

Terrington Parish Council with Wiganthorpe and Ganthorpe
Minutes of a Council meeting held on Monday 10 January 2022 at
7:30pm in Terrington Village Hall

1. Attendance and Apologies

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

Apologies - Cllr Taylor (accepted by the Council)

Clerk - Kerr Wilson

Three members of the public were present

2. To confirm the minutes of the meeting held on 8 November 2021

The minutes of the Council meeting held on 8 November 2021 were approved as a true and accurate record.

Proposed – Cllr Lewis Seconded Cllr Stockdale

3. Declarations of interest

None

4. Finance

4.1 To receive a list of expenditure approved since the last meeting, as follows:

4.1.1 To approve an increase in expenditure for grit for road and footpath safety, beyond the £200 inc vat already approved, necessary because of a price increase. 21-22/01 Authorisation slip signed by Clerk and Chairman for £210.24 inc. vat.

4.1.2 To attend an Exclusive Rights of Burial training session (16 Dec 2021) relevant to work the Council is currently undertaking to update its Burial Authority policy and procedure. 21-22/02 Authorisation slip signed by Clerk and Chairman for £16.88 inc. vat.

The Council noted the listed items of expenditure.

4.2 To receive a list of payments against approved expenditure made since the last meeting, as follows:

4.2.1 £38.00 on 10/11/2021 reimbursement to Cllr Adkins of payment for Ryedale Garden waste collection to March 2022 (authorised 08/11/2021, Minute 4.4iii)

4.2.2 £264.00, including £44.00 VAT, reimbursement to Cllr Winning of payment for Defibrillator battery (authorised 26/07/2021, Minute 5)

4.2.3 £71.78. including £3.42 VAT, Direct Debit payment to Eon for Defibrillator electricity 1-4-2021 to 30-11-2021 (authorised 08/11/2021, Minute 4.7). This would normally be paid in April 2022 but this payment was taken following a re-structuring within Eon.

4.2.4 Clerk's fee, after tax deduction, for the period 13-9-2021 to 31-12-2021 (as authorised by the Council on 06/09/2021).

The Council noted the list of payments made.

4.2.5 Cllr Adkins asked the Council for authority to pay the Income Tax bill.

The Council resolved to authorise the payment set out in 4.2.5

Proposed Cllr Winning. Seconded Cllr Adkins

4.3 To authorise payment of the following invoices against approved expenditure:

4.3.1 £16.88 to Yorkshire Local Councils Associations for session on Exclusive Right of Burial (Authorisation slip 21-22/02).

The Council resolved to authorise the above payment.

Proposed Cllr Winning. Seconded Cllr Watson

4.3.2 £16.99 for batteries for the cemetery badger fence.
(Approved 8 Nov 2021, 4.8 i)

4.3.3 Cllr Adkins requested authority to pay the invoice (£8.10) for the use of village hall for the November Council meeting (Approved 8 Nov 2021, 4.8 iii)

The Council resolved to authorise the above payments 4.3.2, 4.3.3.

Proposed Cllr Watson. Seconded Cllr Adkins

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

The Council noted the statement.

4.5 To approve the use of internet banking to make payments in respect of authorised expenditure, and to add the following paragraph to the Financial Regulations:

6.25 Payments may be made by internet banking on a dual approval basis, where a payment is initiated by one mandated councillor and must be checked and approved by a second mandated councillor before payment is made.

The Council resolved to include paragraph 6.25 (above) in the Financial Regulations and approve the use of internet banking.

Proposed Cllr Adkins Seconded Cllr Winning

- 4.6** To amend Financial Regulation 6.22 from ‘The RFO shall maintain a petty cash float of up to £50 ... to ‘The RFO *may* maintain a petty cash float of up to £50 ...’
The Council resolved to amend the Financial Regulation paragraph 6.22, as set out above.

Proposed Cllr Adkins Seconded Cllr Winning

- 4.7** Review of earmarked reserves

The Council agreed to give further thought as to what items should be included in Earmarked Reserves.

5. Planning Applications

To report on Planning Applications received for comment since the last Council meeting.

5.1 Planning 21/01536/CAT West End House. The Chairman advised the RDC that the address and location plan, in relation to the application to reduce a Leylandii by 50%, appeared to be incorrect. The Council was informed that the applicant has withdrawn the application and intends to resubmit with the correct details.

The Council raised no objections to the following Planning Applications

5.2 Planning 21/01267/FUL Thorne House Farm, Terrington

5.3 Planning 21/01540/HOUSE Ebor Cottage, Terrington

5.4 Planning 21/00892/ New Wells Mews, Terrington

6. £2000 Gift from Yorkshire Water

To consider how to disburse for the public good, the £2000 gift from Yorkshire Water

The Council discussed some possible ideas for spending the Yorkshire Water gift. It was agreed that the matter required further careful consideration before any decisions were made.

7. Website Development

To consider the future development of the Council website (see end of Minutes).

Councillors agreed that the website as currently designed is easy to navigate and use. It covers all the relevant aspects of the Council’s work and its activities.

The Council agreed that further website development is not necessary at this time. However, it was agreed that the Terrington Burial Authority policy and charges should be moved from the ‘policies’ section to a separate page.

8. Storage of documents

To consider recommendations for the implementation of cloud storage for Council

documents.

The Council approved Cllr Adkins suggestion that all Parish Council documents should be stored on the cloud with shared access for authorised Councillors and the Clerk.

9. Cemetery

9.1 To consider revision of the policy on graves and plots and revision of charges.

The Burial Authority Policy is currently being revised and updated. The Chairman presented a revised list of cemetery fees for further discussion. It was pointed out that the current list of fees does not cover 'Exclusive Right to Interment'. To deal with this omission it was proposed that this provision should be added to the existing Burial Board list of charges.

The Council resolved to add the following descriptor and fee to the current Burial Board list of Charges - "Exclusive Right to interment of cremated remains in a designated plot £75"

Proposed Cllr Winning Seconded Cllr Lewis

9.2 To consider the removal, pruning and wiring of trees.

The yew tree inside the cemetery gate is obstructing vehicular access to the graves and some trees need to be contained by cutting back or rewiring.

The Council agreed to have the tree inside the gate removed and rewire the other trees.

Proposed Cllr Winning Seconded Cllr Stockdale

10. Ryedale District Council Planning Review- Consultation on Submitted Sites in Terrington. Site 261- South Back Lane and Site 267 – Land East of Mayfield Cottage.

To consider any relevant issues raised by parish residents and Councillors.

The Chairman described the relevant Planning Policies in the context of the Ryedale District Council Planning review. Residents who have views relating to the submitted sites are encouraged to respond to the RDC consultation. It was agreed that information leaflets would be delivered to residents living close to the proposed sites.

11. Updates and consideration of further action on new and ongoing issues

11.1 Phone Box light and Defibrillator – A new light has been installed in the phone box. Further consideration needs to be given to satisfactory illumination of the Defibrillator.

The Council agreed to explore the best way to install a new light above the defibrillator.

11.2 Defibrillator battery - The battery was noted to have fallen to 9%. The Chairman replaced the battery on 4 December.

11.3 Speed limit on North Back Lane - The Council has received a complaint about the excessive speed of some drivers using North Back Lane and the safety implications it has for pedestrians and particularly, school children.

The Council agreed to consider suitable signage to encourage responsible driving along Church Lane and North Back Lane.

11.4 Ganthorpe road sign. The damaged Ganthorpe 'no through road' sign, on the corner of the main road and Sleigh Lane, has been replaced.

11.5 Grit Bins – The grit bins have been filled, with grateful thanks to Mark Wigham.

12. Correspondence

Storm Arwen - Northern Powergrid provided details of their compensation scheme for customers who were without power for more than 48 hours. Full details were posted on the Terrington notice board.

13. Matters for inclusion on next agenda

Right of way along South Back Lane East.

'Do not drive on grass' signage.

14. Date and time of next meeting. Monday 14 March 2022 meeting

Meeting closed at 9.10 pm

Signed Cllr Bill Winning (Chairman)

Date

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

Statement date: 3/1/2022

	<i>Budget (£)</i>	<i>To date (£)</i>	<i>Projected year end (£)</i>
RECEIPTS			
Parish precept	3180.00	3180.00	3180.00
Burial fees	950.00	725.00 (1)	725.00
Grass cutting - NYCC contribution	333.97	333.97	333.97
VAT refund	445.00	0.00	606.79
Wayleave payment	12.65	12.65	12.65
Yorkshire Water donation	0.00	2000.00 (2)	2000.00
Web hosting contribution	0.00	32.85	32.85
Total receipts	4921.62	6284.47	6891.26
PAYMENTS			
Clerk's fee	1200.00	232.56 (3)	542.56
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	42.30	74.70
Defibrillator costs	110.00	506.03 (4)	506.03
Cemetery waste collection	40.00	38.00	38.00
Minor purchases	100.00	15.98	40.98
Contingency	600.00	101.03	549.35
Total payments	4928.26	3,507.50	4573.22
Surplus	-6.64	2776.97	2318.04
Opening balance brought forward	5342.16	5342.16	5342.16
Closing balance carried forward	5335.52	8119.13	7660.20

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 new battery needed for defibrillator.

Bank Reconciliation at 1/1/2022

Bank balance	£ 8110.67
Plus petty cash	8.46
Plus uncleared receipts	0.00
Minus unrepresented payments	0.00
Closing balance	8,119.13

Terrington Parish Council: Review of website (Jan 2021)

TPC website was set up in April 2020 so a review of its content is now due. At the Council meeting in November 2021 councillors were asked to give some thought to what improvements might be made, for discussion at the January 2022 meeting.

The **Transparency Code for Smaller Authorities** requires us to publish the following on our website (items 2 – 7 annually):

1. Agendas, accompanying papers and minutes of meetings.
2. List of items of expenditure above £100.
3. End of year accounts, accompanied by a copy of the bank reconciliation and an explanation of any significant variances from the previous year.
4. Annual governance statement, with explanation of any negative responses to governance statements, including how any weaknesses will be addressed.
5. Internal audit report, with explanation of any negative response to the internal control objectives, including how any weaknesses will be addressed.
6. List of councillor responsibilities.
7. Details of all public land and building assets: description, location, owner/custodian, date of acquisition (if known), cost of acquisition (or proxy value), and present use.

The **current website** has the following pages:

1. A Welcome page, which has evolved somewhat and now contains:
 - A list of current issues which are being considered or dealt with by the Council.
 - Links to recent planning applications.
 - Opening times of the Surgery, Village Shop and Post Office Van.
 - Dates of future Council meetings.
 - Contact details for Covid support.
2. Details of Council members & Clerk.
3. Agendas.
4. Minutes.
5. Finance documents.
6. Policies, including Burial Ground regulations and fees.
7. Links to related websites (eg Ryedale DC. North Yorkshire CC, etc).

Some other villages have a **village website** with information on Local services, Clubs and societies, Events, Tourist information, eg walks, etc, with an area for the Parish Council within it.

Some points to consider

Do we need the current list of related websites? Each of them can be reached by a simple Google search. Would it be better to give contact links for information which cannot be easily found that way, eg names and contact details for our Ryedale and North Yorkshire Councillors and the local MP.

Should the Burial Ground have a separate page?

A more general village website would necessitate a much greater involvement of a number of people, to supply constantly up-to-date information and to keep the content under editorial control and regular review. It would also require much more time from a Webmaster.