

CHAIR: Councillor Julie Sadler
CLERK: Mrs Juvina Janik
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**MINUTES of HILLAM PARISH COUNCIL held Wednesday 3rd June 2020
ONLINE VIA ZOOM PLATFORM at 7.30pm**

01. Present and apologies

Councillors Sadler (Chair), Little, Lupton (from item 9), Mitchell, Robertson and Tuddenham were in attendance.
Also in attendance: Juvina Janik (Clerk)
Apologies were received and accepted from Councillors Collinson.

02. Declarations of Interest

None declared.

03. The approval and signing of the minutes from Parish Council meetings held 4th and 21st March 2020

No issues raised. **Resolved:** All in favour of approval of both sets of minutes – Chair signed the minutes as a true record.

04. Updates from Clerk and Councillors – deferred until after items 5,6,7 and 8

05. To receive Internal Auditor (Mr A Bosmans) report following an accounts audit on 19th May 2020

Clerk had provided a scanned copy of the Auditor's report in advance of the meeting to allow Councillors time to review. No concerns raised by Mr Bosmans, he praised the clear audit trail and systems in place for checking finance.

06. Annual Governance and Accountability Return – Section 1

a) To agree 'Yes' to the 8 statements of the Annual Governance Statement 2019/20 as provided signed by the clerk/RFO for review in advance of the meeting. Chair to sign document as witnessed online.
It was proposed by Cllr Robertson and seconded by Cllr Mitchell to approve the document answering yes to the 8 statements. **Resolved:** All in favour – motion carried.

07. Annual Governance and Accountability Return – Section 2

a) To agree to approve the Accounting Statements 2019/20 as provided signed by the clerk/RFO in advance of the meeting. Chair to counter sign document as witnessed online.
Resolved: All agreed – Accounting statements were signed by the Chair.

08. Annual Governance and Accountability Return – Exemption Certificate

a) To agree that Hillam Parish Council meets the requirements to certify itself EXEMPT from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Resolved: All in agreement – Motion carried.

b) To approve the Certificate of Exemption as provided in advance of the meeting. Chair to sign the certificate.

Resolved: All approved – Certificate signed by Chair.

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04. Updates from Clerk and Councillors

Clerk report:

- Audit carried out on 19th May 2020 – no concerns raised.
- Complaint from resident regarding the finish of the footpath on Main Street/Lumby Hill – NYCC contacted to have an officer investigate and NYCC are already aware, an instruction for improvement has been given to have the problem resolved before the contractors leave site. The uneven surface was due to the inaccessibility of the particular area with the machine they are using.
- New area PCSO is Josh Cahill
- Village Emergency Telephone System – following PC discussions re lack of use of this service, clerk has cancelled the service. Three months notice is required, the invoice received is for 1 year (£100), I have contacted them and they said to just pay £25 (3months worth).
- NYCC Grass cutting payment. Clerk followed up on lack of payment for 2019-20, this was arranged and paid by NYCC end of May (will show on June statement) 2020-21 payment is due in summer.
- Ten Acres extra touring caravan – this was reported to NYCC following Cllr report to clerk. SDC responded today with update that 2 weeks notice had been given to have the caravan removed.
- Website updated with bench and VE day celebration and finance information
- Pavement condition – reported via NYCC online portal the poor condition of Rose Lea Close, The Square, up Main Street to Hillside Close and onto Lumby Hill. NYCC send an officer to assess the condition and if it meets criteria it will be added to the list of maintenance
- Speed Check Data – following submission of a 95 Alive form for Chapel Street and Hillam Lane, it was found that the average speed was 26mph, and 85% of cars were travelling below 32mph. The issue will not be addressed by enforcement or engineering however The Road Safety Group have determined the locations to be suitable for Community Speed Watch
- Electricity – Clerk has requested a quote from NYCC for electricity supply and also contacted Yorkshire Energy Doctor who offers help with choosing a supplier and getting value for money
- Streetlights - Second MPAN is for the switches that tell the streetlights when to come on – NYCC explain this would use minimal energy but the supplier is likely to charge and admin fee on top of the electricity charge
- Locality budget – although it was discussed that money was to be applied for to pay for footpath improvement, a plan of what is to be done needs to be drawn up before clerk can complete an application – information like how much, when and what for need to be specified.

Cllr Robertson: Monk Fryston and Hillam Community Centre – all events cancelled until further notice

Cllr Little: Coffee Mornings at the Pub remain cancelled

Cllr Tuddenham: Burial Board meeting next week. Funerals have taken place, general maintenance continues and further work has resulted from the Tree survey that was carried out.

Cllr Sadler: Hillam Covid-19 WhatsApp group set up and also a Monk Fryston and Hillam Facebook group – letterbox drop was done to advertise. NYCC set up a Sherburn base to co-ordinate local help. Need has been less than expected. Service is ongoing.

Ribbons on tree, starting to fray – removal to be arranged

Cllr Pearson: Environment and Locality Budget have been combined for more flexibility. £1000 for Hillam Footpaths on the submission of a plan and formal request.

Councillor Lupton connected to the ZOOM meeting at this point

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9. Village Maintenance

- a) To finalise approval of Telephone Box repainting. **Resolved:** All in favour. Mr Booth to be contacted and approved to go ahead with BT supplier paint if quote is similar to original. Mr Booth is to assess the risks of carrying out the job and request items such as barriers as necessary via the clerk.
- b) To approve and action any necessary work on Ring Tree. **Resolved:** Purchase of new strapping £23.52 (inc VAT £3.92) approved, Cllr Sadler to arrange. MBL electrical to be contacted about the sensor and the lights being on 24/7.
- c) To approve and action any necessary work on the Yorkshire Roses and other planters. **Resolved:** A spend of £20 on new bedding plants was approved, Cllr Sadler to organise. Mr Plows is to work on wooden replacements for Yorkshire roses as the plaster versions are deteriorating.
- d) To agree further action on Footpaths project – **Resolved:** Cllrs to walk the paths identified on map previously drawn up and agreed. Log and photograph any over growth, obstructions, deterioration etc. Prioritise and assess the paths to be improved/repaired. Clerk to apply for £1000 of Locality/Environmental Budget to address the issues.
- e) Matters to report to the clerk for action:
- Rubbish pile at Bert’s Barrow, blowing onto fields – clerk to discuss with bert’s Barrow
 - Community Right to Bid for the pub – Clerk to confirm status and process to renew
 - Rights to Quarry ownership - Clerk to investigate
 - Monk Fryston and Hillam Community Association has been preparing to apply for a large grant to initiate a project that will see Monk Fryston and Hillam as Carbon Neutral. MFHCA have enquired about possible financial help from Hillam PC towards producing information leaflets for distribution in both villages. Councillors supported the project and agreed £100 to be donated to publishing costs following a formal request being received by the Hillam PC Clerk.

10. Planning:

- a) Applications: No applications for consideration
- b) Notices of decision:
- i. 2020/0076/HPA Austin Barn – Refused – 1.5.2020
 - ii. 2020/0102/CPE Shelton Firs – Lawful development approved – 6.4.2020

11. Monthly Finance Report:

- a) To approve the April and May reconciliations to date. **Resolved:** The bank statements reconcile with the cash book. Chair signed the bank statements and the reconciliations for the cashbook.
- b) To agree and approve invoices to be paid in June 2020. Cheques to be signed by Chair, cheque book to be passed to another councillor for signing and then collected by Clerk. **Resolved:** Invoices were checked against the cheques, additional cheque to reimburse for Tree Support and bedding plants as approved this meeting was written and signed. Clerk to update finance to reflect this.

12. Confirm the date of the next Parish Council meeting

Resolved: It was agreed to have a 1st July meeting using the ZOOM platform – this will be reassessed as necessary following guidance nearer the time.

13. Meeting closed – 8.30pm

SIGNED: _____

DATE: _____