

SINNINGTON PARISH COUNCIL

Email sinningtonpc@yahoo.com Website <https://sinnington.ryedaleconnect.org.uk/>

DRAFT Minutes of the Meeting on Monday 8th January 2024 at 6:30pm at The Village Hall Meeting Room, Sinnington

Present: Cllr Swinnerton (Chairman), Cllr Asquith, Cllr Morse, Cllr Stephens, and Alison Mitchell and Victoria Ellis as Parish Clerk/Member of the public.

56. Apologies for absence: Apologies for absence were received and accepted from Cllr Nightingale.

57. Declaration of Interest and applications for dispensations: None.

58. Approval of Minutes: The council resolved to approve the minutes of the meeting held on the 6 November 2023.

59. Public Participation: There were no comments from the member of the public.

60. Parish Clerk/Responsible Financial Officer

- i. The council received the resignation of the Parish Clerk/RFO, Alison Mitchell, and thanked her for her work for Sinnington Parish Council.
- ii. A resolution to exclude members of the public was not necessary.
- iii. The council resolved not to appoint a locum clerk to cover the absence of the new clerk.
- iv. The council resolved to appoint Victoria Ellis as Parish Clerk/RFO.
- v. The council approved the Contract and terms of Employment and the pay band SCP 18-23.

61. General Power of Competence

The council resolved that Sinnington Parish Council meets the conditions of eligibility required to exercise the General Power of Competence, as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, with immediate effect.

62. Village Green and grass cutting in the village.

- i. The council received an update:
 - Birdsbirds mouth fencing by Simon Naylor Fencing. Completed.
 - Damaged area of the green has been protected by temporary fencing.
 - No quotes for grass cutting had been received.
 - Branches on the green had been chopped up and removed by Mr Brown.
- ii. The council resolved to accept a North Yorkshire Locality Budget Grant via Cllr G Jabbour of £500 for additional fencing on the condition that it is match-funded by the parish council, and resolved to agree the same terms should another £500 become available.
- iii. The council resolved to place an order with Simon Naylor Fencing for further fencing of around 100m at the same cost excluding VAT. The council confirmed the area of the Village Hall Green to be fenced, 2m access points for pedestrians and contractors (2m gap for latter).
- iv. The council agreed the grass cutting contract details and agreed to advertise for a contractor.

63. Website

- i. The council received notice that NYC will no longer host parish council websites from 1/4/25.
- ii. Consideration of a new website and domain name was postponed a provider could not quote.

64. Finance, Audit and Asset Management

- i. The council received the Payments List for November and December 2023.

Date	Chq	Beneficiary	Category	Details	Net	Vat	Gross
23.11.23	742	Village Hall	Administration- Room hire	Room hire for meetings	£36.00	£0.00	£36.00
30.11.23	743	Clerk	Staff	M8 salary	£245.05	£0.00	£245.05
29.12.23	744	Clerk	Staff	M9 salary	£172.25	£0.00	£172.25
12.12.23	745	Village Hall	Administration- Room hire	Room hire for meetings	£44.00	£0.00	£44.00
15.12.23	746	Simon Naylor Fencing	Village Green Maintenance	Birdsmouth fencing for green	£1,508.00	£313.60	£1,821.60

- ii. The council did not receive the Bank Reconciliation and Running Budget as the Bank Statement had not arrived in the post.
- iii. The council resolved to add Victoria Ellis as signatory to the bank account and to online banking and confirmed that all councillors could be added to online banking.
- iv. The council resolved that the Bank Statement date could be changed to the end of the month.
- v. The council resolved to use EasyPC for its accounts and reports at a cost of £60pa.
- vi. The council resolved to request to the North York Moors National Park Authority that Sinnington Parish Council be allowed to join the Village Caretaker annual grant scheme (*no caretaker needed*).
- vii. The council resolved that the Minutes from 2022 onwards are filed in a ring-binder.
- viii. The council resolved to dispose of the Toshiba laptop – not on asset register and will not start.
- ix. The council resolved that the council records be paperless in future, on a Cloud Storage system as currently and backed-up at least twice a year onto external memory sticks.
- x. The council resolved to adopt the Audit Plan.
- xi. The council resolved to appoint Ms Angela Dawson as Internal Auditor for 2023-2024.
- xii. The council resolved to adopt the Internal Controls checklist for Councillors Audit.
- xiii. The council agreed that 2 councillors to carry out Councillors Audit in February/early March.

10. Reports for information only.

i. Chairman's Report.

The Chairman is the council's representative and a Trustee of the Lady Lumley's Educational Foundation but had nothing to report.

ii. Clerk's Report.

None.

Signed

Date