

Minutes of the extra ordinary meeting held on Monday, 20th February 2012, commencing at 7.30 pm. In the absence of a clerk these were taken by Cllr S Ellerington

Present:

Cllr David Oxtoby (Chairman); Cllr Mrs Sue Ellerington (Vice-Chairman);
Cllr Leonard Byass; Cllr Martin Gray; Cllr Andrew Oxtoby;
Cllr D Jolliffe; Cllr J Wray, Cllr H Swann

02.365 Apologies for absence- Cllr T Thomas**02.366 Declaration of interest/acceptance of office forms**

Cllr Ellerington told the meeting that these forms had now been lodged with ERYC as the previous clerk had omitted to send them in

02.366 Legislation

1. The asset register as previously circulated to Councillors was discussed and it was proposed by Cllr Swann; seconded Cllr Jolliffe and agreed that this be approved
RESOLVED that the asset register be adopted
2. The Risk assessment as previously circulated was discussed and after some minor alterations it was proposed by Cllr Jolliffe; seconded by Cllr A Oxtoby and agreed that this be approved
RESOLVED that the Risk Assessment be adopted
3. Financial Regulations as previously circulated were discussed and after a minor amendment it was proposed by Cllr Swann; seconded by Cllr D Oxtoby and agreed that these be approved
RESOLVED that the financial regulations be adopted
4. The Code of Conduct as previously circulated is a mandatory document and it was proposed by Cllr Jolliffe; seconded by Cllr Swann and agreed that this be approved
RESOLVED that the Code of Conduct be adopted
5. Draft standing orders as previously circulated and amended to suit the needs of the Parish Council. After much discussion as to whether or not to include the formation of sub committees a vote was taken and 3 were for the proposal and 5 were against.
RESOLVED to delete any reference to committees as these were not generally used by the Parish Council.
Various amendments were made to the draft copy and it was proposed by Cllr Swann; seconded by Cllr Gray and agreed that the final copy be approved
RESOLVED that the Standing Orders be adopted

The above documents will be forward to Councillors and paper copies filed.

Cllr Wray thanked Cllr Ellerington for preparing the documents for the Parish Council to approve.

02.367 A copy of Governance and Accountability for Local Councils has now been printed off and filed

02.368 A copy of the Parish Council Toolkit, as previously circulated, has been printed off and filed

02.369 The right to inspect the annual return had been placed on the village noticeboard for 14 days from 30th January.

02.370 Grass cutting tenders

Tenders have been received from Landplan, C Charlton and J R Turnbull to cut the grass in the village. These were considered and it was proposed by Cllr Ellerington; seconded by Cllr Jolliffe and unanimously agreed that J R Turnbull should be asked to cut the greens again.
RESOLVED that J R Turnbull be asked to cut the grass for 2012 at a price of £125.18 per cut for the greens and £74.16 per cut for the churchyard.

02.371 Internal Auditor

The terms of appointment as internal auditor have been received from David Walker.
RESOLVED that the Chairman sign the letter to agree the terms contained in the engagement letter.

02.372 Finance

Cllr Ellerington explained to the meeting that she had prepared an income and expenditure account for the year ended 31st March 2011 as the previous clerks figures were incorrect and these needed correcting for the 2012 audit.

Proposed by Cllr Jolliffe; seconded by Cllr Byass that the amended accounts be approved.
RESOLVED that the amended accounts be accepted.

The Parish Council have a business account which contains £31.47 and was opened when interest rates were high

RESOLVED that this account be closed and the balance placed into the current account.

The following accounts were authorised for payment:

Yorkshire Water	£10.65
Barclaycard (W H Smith stationery)	£77.39
Wilkin Chapman Grange-independent advisors report	£1266.72

RESOLVED that these accounts be paid

02.373 Correspondence

- i. ERYC are holding a Standards/Code of Conduct training session on 18th May and Cllrs Ellerington, Jolliffe and the newly appointed clerk Margaret Hebb are to attend
- ii. Severe weather grant-A grant is available to help the Council keep the village free from snow in the bad weather. Cllrs D Oxtoby and S Ellerington had looked into the purchase of a trail mounted gritter to use on the roads.
RESOLVED that the grant forms be completed to request funding to purchase the gritter

02.374 Date of next meeting is 26th March 2012, starting at 6.30pm, followed by the Annual Parish meeting

The Chairman declared the meeting closed at 9.50pm

Chairman.....

Dated.....