

**Terrington Parish Council with Wiganthorpe and Ganthorpe**  
**Minutes of a Council Meeting held on Monday 8 November 2021**  
**Terrington Village Hall**

**1. Attendance and Apologies**

Present - Cllr Winning (Chairman), Cllr Lewis, Cllr Stockdale, Cllr Adkins,  
Cllr Watson, Cllr Taylor

Clerk - Kerr Wilson

One member of the public was present

Apologies – none

**Procedures for compliance**

Councillors were reminded that if they are unable to attend meetings, they should inform the Clerk, or if unavailable, another Councillor who is attending and provide a reason for their absence so that the Council can decide whether to approve the absence or not.

**2. To confirm the minutes of the meeting held on 13 September 2021**

The minutes of the Council meeting held on 13 September 2021 were approved as a true and accurate record.

Proposed – Cllr Lewis    Seconded Cllr Stockdale.

**3. Declarations of interest**

*Cllr Stockdale declared he is related to a contractor used by the Council (see 4.8 ii).*

**4. Finance**

4.1 To receive a statement of receipts and payments to date under each budget head (see end of Minutes).

The Council noted the Statement presented by Cllr Adkins (Responsible Finance Officer – RFO). He explained that because the Council's accounts are now maintained on an accruals basis, the VAT refund for last year and this year will be included in this year's accounts. Cllr Adkins also reminded the Council that invoices should be paid within 30 days and cheques must be signed by two Councillors.

4.2 To receive a list of payments made since the last meeting

- i     £36.80 on 4-10-2021 to Yorkshire Local Councils Associations for Induction session for new Clerks (approved 6-9-2021/item 3)

- ii £2220.00 on 4-10-2021 to Robert Goodwill for grass cutting (approved 3-5-2021/item 12)
- iii £15.98 on 4-10-2021 to Cllr Stockdale for Security bolt and lock for sexton's hut (approved 12-7-2021/item 4)

The Council noted that the items listed in 4.2 i-iii, (expenditure previously authorised) have now been paid.

4.3 To authorise the following expenditure and payment of:

£58.80 to Cllr Winning for Defibrillator pads purchased on 26-7-2021.

The Council resolved to authorise the expenditure and payment detailed in 4.3.

Proposed Cllr Taylor Seconded Cllr Lewis

4.4 To authorise the following expenditure already incurred and to pay:

- i £9.75 to Cllr Lewis for light bulbs for telephone box purchased on 2-8-2021
- ii £42.30 to Terrington Village Hall for hire of the hall for Council meetings on 12 and 26 July and on 6 and 13 September 2021, and for the Clerk interview on 1 September 2021.
- iii £38.00 to Ryedale District Council for burial ground green waste bin collection for 2021/22

The Council resolved to authorise the expenditure and payment detailed in 4.4 i-iii.

Proposed Cllr Winning Seconded Cllr Watson

4.5 To approve payment of £15.00 made on 4-10-2021 to Yorkshire Local Councils Associations for advertising the vacancy for a Parish Clerk.

The Council resolved to authorise the payment detailed in 4.5.

Proposed Cllr Stockdale Seconded Cllr Taylor

4.6 To approve the renewal of the Council's membership of the Yorkshire Local Councils Association for which payment of £211 was made on 6-4-2021.

The Council resolved to authorise the payment detailed in 4.6.

Proposed Cllr Stockdale Seconded Cllr Lewis

4.7 To renew authorisation for the Direct Debit annual payment to EON for the unmetered electricity supply to the defibrillator cabinet for which the last payment of £101.70 was made on 13-4-2021.

The Council resolved to authorise Direct Debit payment to EON set out in 4.7.

Proposed Cllr Adkins, Seconded Cllr Winning.

4.8 To approve the following expenditure:

- i Purchase of batteries for the badger fence at the cemetery, costing up to £25.

The Council resolved to approve the expenditure for item 4.8 i

Proposed Cllr Winning Seconded Cllr Taylor.

- ii Specialist verge cutting by Nigel Fargher costing up to £275.

The verge cutting is a road safety matter and requires a specialist contractor and machinery because of the difficult terrain.

The Council resolved to approve the expenditure for item 4.8 ii

Proposed Cllr Winning Seconded Cllr Lewis

*(Cllr Stockdale did not take part in this decision)*

*The Council noted and accepted the declaration by Cllr Stockdale (item 3). The Council felt that having approved that the necessary work be undertaken by Nigel Fargher, then it was entirely appropriate for the contact to be from someone familiar, such as Cllr Stockdale.*

- iii Terrington Village Hall hire for November 2021, January 2022 and March 2022 Council meetings costing £32.40 (£10.80 per session).

Cllr Adkins stated that the projected total hire cost for the village hall, for the current financial year, will be about £74 against a budget of about £54. This arises because it was necessary to make an extra booking in July and two extra bookings in September.

The Council resolved to approve the expenditure for items set out in 4.8 i-iii. The Council noted the small projected overspend on the hall hire budget.

Proposed Cllr Winning Seconded Cllr Watson

4.9 To acknowledge the receipt from Yorkshire Water of a cheque in the sum of £2,000.

The Chairman will write to Yorkshire Water to thank them for the gift of £2000. The Council agreed to discuss how best to use this fund for the public good at the January Council meeting.

4.10 To amend the Financial Regulations to read (added text in italics):

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

4.1.1. the Council for all items over £100, *unless in the case of an emergency (see 4.7).*

4.1.2. the Clerk in conjunction with the Chairman of Council, for any items below £100, *or in the absence of the Clerk, the Chairman in conjunction with the RFO or should the Chairman also be absent, the RFO in conjunction with one other Councillor.*

4.7 In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. *This authorisation to be exercised where possible in conjunction with the Chairman of Council or in the absence of the Clerk, the Chairman in conjunction with the RFO or should the Chairman also be absent, the RFO in conjunction with one other Councillor, and to be evidenced by a duly signed authorisation slip.* Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £400. The Clerk shall report such action to the Council as soon as practicable thereafter.

The Council resolved to amend the Financial Regulations as set out in 4.10. Proposed Cllr Winning Seconded Cllr Lewis

4.11 To approve the draft Financial Reserves policy (available on Terrington Parish Council website at [terringtonpc.co.uk/policies.php](http://terringtonpc.co.uk/policies.php)).

The Council resolved to adopt the draft Financial Reserves Policy (November 2021) referred to in item 4.11. Proposed Cllr Winning Seconded Cllr Adkins

4.12 To review the level of current General Reserves and to set the level of General Reserves and Earmarked Reserves to be held by the Council.

The Council resolved to set the level of General and Earmarked Reserves set out below

**General Reserves - £3000**

**Earmarked Reserves**

Cemetery £2000 - upgrade and restoration

Trees £1500 - maintenance

Defibrillator £500 - upgrade/renewal

Proposed Cllr Winning Seconded Cllr Adkins

4.13 To agree a draft budget for 2022-2023 and to set the level of the Parish Precept for 2022-23 (see end of Minutes).

The Council resolved to adopt the budget for 2022-2023 presented by Cllr Adkins referred to in item 4.13 and set the precept at £3418.50, representing an increase of 7.5% over the precept for 2021-2022.

Proposed Cllr Adkins    Seconded Cllr Winning

## **5. Planning Applications**

1. 21/00892/House New Wells Mews.

The Council noted Ryedale District Council's approval for a single-story extension and installation of new windows.

2. 21/01304/TPO    Application for work to trees, 5 Cliffe Mews

The Council raised no objection

3. 21/01353/CAT    Application for work to trees, Jasmine Cottage House

The Council raised no objection

4. 21/01370/CAT    Application for work to trees, Church House

The Council raised no objection

## **6. Updates and consideration of further action on new and ongoing issues**

1. Phone box light - The proposal to improve the lighting in the BT phone box which is used to light the defibrillator, has been overtaken by events. Ofcom are consulting on the proposal to remove all public call boxes that are no longer needed.

2. Road markings – The Chairman reported that there has been no progress on painting the road markings.

3. Footpaths and verge stones - NY Highways wrote to some residents about the trip hazard caused by stones on grass verges. Most of the stones have been removed.

4. Website development. - To consider issues such as incorporating a newspane. Councillors were asked to give some thought to what improvements might be made for discussion at the January meeting.

5. Storage of documents - To consider the use of cloud storage for Council documents. Cllr Adkins agreed to look into the options and report back to the January meeting.

6. Cemetery Working party – Councillors were asked to suggest what tree maintenance work needs to be done – for discussion at the January meeting.

21.15 h Cllr Watson and Cllr Taylor had to leave the meeting.

## **7. Correspondence**

7.1 NYCC Voucher scheme for Bilsdale mast TV 'customers'. Articles posted on Facebook and on village notice board.

7.2 EON new prices from 1 December 2021 – Increased pricing. Need to consider fixed term contract.

7.3 NALC – Environmental Regs re: Cemeteries (ground water) consultation. Exemption for small cemeteries with fewer than 100 burials pa. However, all cemeteries will have to comply with a minimum size (5 m<sup>2</sup>) for a grave plot. This would result in an estimated 20% loss of capacity in Terrington. Clarification is needed for existing grave double plots because of the 1 m soil depth requirement.

7.4 BHIB Insurance contact details – Cllr Adkins as RFO is the nominated contact. Cllr Winning agreed to contact BHIB to remove any contact details remaining for our late Cllr Barnett.

7.5 Ryevitalise Landscape Partnership Scheme is organising a 'Terrington Community Tree Planting' event at Rose Cottage Farm on 5 December 2021. Information has been posted on the village notice board. The Council were not made aware of this initiative. The Chairman has written to Ryevitalise to encourage better communication in future.

7.6 Ryedale District Council are running a "Consultation on Submitted Sites". Information has been posted on the village notice board.

## **8. Matters for inclusion on next agenda**

1. Gift from Yorkshire Water and review earmarked reserves
2. Website development
3. Storage of documents
4. Cemetery trees – to consider removal, pruning and wiring of trees.

## **9. Date and time of next meeting.**

The following dates for Council meetings in 2022 have been agreed

Monday 10 January, 14 March 2022, 9 May 2022, 11 July 2022, 12 September 2022, 14 November 2022.

Meeting closed at 21.33 h

**TERRINGTON PARISH COUNCIL**  
**Statement of Receipts and Payments for financial year 2021-22**

Statement date: 1/11/2021

	<i>Budget (£)</i>	<i>To date (£)</i>	<i>Projected year end (£)</i>
<b>RECEIPTS</b>			
Parish precept	3180.00	3180.00	3180.00
Burial fees	950.00	425.00 (1)	425.00
Grass cutting - NYCC contribution	333.97	0.00	333.97
VAT refund	445.00	0.00	450.00
Wayleave payment	12.65	0.00	12.65
Yorkshire Water donation	0.00	2000.00 (2)	2000.00
<b>Total receipts</b>	<b>4921.62</b>	<b>5,605.00</b>	<b>6401.62</b>
<b>PAYMENTS</b>			
Clerk's fee	1200.00	0.00 (3)	552.00
YLCA membership	215.00	211.00	211.00
Insurance	139.26	140.60	140.60
Grass cutting - village	2220.00	2220.00	2220.00
Grass cutting - road verges	250.00	0.00	250.00
Village Hall hire	54.00	0.00	74.70
Defibrillator costs	110.00	101.70 (4)	434.25
Cemetery waste collection	40.00	0.00	38.00
Minor purchases	100.00	15.98	15.98
Contingency	600.00	101.03	576.03
<b>Total payments</b>	<b>4928.26</b>	<b>2,790.31</b>	<b>4512.56</b>
Surplus	-6.64	2814.69	1889.06
Opening balance brought forward	5342.16	5342.16	5342.16
<b>Closing balance carried forward</b>	<b>5335.52</b>	<b>8156.85</b>	<b>7231.22</b>

**Notes**

- (1) Burial fees so far lower than budgeted.  
(2) Yorkshire Water donation not budgeted.  
(3) Clerk's fee only for about 7 months so much less than budgeted.  
(4) New pads and possible new battery needed for defibrillator.

**Bank Reconciliation at 15/10/2021**

<b>Bank balance</b>	<b>£</b> <b>10436.17</b>
Plus petty cash	8.46
Plus uncleared receipts	0.00
Minus unrepresented payments	2287.78
<b>Closing balance</b>	<b>8,156.85</b>

## Proposed budget for 2022-23

	£
<b>RECEIPTS</b>	
Parish precept	3418.50
Burial fees	750.00
Grass cutting - NYCC contribution	333.97
VAT refund	480.00
Wayleave payment	12.65
<b>Total receipts</b>	<b>4995.12</b>
<b>PAYMENTS</b>	
Clerk's fee	1040.00
YLCA membership	225.00
Insurance	150.00
Grass cutting - village	2220.00
Grass cutting - road verges	275.00
Village Hall hire	64.80
Defibrillator costs	200.00
Cemetery waste collection	40.00
Consumables	80.00
Maintenance of open spaces and cemetery	700.00
<b>Total payments</b>	<b>4994.80</b>
<b>Surplus</b>	<b>0.32</b>