**Minutes of Ordinary Meeting**

**Wednesday 19 June 2019, 7.30pm, WI Hut, Loversall**

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

**Apologies received:** DMBC Councillors N Cannings and M Greenhalgh

**Clerk to the Council:** Lindsay Wilson

1. **Declaration of interest in items on the agenda:** None were declared.
2. **Minutes of the Ordinary meeting held on 10 April 2019:** These minutes were accepted as a true record of that meeting.

**Proposed:** Cllr Morris **Seconded:** Cllr Tomlinson

1. **Matters arising:**
   1. **Iport lorries entering Loversall Village:** DMBC Cllr Greenhalgh had said that he would contact Iport, to encourage them to erect appropriate signs in appropriate locations to deter over-large vehicles trying to negotiate the narrow, small roads within the Village. The Clerk will contact Amazon directly, requesting that they put specific delivery instructions on both goods in and out, avoiding the narrow roads within the residential areas,
   2. **Ownership of Rakes Lane:** The Clerk is to contact DMBC to check if some or any part of Rakes Lane is their responsibility for upkeep and maintenance issues.
   3. **Parish Council Banking:** ongoing difficulties continue with NatWest, the issue of signatories and difficulty of paying for services/goods – both the Chairman and the Clerk frequently need to use their own personal credit cards for purchases/services, requiring subsequent reimbursement. It was agreed to check out alternative banking possibilities.
   4. **Status of the wall adjacent to St Katherine’s Lodge:** No response has been received from the Conservation Officer, requesting legal advice from DMBC concerning this issue. Cllr Tomlinson is due to see him soon, when restoration work on the wall is further advanced and will report back on any discussions.
2. **Minutes of the Annual General Meeting held on 22 May 2019:** These minutes were accepted as a true record of that meeting.

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

1. **Minutes of the Annual Parish Meeting held on 22 May 2019:** These minutes were accepted as a true record of that meeting.

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

1. **Financial Report:** Copies of all the documents following were circulated to the councillors for their perusal prior to the meeting.
   1. **Internal Audit Report 2018/19:** Mr Gornall, an independent auditor, had examined the Parish Council’s accounts and record-keeping and had found them to be satisfactory. He commented on the difficulties presented when cheques are drawn in one financial year, but relate to the previous financial year. This was noted by the Parish Council. The internal audit report was accepted.

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

* 1. **Annual Governance Statement 2018/19:** The statement signed by the Clerk was checked and found to be satisfactory by the councillors. It was co-signed by the Chairman.

**Proposed:** Cllr Tomlinson **Seconded:** Cllr Morris

* 1. **Accounting Statements 2018/19:** Councillors examined the figures presented in the statement, signed by the Clerk as the Responsible Financial Officer. A report was presented by the Clerk, as required, drawing attention to variances (10% or greater) between 2017/18 and 2018/19. Councillors felt that the variances were not exceptional and the Accounting Statement was accepted. It was co-signed by the Chairman.

**Proposed:** Cllr Morris **Seconded:** Cllr Tomlinson

* 1. **Certificate of Exemption -AGAR 2018/19 Part 2:** The Chairman drew attention to the responsibilities of Councillors regarding the submission of the exemption certificate in lieu of review by the external auditors. Councillors agreed that the exemption certificate should be submitted to the external auditors. It was signed and co-signed by the Chairman and the Clerk to the Council.

**Proposed:** Cllr Harris **Seconded:** Cllr Wright

* 1. **Public rights of access to the accounts of Loversall Parish Council via the Clerk to the Council:** This period will be 1 July 2019 – 9 August 2019. This will be publicised on the Parish Council website and on the Parish Noticeboard in Loversall Village.

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

* 1. **Cheques for signature:**

330 01.05.19 Sci-Venture Ltd (Bus Shelter roof repair) £120.00

331 21.05.19 Zurich Municipal Insurance 2019-20 £210.00

332 19.06.19 KVWilson (reimburse Norton subs 2019-20) £ 24.99

333 19.06.19 MGornall -Internal auditor payment 2018-19 £ 40.00

334 30.06.19 LCWilson- Clerk salary April-June 2019 £152.10

335 30.06.19 HMRC PAYE April-June 2019 £ 38.03

1. **Planning Applications:** None noted on DMBC website
2. **Clerk’s Report:**
3. Potholes on Bubup Hill now filled
4. Bus Shelter roof repaired
5. Repair of seat adjacent to M18 declared uneconomic – advised to leave well alone
6. DMBC Annual Planning Performance report circulated amongst councillors
7. Councillors informed of new accessibility requirements for public sector websites – contact has been made with our website provider
8. **The next ordinary meeting of Loversall Parish Council will be on Wednesday 23 October 2019, 7.30pm at the WI Hut, Loversall**

There being no further business, the meeting closed at 20.30hrs.

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