

ASKHAM BRYAN PARISH COUNCIL

MINUTES of the meeting of the PARISH COUNCIL

held on Thursday 18th June 2020 at 6:30pm using remote access.

PRESENT: Councillor Andrew Steele (Chair)
Councillors Kathryn Smith Kirsty Smahon Simon Peers
Mark Walker

In attendance: Three residents, Ward Cllr. Anne Hook and the locum Clerk.

1 APOLOGIES: None.

2 DECLARATIONS OF PECUNIARY INTEREST: None.

3 PUBLIC PARTICIPATION

Three members of the public were in attendance and raised the following issues;

- Restrictions placed by the college on footpaths between Askham Bryan and Askham Richard. A map showing three affected routes was shared with the meeting. The college had cited reasons for these restrictions including a negative effect on ground nesting birds. It was noted that paths regularly used can be claimed as recognised public rights of way under a section of the 1980 Highways act. There would be an agenda item at the July meeting to see ways the Parish Council (PC) could support this.
- Support of the above plus concern that the closure of paths would force schoolchildren to seek alternatives along York Road. This resident also expressed concerns about illegal advertising of a home tutoring business. Cllr. Peers had a document which he would e-mail to the Clerk.
- Concern from a resident regarding an e-mail sent by the Councillor that afternoon to the PC suggesting that he had verbally abused the Councillor and upset his wife. The resident disputed this version of the event and was concerned that had an adverse effect on his standing in the village. The resident suggested that Cllr. Mitchell made an erroneous comment by accusing him of commenting on the PC charity dealings. The resident advised that his comments were in relation to Cllr. Mitchell's own charity fundraising. It was agreed that regardless of the accuracy of the content of the e-mail, sharing this with the PC was not appropriate conduct, the Clerk would refer this to the City of York Council (CYC) monitoring officer.

4. TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 21st MAY 2020

It was **resolved** that the minutes of the meeting of the PC held on 21st May 2020 having been circulated, be approved and that the Chair be authorised to sign.

5. PLANNING

a. Planning Applications Received

None.

b. Planning Decision Notices Received

None.

6 TO RECEIVE THE NORTH YORKSHIRE POLICE CRIME REPORT

No report had been received. The Clerk would pursue.

7 REPORT FROM WARD COUNCILLOR HOOK

Ward Cllr. Hook was pleased to note that the PC were receiving regular updates from CYC regarding matters relating to the pandemic. Following the relaxing of restrictions, Askham Bryan had been first on her list of Parishes to visit. She had noted potholes on Chapel Lane and reported them but CYC officers deemed them to be below the threshold where they were eligible for being filled in. She had been notified that day that Chapel Lane had been swept. She had also addressed an issue regarding a property on Chapel Lane which was not listed on the route of the bin men and taken action to ensure this resident's bin got emptied. She noted the earlier concerns regarding public paths and would assess the situation having had a meeting cancelled when the Covid-19 restrictions were first imposed. An issue regarding a 30mph sign was still ongoing. She noted that there was an issue regarding signage on Mill Lane and would raise this.

8 OTHER MATTERS

- 8.1 Options regarding the recreational area.** Cllrs. Steele, Smahon, Peers and the Clerk had met with the Yorkshire Local Councils Associations (YLCA). This meeting was to consider options and the YLCA advised that the following four were lawful; changing the constitution of the charity, ensuring that assets purchased using charity funds remain assets of the charity, the PC gifting the land to the charity or setting up a new charity to which charity money could be given. The agenda for the July meeting would consider this further pending investigation of VAT implications and any costs of land transfer and pending any decision by the Charity Trustees to proceed with this. It was noted that the PC could still maintain the land if it was transferred and could buy and own equipment situated on the land. The constitution of the charity would need to be updated.
- 8.2 Insurance.** A pre-renewal communication from the insurance company had been circulated. Councillors were asked to review the cover to ensure appropriate level of cover. The insurance is due on 1st August and therefore a final decision would be taken at the July meeting.
- 8.3 Zoom subscription.** It was agreed that the Clerk purchase a subscription to the remote access platform Zoom. To date, meetings had been taking place in his manner using a subscription in the name of Cllr. Peers who would be reimbursed accordingly.
- 8.4 Membership of and Terms of Reference for the Natural Environment Group.** This was deferred to the July meeting to give Councillors time to consider this further.
- 8.5 E-mails from Cllr. Mitchell regarding use of charity funds.** In the absence of Cllr. Mitchell, it was agreed to defer this to the July meeting.
- 8.6 Social Media policy.** A suggested Social Media policy produced by Cllr. Peers had been circulated ahead of the meeting. A revised version would be brought to the July meeting for formal adoption taking into account feedback regarding the use of dedicated Parish Council e-mail addresses.

9 FINANCE

- 9.1 Bank Reconciliation.**
The Responsible Financial Officer (RFO) reported that the bank balance as of 10th June 2020 was £6,624.95, income since the last meeting being £1,325.90 (repayment of 2019/20 VAT by HMRC) and outgoings being £925.50.
- 9.2 Report of invoices to be paid in June/July**
- Clerk's Salary 01/04/20 to 30/04/20 plus deductions payable to HMRC.
 - Internal Auditor's Fee - £130
- The bank was being pursued regarding the RFO's access to the account so that he could set up payments for authorisation by two other Councillors.
- 9.3 Internal Auditor's report**

The Internal Auditor's report had been circulated and the content noted. The RFO was producing a planner to take into account the issues raised such as a reserves policy and a risk management document. Where appropriate, this would assign responsibilities to Councillors and dates by which matters raised in the report would be addressed.

9.4

Annual Governance Statement (AGAR 2019/20 Part 3).

The RFO reported that following the Internal Auditor's report, he had reconsidered the statement regarding opportunity for exercise of public rights, as the document regarding exercise of public rights had not been posted on the website. It was **resolved** that with this change, the Annual Governance Statement (AGAR 2019/20 Part 3) be approved, proposed Cllr. Peers, seconded Cllr. Walker, all in favour.

9.5

Accounting Statements 2019/20.

It was **resolved** that the Accounting Statements 2019/20 be approved, proposed Cllr. Steele, seconded Cllr. Peers, all in favour.

The RFO would send copies of the above documents in .pdf format for publication on the website.

10 CORRESPONDENCE

A list of correspondence received since the last meeting (items 77-85) had been circulated and the contents noted. Item 85 was regarding parish paths and had been discussed as part of the public participation.

11 DATES OF MEETINGS FOR 2020-2021

The dates of PC meetings for 2020 were noted as follows; 16 July, 20 August, 17 September, 15 October and 19 November 2020. These meeting to be held using remote access until current restrictions are relaxed.

The dates of PC meetings for 2021 were noted as follows; 21 January, 18th February, 18th March, 20th May, 17th June, 15 July, 19 August, 16 September, 21 October and 18 November. The Clerk would check the date for the meeting in April 2021 and include this in future.

The meeting closed at 7:50pm