**Bellerby Parish Council**

The Meeting of Bellerby Parish Council was held in Bellerby Memorial Hall on

**Monday 17th May 2021 at 7:30pm**

The meeting was attended by:

The clerk Lynn Watkinson.

Councillors Hutchinson, Chilton, Dilworth, Scriven & Travell.

Procedural Matters

1. To elect a Chairperson and sign a Declaration of Acceptance of Office of Chairman

Cllr Hutchinson was proposed as Chairman by Cllr Travell and seconded by Cllr Scriven

***The Declaration of Acceptance of Office was duly signed***

1. To approve apologies for absence

***RESOLVED: to note all apologies and approve all reasons for absence.***

1. To elect a Vice Chairperson and sign a Declaration of Acceptance of Office of Vice Chairman

Cllr Dilworth was proposed as Vice Chair by Cllr Travell and seconded by Cllr Chilton

***The Declaration of Acceptance of Office was duly signed***

Cllr Travell announced her resignation from the Parish Council

1. “To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

***RESOLVED: to note all apologies and approve all reasons for absence.***

1. To approve the minutes of the last meeting

***RESOLVED: to approve the minutes as a true and accurate record of the meeting; signed and dated by the Chair.***

1. Public questions, comments or representations (limited to 10 minutes)

None

Business Matters

1. To receive information on the following ongoing issues and decide actions where necessary:

Clerks Report

Summary of Action Points:

|  |  |  |
| --- | --- | --- |
| Action point | Lead | Status |
| Monitor Footpath Project | Clerk & Cllr Hutchinson | Awaiting a site meeting with Highways and their contractor to determine design |
| Renovate Telephone Kiosk | Cllr Chilton | Telephone kiosk sited  Awaiting electrical connection  Grant funding monitoring form has been submitted  A photograph has been sent to the Rotary Club |
| Strategic Plan | Council | Ongoing |
| Electrical Connection to Green | Clerk | Fuse board and connections to be arranged |
| Community Garden and Allotment | Clerk | Greenhouse has been delivered and is awaiting construction in May  Additional funding applied for |
| Flood Management Feasibility Study and alleviation work | Clerk | Result of funding applications awaited |
| Gritting | Clerk | Response received from Highways  Item added to the agenda |

Meetings, Notices and Consultations.

1. To approve the provisional meeting dates for 2021-2022

Some changes to the dates were requested prior to publication

1. To consider extending delegation of decision making to key individuals in case of further disruption to meeting schedule

***RESOLVED: to approve delegation of authority to the Clerk in consultation with the Chairman in the event that meetings are cancelled due to the ongoing Covid-19 pandemic***

1. To review the contact information for publication on the village noticeboards and web site

Some changes to the contact information were requested prior to publication

1. To review and adopt the UK General Data Protection Regulation documents:

* Data Audit
* General Privacy Notice- add to website & emails
* Staff Privacy Notice
* Management and Retention of Documents
* Security Incident Policy
* Consent Form

***RESOLVED: to approve the additional and updated documents and these were duly signed***

1. To review the Communication Policy

It was noted that the Emergency Facebook page had been changed to a Community page. It was agreed that the admin would be approached to post an occasional Parish Council ‘press’ type release on the page.

The Communication Policy would be updated to reflect these changes.

1. To consider applying for a .gov.uk domain name with e-mail addresses linked to that domain

***RESOLVED: to apply for a .gov.uk domain name***

1. To consider and approve the financial accounts for the financial year 2020-2021

***RESOLVED: to approve the Financial Accounts 2020/2021 and they were duly signed***

1. To review and accept the Annual Financial Risk Assessment

***RESOLVED: to approve the Financial Risk Assessment***

1. To approve the Annual Governance Statement 2020-2021

***RESOLVED: to approve the Annual Governance Statement 2020/21 and it was duly signed***

1. To approve the Accounting Statements 2020-2021

***RESOLVED: to approve the Accounting Statement 2020/21 and it was duly signed***

1. To approve the Clerks approach to appoint the Internal Auditor

***RESOLVED: to approve the Clerk’s approach to the Internal Auditor***

1. To approve payment for the additional insurance premium payment for the increased asset cover of £99.57

***RESOLVED: to approve the additional insurance premium to cover the increased asset holdings***

1. To consider requesting a gritting upgrade for areas of the village

***RESOLVED: to apply to Highways to increase the scheduled gritting to other areas of the village***

1. To review and discuss the results of the Quarry Head consultation

*(Members of the public were be asked to leave for this item so that the result can be announced to the whole community at the same time)*

The Freeholders had been contacted to discuss the results from the survey. The results were circulated to the Parish Councillors and discussed. As it was very evident that individual/individuals had not abided by the ‘one vote per resident’ rule the Parish Councillors agreed with the Freeholders to void the result and hold a public meeting once the Covid-19 pandemic permits.

***RESOLVED: to void the survey and hold a public meeting at a future date***

The 2Ridings Foundation had contacted the Clerk to give notice that the submitted funding applications were to be considered by their committee with the result expected by the end of the week.

1. To consider planning matters:

New Planning Applications:

None

1. To consider correspondence received since the last meeting and approve actions required

None

1. Authority to pay

Opening Balance at 01/04/2021: £29,266.20

Of which is ring fenced: £29,641.39

Working Balance: -£375.19

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payments** | | | | |
| DG&M Construction | £9264.36 | 306 | 100176 | Community garden walls |
| AG Goulthorpe | £390.00 | 307 | 100177 | Grass cutting |
| Cllr Chilton | £92.96 | 308 | 100178 | Telephone kiosk siting |
| Clerk | £5.61 | 309 | 100179 | Stationery & postage |
| **Receipts** |  |  |  |  |
| Richmondshire DC | £11,760.00 | R67 |  | Precept |
| HMRC | £3,298.15 | R68 |  | VAT reclaim |

Other payments: Clerk’s salary, electrical supply & website hosting.

***RESOLVED: to approve all payments***

1. Exchange of views and ideas

It was noted that the Burial ground wall needed some repair work. The Clerk reported that quotes had been requested but nothing received.

***AGREED: that a reminder be sent and additional builders approached.***

Meeting closed: 20:56