

# Londesborough with Easthorpe Parish Council

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Clerk: Sylvia Moore, 15 Rees Close, Market Weighton, York, YO43 3GF

## **Minutes of the meeting of Londesborough Parish Council held remotely via Microsoft Teams on Monday 6 July, 2020, at 7.30pm.**

**Present:** Cllr G Stephenson, Cllr J Fisher, Cllr K Watson, Cllr A Fisher, Cllr E Lloyd-Huitson  
S Moore (Clerk)

**21/20 Cllr Stephenson, welcomed everyone to the meeting.** Apologies for absence were received from Cllr J Dunning. The Chairman reported that he had received notice of resignation from Cllr F Oades, Cllr I Bessey and Cllr C Lambert.

**22/20 Declaration of Interest. The Parish Councils Code of Conduct. To record any declarations of interest by any member in respect of items on this agenda.** There were no declarations of interest.

**23/20 To resolve that the meeting is temporarily suspended to allow for a period of Public Participation.** There were no members of the public who had requested to join the online meeting.

**24/20 The minutes of meeting held on 9 March 2020** were proposed by Cllr Fisher, seconded by Cllr Watson and agreed as a true record and Cllr Stephenson signed them as such on behalf of the council.

**25/20 To receive the clerk's report on matters being progressed from previous meetings.**

**Broadband** – A resident at the Hall had contacted a Councillor as they had expected a broadband connection to be installed by the end of June also a resident living at Woodbraes, reported that they did not yet have a broadband connection despite being in the postcode for the first broadband roll out. The Clerk was to ask for an update regarding both the issues.

**Interpretation Board** – Due to the current Covid 19 virus, the Men in Sheds were not working due to many being in the at risk category. The project would be completed as soon as practicable.

**Londesborough Roundabout** – The Clerk had received a proposed plan and estimate of the cost of planting Lavender plants on the roundabout. The Clerk had written to Ward Cllr Mike Stathers to fill him in with the progress so far as the Council felt that it might be useful going forward if there were any plans for roundabouts in the future. Cllr Stathers also suggested applying to the Community Tree Planting Fund through ERYC.

**26/20 Audit Exemption** – Cllr Stephenson proposed, Cllr Fisher seconded and it was agreed that the council should declare itself exempt from external audit as its income and expenditure were well below the threshold. Cllr Stephenson signed the certificate on behalf of the council.

**27/20 The Annual Governance Statement for 2019/20** was proposed by Cllr Watson, seconded by Cllr Fisher and approved. It was signed by Cllr Stephenson on behalf of the council.

**28/20 The Accounting Statement for 2019/20** was proposed by Cllr Fisher, seconded by Cllr Watson and approved. It was signed by Cllr Stephenson on behalf of the council.

**29/20 To approve financial arrangements for the coming year:**

- a. **The Financial Standing orders** with an additional amendment, paragraph relating to online banking were re-adopted
- b. **Appointment of an Internal Auditor** – Cllr Stephenson proposed, Cllr Fisher seconded and it was agreed that Sandra Morrison should be appointed to act as the internal auditor.
- c. **Appointment of bank signatories** – Cllr Stephenson proposed, Cllr Lloyd-Huitson seconded and it was agreed that the signing arrangements should continue as in the previous year. Cllr Stephenson, Cllr Fisher and Cllr Watson were to continue as signatories and all cheques to be signed by two councillors and countersigned by the Clerk.

**30/20 Finance**

- a. **To approve accounts to 30 June 2020**  
Cllr Fisher proposed and Cllr Watson seconded and the statement of accounts to 30 June 2020 were approved.
- b. **To approve payment of accounts as per schedule 1**  
Cllr Watson proposed and Cllr Fisher approved payments of the accounts as per schedule 1.
- c. **To consider quotations for renewal of Insurance**  
Quotations had been received from Zurich Insurance and Came and Co after consideration it was proposed by Cllr Stephenson, seconded by Cllr Fisher and agreed to change the annual insurance to Zurich for the next three years.
- d. **To discuss any issues raised by the internal auditor**
  - a) The Auditor recommended that a statement of income and expenditure to date should be done at least quarterly and signed off at a PC meeting.
  - b) The Auditor recommended presentation of the accounts as a separate statement (instead of on the agenda) would ensure compliance with Financial Regulations and give a better audit trail and also covers for some questions on the Annual Governance Statement.
  - c) A log of each piece of post is kept, however, going forward the auditor recommended a receipt should be included with the expenses when stamps are purchased.
  - d) Pages of the minutes should be numbered consecutively as well as each item being referenced.

Councillors noted the recommendations made by the Auditor and the Clerk had made the relevant changes.

### **31/20 Correspondence**

ERYC Review of Allowances – Town & Parish Councils  
ERYC – Covid 19 Guidance  
ERYC Update Alamein Barracks Draft Masterplan SPD consultation  
Conservative Group – Western Parishes Liaison Meeting – postponed  
ERYC – Community Response in East Riding to Covid 19  
ERYC – Transport Champions – Bus Frequency Changes  
PKF Littlejohn – Instructions for 2019/20 AGAR  
ERYC Emergency Planning Covid 19 Pandemic update  
Sir Greg Knight – Letter  
Humberside Police – Community Support  
ERYC – Remote Meetings advice  
Smile Foundation Hub – re Covid 19  
ERYC – Community Tree Planting Fund  
ERYC - Transport Champions – Bespoke Cycle Training on offer free  
ERYC – Public Rights of Way guidance  
ERYC – Temp Road Closure (Intake Hill) Commencing 15 July

### **32/20 Councillors reports**

**Planning Applications** – Cllr Fisher suggested that a hard copy of any tree planning applications when received be available at the meeting to ensure that the Council understood the location of the trees and that any pruning or felling be undertaken at the right time of year. This was agreed.

**Giant Knotweed** – a resident had reported that they thought there was a giant knotweed growing to the right hand bench near the church. Cllr Fisher reported that this had been confirmed by an expert as not being giant knotweed.

**Phone Box** – Cllr Watson reported that the charity box in the phone box was going well and suggested that the money collected be split between Dove House and McMillan. Cllr Watson asked if the money could be deposited into the Parish Council account and cheques issued accordingly for the two charities. This was proposed by Cllr Fisher and seconded by Cllr Stephenson and agreed the money be deposited and cheques written for the charities.

**33/20 Date of next meeting**– the next meeting to be held on Monday 7 September 2020.