Stainland and District Parish Council
56th Ordinary Meeting
Minutes

29th June 2023

In attendance Cllr Knights, Cllr Fieldhouse, Cllr Mullany, Cllr Mullany
Laura Peckover- Parish Clerk & RFO

	Item
23.56.01	To note the apologies and accept the reasons for absence or lateness. It was noted that Cllr Booth, Cllr Bottomley & Cllr Weeks sent apologies.
23.56.02	To accept the minutes of the Full Council Meeting held in May 2023. Resolved to accept minutes from May meeting.
23.56.03	To receive Parish Councillors' declarations of interest. Resolved that there are no declarations to be made.
23.56.04	Public Participation. An opportunity for members of the public to address the Parish Council on any issues concerning them within the Parish. It was noted that there were two members of the public in attendance.
23.56.05	To allocate chairs/vice chair to Environmental Committee Resolved to be delegated to env committee
23.56.06	To receive reports from the Chairman, Committees and Councillors: • Chairman Cllr Knights is now upto date with financial regulations, code of conduct. • Environmental Committee Cllr Fieldhouse noted that the play area at Stainland toddler park has started work. Bridge painted, pond looking good in shaw park. Met with CMBC at Stainland cross, now awaiting return of advice from CMBC. • Communications Committee Cllr Knights advised that we are now reviewing the website. Cllr Mitchell is starting to note changes

	Remembrance service plans started for 2.30pm 17th December Choir confirmed 4pm Sowood with a 6pm finish at the old library. • Asset Management Committee No progress on HOT & JWA, requested that goals are now moved to Q1 24. • Policy & Finance Committee Need to have committed spending provided to clerk on a monthly basis to keep the budget updated. • Planning Committee Scarborough school property comments submitted to CMBC in support of application. Submitted comments regarding a barn in Holywell green, We do not support the application. Applicant has suggested a site visit. Enforcement request for a listed building has now been listed by CMBC. • Staffing Committee – Including an update on Training for this cycle. No meeting this cycle. • Clerk's report No report this cycle.
23.56.07	1)To discuss and agree dispensation for Councillors with declarations of interest/disclosable pecuniary interest in a) The Old Library and b) Drury Lane Allotments. This will enable Council business to continue as "without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business" Proposal - Dispensation to be granted for the remainder of the financial year (until 31st March 2024) to those Councillors with a) declaration of interest in The Old Library and b) disclosable pecuniary interest in Drury Lane Allotments Resolved that all approved the proposal. 2)To discuss and agree a procedure for removal of dispensation before the full year if the number of participating councillors is felt to be adequate without the participation of the councillors with a declared interest and/or disclosable pecuniary interest. Proposal To agree the following process for removing dispensations and adding this as an addendum to our existing Standing Orders "If at any point until the end of the current financial year, any two Councillors request to the Proper Officer that dispensation to be removed, the matter shall be

	brought to the next Full Council to make a decision as to whether or not to remove the dispensation. Relevant consideration will be - if there are enough councillors to enable meetings to remain quorate on the removal of the Councillor with dispensation. This will result in the Councillor with declared interest/disclosable pecuniary interest no longer being able to take part in discussions and votes on their item of interest" Resolved that the proposal is accepted.
23.56.08	To discuss and approve allotment business/decisions to be delegated to environmental committee for site management. Resolved that we will delegate to the Environment Committee responsibility for the Drury Lane Allotment site. This will allow them to propose budgets and projects for the site and advise and support the managing body/person. Agenda item for discussion at Tuesday's environmental committee Proposals for consideration: For decision 1.To delegate to the Environment Committee responsibility for the Drury Lane Allotment site. This will allow them to propose budgets and projects for the site and advise and support the managing body/person. For decision between these 3 options unless an amendment is proposed for any of them. 2a To delegate responsibility of the management of the DLA to a newly formed subcommittee consisting of a mixture of Parish Councillors and interested members of the public (probably tenants). It shall be required to be called and quorate under the same rules as all other Parish Council Committees and report to the Environment Committee. To sit until such time as an allotment association has been formed at which point responsibilities will revert to the Environment Committee. 2b To delegate responsibility of the management of the DLA to the Environment Committee. 2c To delegate responsibility of the management of the DLA to the existing Parish Clerk with a commensurate increase in hours and amendment of job description to account for any extra responsibilities. Clerk to add to environmental committee agenda for 4/7/23 with DLA proposal
23.56.09	To discuss the recruitment of remaining vacancies. It was noted that we have two vacancies one for co-option and one elected position. It was noted that we need deadline for advert before next full council.
23.56.10	To discuss and approve the grants awarding policy It was noted that two councillors didn't feel comfortable with the new proposed policy and limiting on the spending.

	It was resolved that we should advertise the grant scheme to invite more applicants. In paragraphs after 10-Noted that the clerk is not a voting member and shall not make recommendations to p&f committee. Needs to be re- worded. Resolved to pass back to Cllr Booth for amendments and take to P&F on 4/7/23
23.56.11	To approve the purchase of a new phone for the clerk. Resolved that clerk to purchase new phone upto £250 and look at contact for new phone.
23.56.12	To review & approve Invoices & tenancy agreements for the allotments to enable the clerk to issue to plot holders. Resolved to send out documents.
23.56.13	Annual Governance and Accountability Return (AGAR) 2022-23 To discuss: i) note the Annual Internal Audit Report for 2022-23 included as part of the AGAR 2022-23. ii) approve Section 1 - Annual Governance Statement 2022-23 for Stainland & District Parish Council, AGAR 2022-23. iii) approve Section 2 - Accounting Statements 2022-23 for Stainland & District Parish Council, AGAR 2022-23. iv) approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. **Resolved that all approved the agar and can now be published in accordance with regulations.**
23.56.14	To review SDPC actual and forecast financial position and decide a realistic way forward to ensure future viability It was noted that from Cllr Knights reviewing the budgets that we need to find a way to ensure that all projects are within budgets. We have £115,000 in the bank account and have budgets for £84,000 set for projects this year. This leaves £31,000 in reserves. It was noted our financial regulations- expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by: • the Council for all items over £2,500; • a duly delegated committee of the Council for items over £500; or • the Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £500. Such authority is to be evidenced by a minute or by an

	authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair. Resolved that we need to be aware of our budget and invoices are submitted to clerk with the correct cost centre reference.
23.56.15	To receive financial reports for the current month, including payments made by the committees during May 2023 Resolved that all approved payments

Transaction Date	Transaction Description	Debit Amount	Credit Amount
02/05/23	AM Cook -Microsoft	£85.41	
03/05/23	Wages	£994.70	
03/05/23	Rialtas – Software renewal	£124.51	
03/05/23	YLCA Membership	£842.00	
05/05/23	HMRC Vat refund		£3,328.42
05/05/23	Smart pension	£18.00	
24/05/23	Vodafone	£14.82	
24/05/23	Go Local	£132.10	
24/05/23	Cllr Fieldhouse – Barley	£16.00	
24/05/23	Cllr Fieldhouse – Barley	£20.97	
24/04/23	AM Cook website domain renewal	£125.00	
24/05/23	Holywell Green Church	£76.37	
24/05/23	Valets2go	£500.00	
24/05/23	YLCA -Training	£50.00	
30/05/23	Wages	£1008.91	
31/05/23	AM Cook -Microsoft	£85.41	
		£4,094.20	**£3,328.42**

23.56.16	To receive any Correspondence
23.56.17	To agree agenda items for the next meeting. Regular items, Grit bins
23.56.18	Date of Next Meeting 27th July 2023