**LOVERSALL PARISH COUNCIL**

**Minutes of Ordinary Meeting**

**10 January 2018, 7.30pm at the WI Hut, Loversall**

**In Attendance:** Councillors Nicola Harris, Spencer Morris, Keith Wilson (Chair), Colin Wright, DMBC Councillors Nigel Cannings and Martin Greenhalgh

**Clerk to the Council:** Lindsay Wilson

**Apologies:** Cllr Nigel Tomlinson

1. **Declaration of interest in items on agenda:** None declared
2. **Minutes of the meeting** held on 06.09.17 (previously circulated) were accepted as a true record of that meeting and signed.

**Proposed: Cllr Morris Seconded: Cllr Harris**

1. **Matters arising:**
	1. **Broadband connection in Loversall.** The long promised fibre broadband service to Loversall has now been provided and broadband speeds across most of the village seem to have improved considerably. Cllr Wilson thanked DMBC councillors for their support in clarifying the schedule for implementing the service.
	2. **Fly-tipping on Hall Balk Lane.** Since the installation of the larger size ‘Eyes Watching’ sign, situated near the A60 entrance to Hall Balk Lane, the amount and frequency of fly-tipping seems to be significantly less. Also noted Archie Harris’ litter picking efforts across the village as part of his Duke of Edinburgh’s Award Scheme – thank you Archie.
	3. **Road Safety through Loversall village.** IPort lorries down Rakes Lane and Hall Balk Lane - Cllr Wilson has followed this up with DMBC, who have declared the yellow Iport signs at the entrances to the village and Hall Balk Lane to be ‘unofficial’. Suggestions were offered to DMBC about signage on A60 approaching the turn for Loversall advising no access to the Iport construction site, but no action is apparent as yet. Cllr Cannings advised that he will follow up this process with DMBC.

1. **Finance**
	1. **Income and Expenditure Report:** The Financial Statement to 9th January 2018 was tabled (appended to the Minutes). Payments to date totalled £386.06 though a number of cheques awaited signature and were due for payment. The income received together with the amount brought forward from 2016/17 totalled £2037.64 leaving a balance of £1651.58 which reconciled to the bank statement (tabled). Forecast further expenditure for the remainder of the year was £791.24. The statement was accepted.

**Proposed: Cllr Morris Seconded: Cllr Harris**

* 1. **Signatories for LPC Bank Account:** Cllr Wright agreed to take proof of identity to a NatWest Bank to allow completion of the new mandate concerning signatories for the Parish Council’s Bank account.
	2. **The following cheques were signed** by Cllrs Wilson and Morris.

 305 LC Wilson Salary July-September 17 £176.06

 306 KV Wilson Reimburse for Word & virus software £123.07

(In relation to Cheque 306, the Clerk reported that in view of the fact that the Council’s procedures require payment to be made by cheque with two authorised signatories, it is not possible to use an online account. For items to be purchased online the Chairman allows his bank card to be used and is reimbursed by cheque. Due to an oversight, reimbursement for an amount of £123.07 relating to computer software was not paid in the financial year 2017/18)

 307 M Gornall Payment for internal audit 2016/2017 £ 40.00

308 LC Wilson Reimburse for Computer mouse £ 8.00

309 LC Wilson Salary October – December 2017 £176.06

* 1. **Provisional Budget 2018/19**: A paper was tabled containing provisional budgets for 2018/19. The Clerk explained that the budget needed to be agreed at the meeting in order to arrive at the Precept amount for 2018/19, which was due to be notified to DMBC. One option in the paper includes a small increase in paid hours for the Clerk (from current 1.4 to 1.5 hours per week) - in line with an earlier decision of the Council to incrementally increase the hours - in order to eventually arrive at a viable number of paid hours available to carry out Clerk duties. In view of the fact that it was necessary to incur additional expenditure for website hosting (to comply with legal requirements), together with a reduction in the Government Grant, it was agreed to defer the planned increase in Clerk’s hours until 2019/20. None the less it was noted that the Band D tax would show an increase of 7.26% over 2017/18**.** It was proposed and accepted that the budgetfor 2018 /19 would be as follows:

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|   | **2018/19** Budget  | **2017/18** Budget |
| Travel  | 20 | 20 |
| Insurance | 215 | 215 |
| YALC | 53 | 52 |
| Stationery | 60 | 60 |
| Website hosting | 120 | 0 |
| Software licences | 20 | 0 |
| Internal audit | 40 | 40 |
| External audit | 0 | 36 |
| Reserve | 0 | 53 |
|  |  |  |
| **Total non staff** | 528 | **476** |
|  |   |   |
| Clerk Remuneration (gross) | **704** | **£704** |
| (75 hrs) |  (75 hrs) |
|   |   |
| **Total funding Requirement** | **1232** | **1180** |
| **Resulting Band D Tax** | **21.12** | **19.69** |
| **Band D tax increase over previous year** | 7.26% | 3.36% |

**Proposed: Cllr Morris Seconded: Cllr Harris**

Councillor Harris requested information on the estimated number of hours required to fully undertake the Clerk’s duties. The Clerk responded that a record of actual hours worked had been kept and this would be emailed for information following the meeting.

* 1. **Parish Precept 2018/ 19**: Councillors acknowledged that the agreed budget would result in a funding requirement of £1232, leading to an increase of £1.43 (7.26%) on the Band D tax base. It was agreed that a funding requirement of £1232 should be notified to DMBC

**Proposed: Cllr Morris Seconded: Cllr Harris**

1. **Planning Applications**
	1. **17/02094/FUL –** Following a detailed response to this application submitted by the Parish Council, DMBC decided to grant the application. The Chairman informed Councillors that the Applicant for the planning permission had subsequently challenged comments attributed to her in the Parish Council response to the application. Specifically, in relation to the following minute: “A member of the public, through the Chair, asked the applicant if with the proposed extended hours there was a possibility that the Barn venue could become a pub. The applicant replied that there was a possibility that the venue could become a pub.” Councillors unanimously agreed that attributed comments in the Council’s response reflected those recorded in the minutes of the meeting held on 9th September 2017, which were a true and accurate record of what was said. It was noted that the applicant has since clarified by email to the Chairman that “There is no way The Barn will ever be a pub”.

No other applications have been received.

1. **Clerk’s Report**

The General Data Protection Regulation comes into force on 25 May 2018 and applies to local councils and parish meetings. The impact this will have on small parishes, such as Loversall, is unclear at this point. The Clerk will contact the Yorkshire Local Council Association for further and specific advice and Cllr Greenhalgh will also make enquiries within DMBC

1. **The next ordinary meeting of Loversall Parish Council will be held on Wednesday21 March 2018, 7.30pm at the WI Hut**

The meeting closed at 20.50hrs

Signed ………………………………………… Date ………………………………………

Chair

**Finance Statement 10th January 2018**

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| --- | --- | --- |
| **PAYMENTS / RECEIPTS AS AT 9/01/18** | **Payments** | **Receipts&BF** |
|  |  |  |
| Zurich Insurance 2016/17 | 210.00 |  |
| Clerk salary (gross) (April-June) | 176.06 |  |
|  |  |  |
| *Brought forward from 2016/17* |  | *857.64* |
| DMBC precept/grant payment 2017/18 |  | 1180.00 |
|  |  |  |
| **Totals (actual)** | **386.06** | **2037.64** |
|  |  |  |
| **Reconciled Balance at Bank**  | **1651.58** |  |

|  |  |  |
| --- | --- | --- |
| **FORECAST ADDITIONAL INCOME/EXPENDITURE AS AT 9/1/18** | **Expenditure\*** | **Income** |
|  |  |  |
| Clerks salary (gross) (July 17 – March 18) | 528.18 |  |
| Stationery | 60.00 |  |
| Internal audit | 40.00 |  |
| Travel  | 20.00 |  |
| Norton Antivirus licence Jan 2017 | 15.19 |  |
| Microsoft Home & Office purchase Jan 2017 | 107.88 |  |
| Norton Antivirus licence Jan 2018 | 19.99 |  |
|  |  |  |
|  |  |  |
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| **Totals**  | **791.24** |  |

External audit fees were not charged (budget £36) and Membership of YALC was paid from 2016/17 funds (budget £52)

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| --- | --- | --- |
| **AS AT 9/1/18** |  |  |
| Balance at bank  |  | 1651.58 |
| Forecast Income |  | 0.00 |
| Forecast Expenditure | 791.24 |  |
| **Totals** | **791.24** | **1651.58** |
| **Balance available** | **860.34** |  |