

CHAIR: Councillor Julie Sadler
 CLERK: Mrs Juvina Janik
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**MINUTES of HILLAM PARISH COUNCIL held Wednesday 7th June 2017
 At Monk Fryston and Hillam Community Centre at 7.30pm**

01. Present and apologies

Apologies were received from Councillor Collinson. Councillors Sadler (Chair), Little, Mitchell, Robertson, Tuddenham and Wright were present.

In attendance: J.Janik (Clerk) and County Councillor Chris Pearson

02. Declarations of Interest

None were declared.

03. To approve and sign the minutes for Parish Council Meeting 3rd MAY 2017

Resolved: Minutes were accepted and signed as a true record by Councillor Sadler.

04. Finance Matters:

a) **Resolved:** The financial report and reconciliation for MAY was provided and accepted.

	<u>Cashbook Opening Balances 26 March 2017:</u>	Receipts	Payments	<u>CASHBOOK Closing Balance at 31 MAY 17</u>	<u>BANK STATEMENT Balance at 26 May 17</u>
Reserve Account	£ 5212.61	-	-	£ 5212.61	Not r'cd
Current Account	£7666.01	£6,063.52	£976.26	£12,753.27	£12,764.77
£12,764.77 minus chq 579 £11.50 = £12,753.27 Cash book reconciles with bank statement					

b) Agree and approve JUNE payments

Cheque No	Payee	Details	TOTAL COST	VAT: To Reclaim
579	Juvina Janik	Clerk Salary	£	
580	S.G.Parkin	Grass Cutting as per contract	£ 330.00	
581	MFHCA	Room Hire April/May	£ 40.00	
582	NYCC	2016-17 Street Light Maintenance	£ 3,093.16	£ 515.53
583	Malcolm Walton	Internal Audit 2016-17	£ 146.60	
TOTAL JUNE SPEND			£ 3,813.79	£ 515.53
TOTAL ANNUAL SPEND			£ 4,790.05	£ 515.53

Resolved: Payments were approved and it was agreed that invoices and cheques would be inspected and cheques signed at the end of the meeting.

c) Update on Annual Return completion with Patricia Birch

The Annual Return has now been completed by the clerk in accordance with the amendments made to figures with Patricia Birch. The documents were delivered to the internal auditor, Malcolm Walton for inspection along with the explanations for the amendments.

05. Discuss the Internal Auditor's report and the recommendations stated

1. i) Last year Mr Walton requested that a Formal Receipts and Payments Account be provided this year. The clerk provided a printed version of the cashbook with all receipts and payments categorised under appropriate headings with monthly and annual totals in the belief that this is what Mr Walton required. It was discovered that in addition, Mr Walton required Financial Statements to back up the printed Cashbook, summaries of the receipts and payments for the year in comparison to the previous year. Mr Walton reiterated the need for a Formal Receipts and Payments Account. **Resolved:** The clerk has an example of the Statements required and will produce these next year as part of the Formal Receipts and Payments Account ready for the Chair to sign as a 'true and fair view' of the council's financial position.
2. i) Missing 15-16 Land Rent - **Resolved:** Clerk to contact Mr Smales for a replacement cheque.
ii) Rent payment for 17-18 – **Resolved:** Clerk to invoice now for the rent due for 2017-18. The council agreed to act upon the recommendation of Mr Walton to annually invoice every April for the rent due.
iii) It was recommended that a review of the amount charged for rent should be undertaken. **Resolved:** Cllr Sadler will ask Mr Smales to review what a fair price for rental would be as the current rate is based on an out of date valuation. A formal agreement is to be reached and put in writing.
- 3) The bank reconciliation has been amended to itemise the unrepresented cheques as recommended.
- 4) Website provider Wix.com VAT number has been checked and confirmed correct.
- 5) VAT of £3.72 not recorded in cashbook. The VAT claim for the period has already been sent to HMRC. **Resolved:** The VAT is now unable to be reclaimed and will be written off. In future, purchasers should give the name of Hillam Parish Council when ordering on behalf of the council.
- 6) The billing address for the Npower electricity bill has already been changed.
- 7) The Asset register has already been amended to include the Time Capsule and will be amended as soon as there is an increase/decrease in future.
- 8) The bank reconciliation statement has been amended to show the actual interest received. Access to the bank balance information can be a problem for the clerk. **Resolved:** Clerk and Chair would arrange to meet with Barclays to discuss the options available for the clerk to have an 'operators card' or be on the mandate without being a signatory.
- 9) As recommended, the minutes will state the actions taken for each recommendation made by the internal auditor.

06. Approve and sign the statement of Accounts for Y/E 31st March 2017

The completed Statement of Accounts was discussed and the figures as amended by Patricia Birch were read out. **Resolved:** Council agreed with the figures that Patricia Birch prepared with explanatory notes showing where funds had been mistakenly accounted for twice in the switch from an 'Income/Expenditure' accounting basis to an 'Payments/Receipts' accounting basis that had led to a difference between the cashbook balances and the bank balances. It was proposed by Cllr Wright and seconded by Cllr Tuddenham that one cheque (£100) written in 2013/14 and two cheques (£60 and £12.20) written in 2014/15, none of which have been cashed, will be written back into the cashbook and the debt written off due to the amount of time that has passed, in line with Patricia Birch's review. An additional note to explain the actions taken by the council on receipt of the internal auditor's notes on the Annual Return document was agreed to be sent to PKF alongside the requested documents. The Annual Return Statement of Accounts was signed and dated by the chair.

The Financial Standing Orders need to be amended to write off and make amendments to adjust the accounts.

Resolved: Chair will draft an amendment for discussion at the July meeting.

07. Review the internal controls process itself and what documentation is to be signed off

The form for the internal controls process was shown to all councillors, the councillor conducting the financial check is to use the form to scrutinise the financial record keeping of the clerk every three months and the form is to be signed and filed as evidence of the check. The first check for this financial year will be April, May or June 2017 and the Checker can choose which month to check at their discretion. **Resolved:** Councillor Mitchell will be emailed a copy of the form and will select which month he wishes to check, the clerk will provide the information requested. Cllr Mitchell will use the form to carry out the check and sign/take further action as appropriate.

08. Discuss the proposal of an article for Hillam News explaining the Parish Council's responsibilities

This idea was received positively by the council. **Resolved:** Cllr Sadler would prepare an article for the publication with a brief outline of the things the Parish Council can help with and the things that are dealt with by NYCC or SDC.

09. Feedback on clerk's appraisal

The appraisal took place at 7pm before the meeting, in attendance were Juvina Janik (clerk) and Cllrs Sadler, Robertson and Little. Aspects of the meeting were confidential. Projects to be focussed on were agreed as: Street Light Monitoring (a record of repairs that get done to each lamp), review the energy supplier and secure a better price, Development of the Website (Cllr Wright to write a piece about the History of Hillam). It was also agreed that a possible increase of hours worked by the clerk will be an **July** agenda item.

10. Updates from meetings attended by councillors

Cllr Wright has proposed a Monk Fryston Liaison meeting and awaits a response on dates. Cllr Little attended 'Pub is the Hub' and can report that the group has raised £437 for the cancer ward at York Hospital. The group would welcome suggestions for any local causes to raise funds for. The group have also raised a number of village maintenance issues, see item 11c.

11. Village Maintenance

a) Update on Street Lamp repairs requested and budget review.

It was suggested that NYCC be contacted to ask for a breakdown of charges for the 2016-17 period so that it is clear what repairs have been paid and which are yet to be paid for. The annual bill for 16-17 was £3093.16, more than anticipated and it would be helpful to see which repairs were included and what repairs were actually carried out. The repairs requested on lamps 15, 35 and 36 (includes column replacement) at £1150 + VAT per column (£4140 in total) was agreed to be paid for from the Reserve Account. These repairs are due to take place in early June. A record of repairs that take place on each light would be helpful. **Resolved:** Clerk to begin record of streetlight maintenance and request the breakdown of costs for 2016-17.

b) Signage for Hillam Lane.

This has still not been carried out. **Resolved:** County Councillor Pearson to follow this up with Highways.

c) Matters to report to the clerk

i) A footpath from Betteras Hill Road opposite the Fishing area appears to go nowhere as the farmer has ploughed the field and not left a footway. **Resolved:** Clerk to report

ii) Missing way-marker at the bottom of Stocking Lane. **Resolved:** Clerk to report

iii) Foliage round pond blocking path, suggested clerk contact Monk Fryston clerk to agree maintenance:

Resolved: This has already been dealt with

- iv) Weeds in grass at Ring Tree: **Resolved:** Cllr Robertson to treat with weedkiller
- v) Reports of weeds in pavement: **Resolved:** This has been dealt with by Selby District Council
- vi) Request for a general tidy up of the village. **Resolved:** Add to July agenda
- vii) Offer of bedding plants and flowers to be planted and maintained: **Resolved:** Add to July agenda
- viii) NYCC land where flagpole stands is untidy and tree needs cutting back. **Resolved:** Cllr Pearson to follow up with NYCC
- ix) The sign for “The Square” was ordered and there were issues when siting it, where is the sign now?
Resolved: Clerk to enquire.
- x) Fresh Air Fitness contacted Cllr Tuddenham. **Resolved:** Cllr Tuddenham to pass enquiry on to the Sports Association who will have more information regarding availability etc.

12. Planning:

- a) 2017/0483/TPO – Application for consent to remove 1No. Ash Tree (T1) covered by the TPO 7/2003 at 3 Brambles Court, Hillam **Resolved:** NO OBSERVATIONS, due to disease
- b) No notices of decision.

13. Confirm the date and time of the next Parish Council Meeting

Resolved: Next Ordinary Parish Council Meeting will be held Wednesday 5th JULY 2017, 7.30pm at Monk Fryston and Hillam Community Centre

14. Meeting closed 9.10pm

SIGNED: _____

DATE: _____