Planning Appeal**

The Planning/ enforcement appeal for the biomass proposal at Viner Station, Roe Lane Birkin has been delayed until 18<sup>th</sup> August 2020. Concerns have been raised with Selby DC about the continuation of the activity on the site with its associated lorries. Selby DC have advised that they will take no action in advance of the appeal. Cllr Shaw advised that she had spoken to Howard Ferguson (MP’s assistant and local resident) to see if anything further could be done.

**17329. Finance**

a. **Bank Signatories** – it was agreed that all Councillors be Bank Signatories

**Resolved that:**

1. **That a Bank Account be continued with HSBC Bank plc (the Bank) and the Bank is authorised to:**
  - a) **Pay all cheques and act on other instructions for payment signed on behalf of the Council by any 2 signatories, whether any account of the Council is in debit or credit;**
  - b) **Deliver any item held on behalf of the Council by the Bank in safe keeping against the written receipt or instructions of the Parish Clerk;**
  - c) **Accept the Parish Clerk as fully empowered to act on behalf of the Council in any transaction with the Bank;**
2. **That the Council agrees that any debt incurred to the Bank under this authority shall in the absence of written agreement with the Bank to the contract be repayable on demand**
3. **That the Parish Clerk (the Proper Officer) is authorised to supply the Bank as and when necessary with lists of persons authorised to sign, give receipts and act on behalf of the Council, and the Bank may rely upon such lists.**
4. **That these resolutions be communicated to the Bank and remain in force until changed by a resolution of the Council and a copy, certified by the Cahir and Proper Officer is received by the Bank**

b. **Finance Report from the Clerk**

The Council’s financial balance at is as follows:

Account Balance	£41,129.63
Capital	£33,661.15
<b>General Fund</b>	<b>£7,468.48</b>

The Precept was paid into the Account on 30<sup>th</sup> April. At that point the Bank balance was low. A transfer from the Savings Account may be needed before the next tranche to ensure that bills can be paid.

The Council have been subject to a safeguarding review by HSBC which was satisfactory.

Skipton BS will be reducing the Interest rate on the Community Saver Account from 1% to 0.35% from 23rd April 2020. This will be in line with reductions to most savings accounts brought about by the reduction in the Base Rate. The Clerk will review alternative rates and report back to a future meeting.

**Resolved that the Report be noted**

c. Payments

J Sherlock	Salary	£129.70
Bulb	Electricity	£9.00
YLCA	Training	£45.00
Chapel Haddlesey PCC	Room Hire	£18.75
M J Backhouse	Moles	£37.01
J Sherlock	Salary	£129.90
Bulb	Electricity	£9.00
Elmhirst Parker	Fees	£390.00
Viking	Stationery	£40.01
J Sherlock	Salary	£129.70
HMRC	Tax	£83.80
Viking	Stationery	£7.07
Bulb	Electricity	£9.00
Autela Payroll Services	Payroll	£48.24
Chris Phillipson	Audit	£86.55
M J Backhouse	Moles	£38.12
YLCA	Subscription	£125.00
Bulb	Electricity	£9.00
J Sherlock	Salary	£129.90
J Sherlock	Expenses	£3.70
Came and Company	Insurance	£351.00
C Shaw	Banner	£80.00
J Sherlock	Salary	£129.70
Bulb	Electricity	£9.00

d. Receipts

Skipton Building Society	Interest	£154.74
Northern Powergrid	Wayleave	£41.40
HMRC	VAT Claim	£360.83
Selby DC	Precept	£2,900.00

**17330. Nomination of a YLCA representative**

**Resolved that Cllr Diane Osborne be the YLCA representative for 2020-21**

**17331. Annual Review** – the draft Annual Return for 2019-20 had been circulated by the Clerk. These documents, together with the financial records, have been submitted to the Internal Auditor whose comments are awaited. As the Council has an income and expenditure of less than £25K there is no longer a requirement for an External Audit, but the Council needs to certify itself as exempt. The total income in 2019-20 was £7,431, with expenditure £9,807. However, £2,855 of this expenditure was Capital, with the General Fund expenditure at £6,952 so there was a small revenue surplus. The only significant variation is VAT recovery income which increased due to the delivery of a number of projects where VAT was incurred. There is a carry forward balance of £38,582 which comprises £33,661 revenue and £4,921 Capital. Original signatures will be needed on all the relevant documents before the Audit is complete. Regulations have been amended this year to allow an extension to the Audit deadline, but this will not be needed.

**Resolved that:**

1. **The comments of the Internal Auditor be considered by the Clerk in consultation with Councillors, and reported back to the next meeting**
2. **Subject to the above:**
  - a. **The Exemption Certificate be signed by the Chair and Clerk**
  - b. **The Annual Governance Statement for 2019-20 be approved and Chair and Clerk be authorised to sign**
  - c. **The Accounting Statements for 2019-20 be approved and Chair and Clerk be authorised to sign**
3. **The Internal Auditor (Chris Phillipson) be reappointed for 2020-21.**

**17332. CCTV** – the sub group had met to discuss the provision of CCTV in the village and had consulted with the police. The minutes of the sub group meeting was considered. The principal conclusions were:

- A CCTV system would be a potential deterrent and provide additional peace of mind
- The costs of installation and monitoring would be fairly high if the village (including the Gateforth Hall area) was to be comprehensively covered due to the number of access routes. A scheme in West Haddlesey only requires one road to be covered.
- The Police view is that Gateforth is a low crime area, and that if there are concern that individual schemes are low cost and easier to progress.

It was agreed not to progress this further at this point, but to revisit if circumstances change. This will be reported back in the next Newsletter with any resident views being considered at future meetings.

**17333. Bus Services** – the Clerk had submitted a proposal in consultation with Councillors for the “Better Deal for Bus Users” Fund. This needed to be submitted in April. The proposal included enhancements to the 496 service including links to Gateforth Park.

**Resolved that the action of the Clerk in submitting a proposal to the “Better Deal for Bus Users” Fund be endorsed**

**17334. NHS Banner** – a banner to support NHS workers has been erected on The Green at a cost of £80.

**Resolved that the expenditure of £80 on NHS support bunting be approved**

**17335. Working from home expenses** – the Clerk reported that HMRC had increased permitted working from home allowance from £18 pm to £26 pm from 1<sup>st</sup> April 2020.

**Resolved that the Clerks’s Working from Home allowance be increased to £26 per month from 1<sup>st</sup> April 2020**

**17336. Correspondence Received** – circulated separately

**17337. Minor items** – Cllr McGlone advised that volunteers have contacted him to carry out the refurbishment of the Phone Box, which will be done later on this year. The Village plaque is complete, and arrangements will be made for it to be mounted and installed. Cllr McGlone will investigate what is needed to be a Community First responder and a request for volunteers will be included in the Newsletter. Thanks were recorded to Mrs Hey for the provision of vegetables to local residents.

**17338. Next Agenda** – noticeboard, Internal Auditor report.

**17339. Next meeting** – Wednesday 8<sup>th</sup> July 2020 at 7:30 pm. This is likely to be an online meeting.

**Signed:** .....

**D Osborne, Chairman, Gateforth Parish Council.**

**Date:**