**Scrayingham Parish Council**

**Minutes of the Scrayingham Parish Council Meeting**

**Held on Monday 5th June 2023**

**At 19:00hrs in Leavening Methodist Hall**

**Attendees:**

Jo Booth (Chair) (JB)

Phil Jones (Vice Chair) (PJ)

Mervyn Stone (MS)

Carolyn Stone (CS)

Stuart Wood (SW)

**Not Present**:

Hugo Hildyard (HH)

Nigel Prewett (NP)

JB thanked all for attending.

**1. Minutes of Previous Meetings**

1. The Minutes of the AGM/ APM Meetings held on 15/05/23 were read and approved by all who attended

**2. To appoint Cllr. Jo Booth as the Proper Officer of the Council**

a) In the current absence of a Clerk, (all) agreed to appoint Cllr. Jo Booth as Proper Officer to the Council

**3. Financial Statement/Audit/Authorisation of Payments and Subscriptions**

a) Payments approved (JB/ PJ) to be made to;

- PKF Littlejohn for outstanding fine of £576 (NY0487)

- Leavening Methodist Trust for hall hire £15

b) JB expecting a call from Hilary at Barclays, Malton branch, for a meeting date to discuss our complaint submission and potential for compensation. JB/ PJ to attend branch once arranged.

**4. Vacancy Councillor**

a) Vacant position of Councillor posted on LinkedIn, noticeboards, and village WhatsApp groups. No applicants as yet.

b) No official resignation has been received from NP as of yet.

c) A discussion was held as to potential suitable candidates. JB advised that whoever wished to apply could do so and would be reviewed by us all.

**5. Vacancy Clerk**

a) Position of Clerk/ RFO advertised on LinkedIn, notice boards and village WhatsApp groups. Jo Green expressed an interest in the role, but has withdrawn this as she feels she is not in a position to become a Councillor at this time.

b) JB has spoken with YLCA (Sheena Spence) who explained that they do sometimes have locum Clerks available, or other Clerks that will do additional hours to cover the vacant post temporarily, but there can sometimes be a wait time on this. Sheena has asked that we send the expected hours of work and pay details for our position to her and she will send out a global email requesting a locum. JB to send these details to YLCA.

**6. Update on AGAR submissions**

a) AGARs have all been submitted

b) PKF Littlejohn have advised via email that we are not allowed to redact the signatures on the AGARs that we post on the website, so JB will need to discuss this with them as it was done for security reasons, or post the full version on the website if the outcome of those discussions is still the same.

c) Public Rights Notice has been posted on both notice boards and the website. Public Rights to view the accounts and ask questions runs from 5th June 2023 to 14th July 2023.

**7. Defibrillator Status and Maintenance**

a) Consumables have been purchased and installed into defibrillators at Scrayingham and Leppington

b) Defibrillators have been tested as instructed by Community Heartbeat and must be tested once a month. JB stated that there is a maintenance record online and a sheet to complete in the defibrillator units when tested. JB stated that this action would be best ‘owned’ by Parish Councillors (to ensure that it is done), though there are volunteers in Scrayingham that will help with the testing if necessary. JB asked CS to own the action for Scrayingham, and SW volunteered to do the same for Leppington.

c) JB to send the new defibrillator cards to PJ who will print and laminate these so they can be taken around to every household (along with a newsletter)

**8. Register of Assets, and responsibilities**

a) PJ has updated the Register of Assets and distributed this to all SPC Councillors for everyone to take responsibility of some items. All councillors to reply.

b) SW volunteered to be responsible for Leppington phone box and defibrillator.

c) It was confirmed that the lifebelt at Scrayingham pond was the responsibility of the ‘Friends of Scrayingham and Leppington’

d) It was confirmed that the Dog Bin emptying was the responsibility of North Yorkshire Council, but that SPC should keep a watchful eye that these are maintained, accessible and emptied in good time.

e) PJ stated that he would ensure that the village signs are in a good maintained state and visible (not over-grown). JB stated that our kind neighbour Tony Young had tidied and strimmed around the signs in Scrayingham recently and JB had passed our thanks on to him for doing so.

**9. Scope for Village Linesman and Decision regarding the Shed Purchase**

a) Discussion held regarding the payment of a linesman to mow the Church grounds. Unfortunately, SPC do not have the power to spend on this with it being private property. Decision made for JB to notify the PCC of such and advise that we can no longer pay for these services. (Proposed PJ, Seconded JB) PJ has volunteered to continue to mow the Church yard himself going forward using the Church lawnmower. JB to ask the PCC if they can contribute funds towards his fuel costs. (Thank you PJ). JB to also notify Stephen Day of this decision and thank him for all of his hard work and help with this over the years.

b) For the same reasons, SPC are unable to spend as planned on the Shed for the Churchyard to house the lawnmower and Community Hub supplies. All agreed that this was not something that we could fulfil due to not being able to spend on private property. JB to advise the PCC of this.

**10. Renewable Energy Study Review**

a) PJ has approached Energy Oasis in light of the current electricity prices, to see whether there Is now a business case for pursuing this. They advised that there is still no business case for it, and if we wanted them to carry out any further work on the study results, then this would come at a further cost.

**11. Village Event**

a) JB to ask Caroline Goodrick how we go about obtaining the funding for the village event as per previous minutes.

b) Discussion held regarding holding a village event, namely a rounders match and BBQ for villagers, a gathering for the community and an opportunity for people to meet their Parish Councillors. Given the kind funding from the NY Council for this, we all agreed that it would be something to do for the Community. (Proposed JB, Seconded SW)

c) SW to advise as to when the event can be held. 2 weeks notice will be given for the event (Advertised in the Newsletter, website and whatsapp), and we need to allow 1 week for arrangements (Food, volunteers, portaloo)

**12. BC Plan**

a) JB advised that the only mandatory documentation not yet to be completed following the audit, was a BC plan. JB to obtain templates and examples from other sources and put a rough draft copy together for discussion at a future meeting.

**13. Newsletter**

a) Discussion held about the issuing of a Parish Council Newsletter to communicate and engage more with the community as suggested in our AMP/ AGM. (Proposed JB/ Seconded PJ to issue one). It was agreed that the initial newsletter would be printed and distributed along with the new defibrillator cards, and then subsequent newsletters posted on the website.

b) JB proposed that we issue a brief public apology in this newsletter for our past lack of administration in this newsletter and detail what we have done to rectify things, along with all of the work that we have carried out (Proposed JB Seconded PJ).

c) It was agreed that the frequency of this newsletter would be twice yearly, as it would be repetitive if done with greater frequency. (Proposed JB Seconded SW)

d) JB to issue a draft copy of this to all Councillors for approval before issue. This will be done as soon as the defibrillator cards are available.

**14. AOB**

 a) MS raised the issue of the Drainage/ Flooding. JB explained that this had been omitted from this extra meeting as this was called to address items that we had failed to complete during the last meeting. JB explained that JB/ PJ are holding discussions re: the drainage/ flooding with Yorkshire Water, Highways and George Winn-Darley (The Estate) to come up with an agreed solution. JB explained that MS and CS could not be part of these Drainage/ Flooding discussions nor have a say in the outcome/ solution that is agreed, and that they needed to declare a conflict of interest/ register of interest in the subject as they had too much of a personal interest and involvement in the solution outcome. CS/ MS disagreed with this. JB pointed out that this is as per the Councillor Guide and Declaration that they signed as Councillors and was out of her hands. CS/ MS were not happy with this decision, nor the way that this had all been handled in the past. CS/ MS made a decision to resign as Councillors, and CS said that she would follow this up with an official written resignation for them both.

b) No further business. Meeting closed at 19:35hrs

**15. Date & Time of Next Meeting**

The next meeting will be held on Monday 4th September 2023 at 19:00hrs.