**LOVERSALL PARISH COUNCIL**

**Minutes of Ordinary Meeting**

**Wednesday 10 April 2019, 7.30pm, WI Hut, Loversall**

**In Attendance:** Councillors Nicola Harris, Spencer Morris, Keith Wilson, Colin Wright

**Apologies received:** Cllr N Tomlinson, DMBC Councillors Nigel Cannings, Martin Greenhalgh and Clerk to the Council

**1. Declaration of interest in items on the agenda:** None were declared.

**2. Minutes of the Ordinary meeting held on 16 January 2019:** These minutes were accepted as a true record of that meeting.

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

**3. Matters arising:**

1. **IPort Landscaped areas –** The Chairman reported on a meeting with the manager of Potteric Carr and DMBC Cllrs Cannings and Greenhalgh. Potteric Carr was very positive regarding the development of the area around the IPort as part of the wildlife area, subject to being adequately resourced so to do. The Parish Council agreed to actively support the area coming under the environmental management of Potteric Carr as part of the Yorkshire Wildlife Trust. It was agreed that the Chair should write to Potteric Carr, DMBC and the local MP supporting the principle of the area being environmentally managed by Potteric Carr Nature Reserve.
2. **Ongoing Maintenance –** The Chair reported that the Clerk had obtained a quote from a local company, who do maintenance work for Wadworth Parish Council, for the repair of the bus shelter owned by the Parish Council. A further quote is awaited for the painting of the bench seat at the M18 end of the village. The Clerk has also contacted DMBC about the provision of a second litter bin in the village near the notice board. The request has been acknowledged but nothing as yet has happened.
3. **Listing status of the wall adjacent to St Katherines Lodge –** The Chair reported on a lengthy email and telephone conversation with the Conservation Officer regarding Cllr Tomlinson’s concerns that part of the wall running off the listed Dovecote was not listed and ought to be. The Conservation Officer was of the view that generally the walls attaching to a listed structure were themselves listed and he regarded the dovecote to be a walled garden structure. He accepted that there was a stretch of wall about 8 metres in length between Howard house and Loversall Hall which might arguably not be considered attached to the rest of the wall/Dovecote. If legally challenged it might be determined that the short stretch of wall was not automatically to be regarded as listed. It was agreed that the Parish council should formally request the Conservation Officer to explicitly extend the listing of the dovecote to include all the walls as an intrinsic part of its special interest. It was also agreed to request the Conservation Officer to seek advice from DMBC planning legal service on his interpretation of the extent of the listing. It was also agreed that on the Conservation Officer’s advice the Council should request Historic England to include the walled structure for listing.
4. **Financial Report –**
5. **Cheques signed prior to meeting:**

324 07.02.19 HMRC PAYE April-Dec 2018 £110.04

325 07.02.19 Clerk Salary Oct-Dec 2018 £146.70

326 02.04.19 HMRC PAYE Jan-Mar 2019 £ 36.68

327 02.04.19 Parish Council Website Ann Fee £120.00

328 02.04.19 YLCA Membership 2019/2020 £ 54.00

1. **Cheque signed at the meeting:**

329 10.04.19 Clerk Salary Jan-Mar 2019 £146.70

The cheque was signed by Cllr Morris for the final quarter of the Clerk’s salary and with the agreement of the Councillors present, the cheque was also signed by Cllr Wilson.

1. **Budget and Expenditure statement –** this was tabled by the Chair, along with a **Summary of Receipts and Payments for the year ending 31 March 2019.** Councillors noted that there had been an underspend of £50 against the budget and noted that an arithmetical error had been made on an earlier budget statement which gave the budget of the Clerk’s remuneration to be £704, whereas the correct amount based on NJC pay scales was £733. In relation to Receipts and Payments it was shown that the balance carried forward to 2019/2020 was £1006, however the amount net of 2018/19 commitments which had not yet been met, was £676. Cllr Morris expressed concern that the amount carried forward was gradually diminishing year on year. The Financial Statements were noted and accepted by the Councillors and are appended to these minutes.

 **Proposed:** Cllr Morris **Seconded:** Cllr Wright

1. **Annual Audit of LPC Accounts -** The Chair reminded Councillors of the process to be followed for audit of the accounts. An internal auditor would provide a report for Councillors to be available at the May meeting of the council. At this meeting the Council would also carry out a review of Governance arrangements and subject to the internal audit and governance arrangements being satisfactory would apply to be excluded from external audit as income/ expenditure was below £25,000. The accounts in a standard format would be available online. A period of a month would be identified by the Council for public rights to inspect the accounts and associated documents.
2. **Signatories for LPC Bank Account –** Cllr Wright and the Chair had been unable to identify a date to visit the NatWest Bank along with the Clerk to complete the bank mandate process. This was now a pressing issue.

 (At the end of the meeting Cllr Wright and Wilson set a date to visit the bank on 31 May at 2.30pm and Cllr wright was provided with the necessary forms to complete prior to the visit).

1. **Planning Applications and appeals -** None have been noted on the DMBC website.
2. **Clerk’s Report –** A number of residents had complained about the potholes at the M18 end of Bubup Hill. The Clerk would report to the relevant DMBC officer and DMBC councillors.

Cllr Wright asked if events at The Barn were licenced to take place in the fields beyond the church, noting that in the past these had proved to be a noise nuisance in the vicinity of Loversall Hall. The Chair advised that an application for a permanent licence to sell alcohol, other than at the The Barn, had previously been withdrawn by Loversall Farm but he believed it possible to hold events under a temporary licence. It was agreed that the Clerk would write to Mrs Lee enquiring whether any events were planned and whether these were to be carried out under a temporary licence.

Cllr Harris stated that the owner of Low Farm had reported the gating system at the end of Rakes Lane to be inadequate to prevent access to and from the IPort landscaped area by quad bikes. The Chair agreed to investigate this further.

1. **The next ordinary meeting of Loversall Parish Council will be on Wednesday 22 May 2019 in addition to the Annual General Meeting and the Annual Parish Meeting at the Wi Hut, Loversall.**

There being no further business, the meeting closed at 20.35 hrs.

Signed ………………………………….. (Chair) Date ……………………..

Loversall Parish Council Meeting 10th April 2019

**LPC 2018/19 Budget & Expenditure**

|  |  |  |
| --- | --- | --- |
|  | **2018/19** **Budget** | **2018/19 Expenditure** |
| Travel  | 20 | 0 |
| Insurance | 215 | 210 |
| YALC | 53 | 53 |
| Stationery & Ink | 60 | 93.65 |
| Website hosting | 120 | 120 |
| Software licences | 20 | 24.99 |
| Internal audit | 40 | 40 |
| External audit | 40 | 0 |
| Reserve | 53 | 0 |
| **Total non staff** | **621** | **542** |
|  |  |  |
| Clerk Remuneration (gross) | 704\* | 733 |
| **Total**  | **1325** | **1275** |
|  |  |  |
| **Balance underspend** |  | **50** |
|  |  |  |

This should have been entered as £733 (NJC pay scale 75hrs@£9.78)

|  |  |
| --- | --- |
| **LPC 2018/19** |  |
| **Receipts & Payments Summary @ March 31st 2019** |  |
|  |  |
| Brought Forward from 2017/18 | 1073 |
| Receipts 2018/19 | 1224 |
| Total BF + Receipts | 2297 |
| Payments | 1291.14 |
| **BALANCE C/F** | **1005.86** |
|  |  |
| Commitments -payments due paid after March 31st |  |
| Clerk net Salary Oct-Dec 18 , Jan-March 19 | 293.4 |
| PAYE Jan- March 2019 | 36.68 |
| **Total commitments** | **330.08** |
|  |  |
| **Balance C/F to 2019/20 net of commitments** | **675.78** |
|  |  |