

CHAIR: Councillor Julie Sadler
 CLERK: Mrs Juvina Janik
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**MINUTES of HILLAM PARISH COUNCIL held Wednesday 3rd APRIL 2017
 At Monk Fryston and Hillam Community Centre at 7.30pm**

01. Present and apologies

Apologies were received from Councillor Collinson. Councillors Sadler (Chair), Little, Mitchell, Robertson, Tuddenham and Wright were present and therefore council is quorate.

In attendance: J.Janik (Clerk), County Councillor Mackman from 8pm.

02. Declarations of Interest

None were declared

03. To approve and sign the minutes for Parish Council Meeting 1st March 2017

Resolved: Minutes were accepted and signed as a true record by Councillor Mitchell as Councillor Sadler was not in attendance for the March meeting.

04. Finance Matters:

a) **Resolved:** The financial report from MARCH was provided, clerk identified an error as she was presenting report – the Current Account payments figure had not been updated since the February reconciliation – this error was amended, all other figures were correct and the finance report was updated and signed. Below is the updated report.

	<u>Cashbook</u> Opening Balances 28 FEB 2017:	Receipts	Payments	<u>CASHBOOK</u> Closing Balance at END MAR 17	<u>BANK STATEMENT</u> Balance at END MAR 17
Reserve Account	£ 5212.61	-	-	5212.61	Not yet received
Current Account	£9551.62	NONE	£1207.58	£8344.04	£8536.52
£8536.52 - £180 (chq 562)- £12.48 (chq 567) not yet presented = £8344.04					
The statement and cash book reconcile					

b) **Resolved:** Payments were checked against invoices and approved to be signed at the end of the meeting.

c) **Resolved:** Councillors agrees the internal controls process is effective and the process of checking invoices against the corresponding cheques, having multiple signatories necessary to validate a cheque and the random sample check which is carried out in accordance with the standing orders will continue to be carried out. **Resolved:** It was agreed that Patricia Birch, independent accountant would be requested to review the discrepancy identified by PKF Littlejohn in the 2015-16 Annual Return. Clerk to meet and discuss the issue.

d) **Resolved:** Council agreed to all the statements on the Annual Governance Statement 2016-17 and the clerk and Cllr Sadler (Chair) signed the document.

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f) Cllr Sadler updated the council that the Pensions Regulator will be changing the requirements for paying employee pensions in the future and a further update will be given as appropriate.

05. Discuss and approve any Hillam Parish Council policy updates as necessary

Resolved: The proposed updates from Cllr Sadler were approved. The updated documents will be passed to the clerk to update policy documents and the website documents.

06. Review and agree Sub Committees and representatives

Resolved: It was agreed that the individual councillors have the following sub-committee and representative responsibilities:

Julie Sadler	Chair Trustee for Monk Fryston Educational Foundation Community Engagement Forum meetings Staffing Sub-Committee Lighting Sub-Committee Ring Tree Lights Sub-Committee All meetings for Clerk Employment terms Signatory
Jean Collinson	Vice Chair, Chair of Burton salmon, Hillam and Monk Fryston Burial Board Hillam PC representative and Monk Fryston PC liaison meetings Lighting Sub-Committee Staffing Sub-Committee Signatory
Mary Little	Co-ordinator for Pub-Is-the-Hub Lighting Sub-Committee Ring Tree Lights Sub-Committee
Iain Mitchell	Ring Tree Lights Sub-Committee Internal finance scrutineer Hillam and Monk Fryston Sports Association
Ian Robertson	Representative at Monk Fryston Community Association and also Trustee Staffing Committee
Norman Tuddenham	Representative Burton Salmon, Hillam and Monk Fryston Burial Board Signatory
Betty Wright	Hillam PC representative and Monk Fryston PC liaison meetings Lighting Sub-Committee Liaison for grass cutting

All councillors may be called upon to stand on an Employment issue meeting.

07. Review and update the Asset Register as necessary

The existing Asset Register was reviewed and discussed. A number of items were identified to be added to the register. **Resolved:** Add new External Hard Drive purchased (£52.31), land near Brick Pond (Community Asset £1), land around Ring Tree (Community Asset £1) and Phone Kiosk (Purchase Price £1) to Asset Register.

At this point District Councillor John Mackman arrived following a previous engagement. Councillor Mackman updated council on a number of local issues of interest including:

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- *Initial proposal drawings from developers working on the new Sherburn housing to develop the roundabout (one of their conditions) at JP Plant Hire.*
- *Proposals for industrial units, including those for energy production, to be developed on the site of Kellingley Colliery*
- *New Selby District Council Senior Management Team appointed – pushing for Economic development rather than just residential*
- *Selby Plan is still a work in progress – under constant review by central government which means SDC is constantly reviewing and updating to meet new standards*
- *SDC Don't Be A Waster campaign: Fly – tipping notices to be placed in hotspots*
- *Eggborough Power Station Redevelopment as CCGT consultation stage 2 closed*
- *Hillam parish council gave updates to Cllr Mackman regarding developments in Hillam and asked when the Stonebridge development would be going to Planning Committee – Cllr Mackman believed it was due to be presented at the May Planning Committee meeting.*

It was agreed to move directly onto Agenda Item 10b) Discuss and agree order of work to be carried out on street lamps as recommended by NYCC as Cllr Mackman may be able to assist in the discussion:

10b) Discuss and agree order of work to be carried out on street lamps as recommended by NYCC

The list of works highlighted by NYCC after the street lamp review was discussed and the work necessary is considerable. It was agreed that it was not an affordable option to carry out all the work in one go therefore the issues were prioritised for attention. **Resolved:** The remedial works recommended for lamps 15, 35 and 36 are to be initiated and clerk is to enquire regarding NYCC adoption of the lamps if upgrades are done to their standards.

08. Defibrillator Seminar Update discuss action needed to finalise VETS list

Clerk had taken a register and 13 people were in attendance. Those who gave email addresses will receive a certificate. Overall feeling was that it was a worthwhile event with valuable information. The VETS list ideally needs 2 more people, the PC update for the new edition of Hillam News asks for volunteers. **Resolved:** Councillors requested clarification on how the VETS will work if ambulance service is occupying the responder's only available telephone line. Will the ambulance service be able to initiate the VETS call? Clerk to enquire. VETS registering is on hold until complete.

09. Discuss Time Capsule Event details

Resolved: The agreed day for the burial of the Time Capsule is MAY DAY – Monday 1st May 2017 at 12pm. A plaque will be acquired which will mark the burial. Councillors Robertson and Tuddenham will dig the hole. Cllr Sadler will arrange background music for the event. Villagers are to be notified via Facebook, website, word of mouth and poster in the noticeboard. Clerk to make poster and update website. Councillor Tuddenham has some further items to go in the Time Capsule.

10. Village Maintenance

a) Grass cutting contract with S.G Parkin Landscapes for the year 2017-18 were reviewed and approval was proposed by Cllr Robertson and seconded by Cllr Little. Clerk to send contract to S.G. Parkin.

b) This matter was discussed earlier in the meeting

c) Matters to report to the clerk:

i) A small group of villagers have come forward and volunteered to oversee the maintenance and upkeep of a number of small areas of the village. The offer is widely welcomed by council but work must not take place without parish council consent. It was suggested at the March meeting that a committee be formed by the volunteers, plans for improvement and maintenance must then be presented to the parish council which will check for any potential problems that might arise from the plans – approval/consent will be given as appropriate and efforts will be greatly appreciated. Cllr Little to inform the group of volunteers of this process.

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ii) Regarding bulbs at the Ring Tree area, it was agreed that Cllr Wright should dig up any bulbs that are growing through the grass to keep the maintenance straightforward and avoid untidiness of the area as they finish flowering.

11. Planning

- a) No plans submitted for observations

12. Confirm date of Next Parish Council Meeting

Resolved:

The next Ordinary Parish Council meeting will be preceeded by the Hillam Parish Council AGM which will be held on Wednesday 3rd MAY at an earlier time of 7pm at Monk Fryston and Hillam Community Centre.

13. Meeting closed 9.30pm

SIGNED: _____ DATE: _____