

SHERIFF HUTTON PARISH COUNCIL

MEETING SUMMARY

Friday 10th April 2020

Due to Covid19 and no meetings able to be held, this Parish Council have followed the advice given by YLCA and as such have adopted the following policies:-

- The clerk communicates all matters that require attention to the council by email.
- The clerk acts upon the majority response.
- The clerk keeps all members informed as to the actions she will be taking.
- The clerk keeps a record of action taken.
- When the council next meets, whether it be physically or virtually, it retrospectively ratifies (approves) all action/ decisions made during this period.

This summary will begin by noting the very sad news that former Chairman of the Parish Council, Douglas Wooles died in his sleep at the age of 99.

1. Exchange of information

Documents Circulated:-

- White Rose Update – Various.
- Covid19 – Various emails.
- YLCA & NALC – Various emails regarding Covid19.
- Citizens Advice – Covid19 update for partners.
- YLCA – Changes to audit dates 2020.
- YLCA – Briefing on holding remote meetings.

Correspondence Received and Circulated:-

- Email received from a resident regarding dog fouling in the village. A note to be added to the next Village News.
- Following communication between the clerk and the Parish Council's insurers Zurich, we have confirmed formally that the PC public liability insurance covers the members of the Sheriff Hutton Village Volunteers working to support those in our community who are isolating during the Covid19 pandemic.
- Following communication via email it has agreed that the parish council, at this stage, do not wish to hold remote meetings and will continue to work within the above mentioned policies.

2. Planning

a) New planning applications received and circulated:-

20/00254/HOUSE 7 The Croft, Sheriff Hutton
Erection of single storey side extension following demolition of existing detached garage.
No Objections Received.

20/00288/HOUSE Ingleby, East End, Sheriff Hutton
Erection of a part two storey/part single storey rear extension.
No Objections Received.

b) Results of applications decided:- None.

c) Other:- Nothing noted.

3. Finance, Audit and Governance

3.1 To authorise BACS payments as listed below:-

| | | |
|-----------------------------|-----------------------------------|-----------------|
| L Pink | Clerks salary | £At Agreed Rate |
| L Pink | Expenses | £28.98 |
| NPower | Electricity Charges | £21.60 |
| NPower | Electricity Charges | £3.25 |
| NPower | Electricity Charges | £248.57 |
| Sheriff Hutton Village Hall | Rent | £13.00 |
| YLCA | Membership Fees Apr 20 – March 21 | £413.00 |

Note: The invoices for NPower relate to charges for continuous festive lighting for both 2018 and 2019. Despite me changing my address when I moved over 2 years ago NPower changed the main account but failed to change the account number that relates to the festive lighting. Therefore, these invoices were sent to my old address and hence didn't get paid. They have only just chased these up in April 2020.

3.2 To authorise cheque payments as listed below – None.

3.3 To note any income received – None.

3.4 Any other finance matters:-

(a) Councillors agreed to provide financial support to the Covid19 Sheriff Hutton volunteer group, upto a total of £100 initially if needed, which can be reviewed if necessary. Any receipts to be provided to the clerk for payment.

4. Tasks Completed since last meeting

- The signed Vehicle Activated Signage Agreement has been returned to Darren Griffiths @ NYCC.
- A formal letter of thanks issued to Richard Haste for his work on the NYCC bus services consultation.
- The broken manhole cover near the bowls club was reported to Yorkshire Water but response received advising that in the current circumstances they are unable to attend.
- The remaining broken rail on fencing between industrial estate and caravan park was reported to NYCC.

5. Ongoing Tasks currently on hold

- Purchase of the Vehicle Activated Sign from Swarco.
- Purchase of a 2nd defibrillator.

6. Tasks for the Clerk

- Annual insurance policy due for renewal 1st June 2020.
- 1st April 2019 – 31st March 2020 Annual Return (note: this can start to be drafted but not completed until further information is issued by PKF Littlejohn as to when they will issue the annual return documents).
- VAT return.
- Clerk to request a written method statement/risk assessment from the grass cutting contractor confirming that he is currently working within the government guidelines.
- Village News - Articles to be included:-
 - (i) The sad passing of Douglas Wooles.

- (ii) Note to say that the village has seen an increase in dog fouling and the importance of keeping your eye on your dog at all times.
- (iii) Note to say that if any residents have worries over the continued use of holiday or second homes around the village they should report it using the 101 number.

Date for Next Meeting Summary – Thursday 8th May 2020