

**Minutes of the Annual Parish Council Meeting 2021, held on  
Monday 3 May at 7:30 (after the Annual Parish Meeting) remotely by  
“Zoom” video conference**

**1. Election of Chairman**

Cllr Winning was elected as Chairman for the coming year.

**2. Chairman’s Declaration of acceptance of office**

Cllr Winning completed and signed the required declaration form.

**3. Apologies and attendance**

**Present:** Cllr Winning, Cllr Lewis, Cllr Stockdale, Cllr Watson, Cllr Barnett and 11 members of the public.

**Apologies:** received from Cllr Taylor, due to lack of Zoom facilities as previously advised.

Cllr Winning explained that Cllr Taylor had been unable to attend remote meetings over the last year as Covid regulations in force during that time forbade Cllr Taylor from entering another house and she did not have access to Zoom facilities in her own home. Cllr Winning noted that Cllr Taylor had attended the meeting held at 7:30 pm in person on 15 September 2020.

**4. Consideration and approval of the previous minutes of a meeting held on 8 March 2021**

The minutes were approved by unanimous vote.

**5. Election of Responsible Financial Officer (RFO)**

Cllr Barnett was elected as RFO.

**6. Election of members of the Staff Committee**

Cllr Winning noted that he and Cllr Barnett were elected as members of this committee at the March meeting, and that both were willing to continue to serve. Cllr Winning enquired if any other councillors would like to join the committee, however none wished to do so.

Cllr Winning and Cllr Barnett were elected as members of the staff committee for 2021/22.

**7. Mandate for the Terms of Reference of the Staff Committee**

Cllr Barnett noted that the Terms of Reference have been on the website for the last month. However, whilst discussing issues again prior to the meeting Cllr Winning and Cllr Barnett came to the view that the Staff Committee would need some delegated powers to progress the recruitment of a new Parish Clerk – it is simply not practical to involve full council in all decision making during this process given that it only meets every eight weeks.

The Terms of Reference proposed have therefore been amended to reflect this by adding:

*Council delegates to the Staff Committee the power to progress the recruitment process for a new Parish Clerk subject to :*

*The process proceeding broadly as outlined and agreed to by council*

*The terms and conditions being closely aligned to those agreed by council  
Councillors being kept closely informed of progress between meetings and consulted where appropriate*

The revised Mandate was voted on and adopted by the council.

- 8. To consider the advice from YLCA to once again delegate powers of the Parish Council to the Clerk and one Councillor from 6th May 2021 until the legally permitted next meeting of the full Council. This is to enable the continued legal operation of the Parish Council.**

Cllr Winning outlined the situation that video link meetings are not allowed after 6 May and in person meetings will not be possible until 17 May at the earliest, thus necessitating delegated powers for the council to function in the interim.

Councillors agreed to delegate powers to Cllr Barnett (as Acting Clerk) and Cllr Winning.

- 9. Review the following updated or created draft policies published on the TPC website. The proposal in each case is to accept as adopted policy each document.**

Cllr Winning informed the meeting that he and Cllr Barnett had between them developed the proposed policies, based on templates provided by NALC or YLCA. Cllr Winning is proposing each policy and Cllr Barnett is seconding each policy.

Disciplinary Policy  
Equality & Diversity Policy  
Grievance Policy  
General Privacy Notice  
Internal Privacy Policy  
Pensions Policy  
Recording of Meetings Policy  
Rules for Recording of Meetings  
Records Management Policy  
Sickness & Absence Policy

The policies were considered, voted on individually and all were adopted.

**10. Finance – an update on the outcome for 2020/21 performance vs budget and current financial position.**

Cllr Barnett referred to his earlier report to the Annual Parish Meeting as RFO – noting again that whilst we had a surplus in 2020/21, we have an underlying deficit of c.£900 pa which we need to address.

The current financial position is strong with £6,952 in the bank at 16 April. A financial statement of our position reconciled to the last bank statement (16.04.21) is on the website and the Chairman signed both statements.

Proposals to spend money on the following:

Purchase 5 new slats, fixings and paint for a seat on The Plump. Cost £49.23.

Payment of £140.60 to BHIB for renewal of annual insurance from 1 June 2021.

Purchase of office equipment for Clerk to include Laptop computer, such as AsuVivobook, Printer such as HP Deskjet & Software like Microsoft 365 subs 1yr total budget requested up to £700

All the above proposals were agreed.

**11. To receive information on the following matters and decide further action as appropriate:**

Yorkshire Water – current renewal works, road closures and signage YW are generally responding very promptly when issues are raised with them.

Plump pump spout replacement – spout replacement completed by Cllr Stockdale; seat repair – in progress.

Grit Bins – no bins yet purchased, hoping for better prices during the summer. Another bin requested adjacent to The Square. Cllr Winning requested councillors to consider this request and the possible siting of such a bin before the next meeting.

Pub – update on current situation as latest planning consultation ends. See item 7 under Annual Parish Meeting.

Holebeck Close- NYCC have responded that re-naming is an issue for RDC. NYCC Highways Engineers Dept are looking at “No Through Road” signs, and in particular possible siting, which might be problematical.

**12. Review of and decision on the tenders received from the three contractors invited to tender for the slightly amended grass cutting contract for 2021/23.**

Cllr Barnett explained that the tender for cutting the grass on the Plump and other areas in the village asks for a quotation to cover three years 2021 to 2023. Three contractors were approached – the current contractor, a specialist grass

cutting contractor from York and a landscape gardener who frequently works in the village.

The last contractor approached declined to tender and the existing contractor requoted at the same price as previously. The contractor from York quoted at a modestly higher price than the existing contractor. Given the existing contractor has been very satisfactory over the last three years and has tendered the lowest cost it was recommended to councillors that they accept the current contractor's quotation.

Councillors voted in favour of this proposal.

**13. Approval of the updated Cemetery Fees relating mainly to the interment of ashes.**

Cllr Winning drew councillor's attention to the revised fees for interment and guidelines and fees for headstones which have been added to the cemetery fees statement.

Councillors agreed these additions.

**14. Appointment of a new Parish Clerk**

Cllr Winning drew councillor's attention to the various related documents that have been circulated by the Staff Committee regarding the Clerk recruitment process – Job Description, Person Specification and Advertisement in particular.

These documents were accepted by council.

Cllr Barnett proposed that the Staff Committee is authorised, within the agreed Staff Committee mandate, to proceed to recruit a new Parish Clerk on the basis:

Of the Job Description and Person Specification passed to councillors

The advertisement circulated to councillors

Of seven hours per month work

A pay rate based on SCP 7- 12

An understanding that the appointment is on a probationary period of a year for both sides to assess if the arrangement works for them

Councillors endorsed this proposal.

**15. Swift boxes - consideration of requesting that RDC recommend in their Planning decisions for appropriate buildings, that the constructor include a swift/bird box**

Meeting agreed to request that Ryedale District Council use its powers to encourage/require developers and planning applicants to include swift or other bird boxes / bricks in their developments.

**16. Water on the road flowing downhill from Cross Hill on the Ganthorpe road.**

Cllr Winning informed the meeting that he had contacted NYCC Highways who

suggested that the problem belonged to the owner of the field discharging the water.

**17. Matters for inclusion on the next agenda:**

Village notice board Perspex replacement

Cemetery wall & trees

New Countryside Code (1/4/21)

Additional grit bin (see item 11 above)

**18. Date and time of next meeting: Monday 12 July at 7:30**

- hopefully in Terrington Village Hall, subject to government Covid 19 mitigation restrictions

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The meeting concluded at 20:56.