

Scrayingham Parish Council

Minutes of the Scrayingham Parish Council Meeting Held on Monday 8 September 2014 At 7.30pm Leavening Church

Attendees:

Ms S Devos
Mrs S Elsey
Ms Sheena Flowers (Parish Clerk)
Mr Phil Jones (Chairman)
Mrs Linda Scott
Mrs Carolyn Stone
Mr Mervyn Stone

Mr T Denness attended the meeting for item 4 – 2014/15 Audit Process. Ms H Jones attended the meeting for item 3 – Oil Buying Group

Apologies:

Mr N Groves.

P Jones thanked all those present for giving up their time to attend the meeting.

1. Minutes of the meeting held on 7 July 2014

The minutes of the previous meeting were agreed by all as a true and correct record of the meeting.

4. 2014/15 Audit Process

Mr T Denness who undertakes the internal audit on behalf of the Parish Council was introduced to the meeting. A paper (appended to these minutes, which gave a suggested timetable for the internal audit process for 2014/15 produced and circulated by Mr Denness, was considered).

Mr Denness recommended that:

- a) a formally recorded budget should be produced to the December meeting of the Parish Council. **PJ**
- b) The Risk Assessment should be undertaken early in 2015 and presented to the March 2015 PC **PJ**
- c) The Asset Register should be approved and dated along with the Bank Reconciliation Statement. **PJ**

Discussion on the completion of the Annual Return followed and it was agreed that once the DRAFT Annual Return paper had been prepared and reviewed at a PC meeting, its final version would be emailed to Mr Denness for review. This would ensure that the final Annual Return paper would be correct prior to its approval by the Parish Council. The approved hard copy papers would then subsequently be submitted to Mr Denness for use in his internal audit process.

It was noted that there were no issues with the audit documentation but that it was important that the dates of the documentation were all recorded in the Parish Council Minutes.

PJ reminded all that for the purposes of transparency, speed of circulation, efficiency of distribution and minimisation of admin costs, all audit and financial papers are uploaded on to the Scrayingham Parish Council website at www.scrayingham.org.

PJ also drew attention to the Parish Council audit page (http://www.scrayingham.org/spc_audit.html) where details and status of the 23 different documents that are required to be produced and reviewed and the 10 actions that are required on an annual basis to account for the PC's £1,400 annual expenditure and to manage risk.

Mr Denness was thanked for his attendance at the meeting and for undertaking the audit.

3. Oil Buying Group

Helen Jones from Yorkshire Energy Partnership was introduced to the meeting and explained her role in running oil buying groups throughout Ryedale and Scarborough district. She advised funding for the Oil Buying Groups was due to cease through the Yorkshire Energy Partnership in October, however the scheme would continue with support from RDC and Scarborough Borough Council. The aim of the scheme was to address fuel poverty by setting up bulk buying groups in rural locations with membership of the group being free. Her role was to act as co-ordinator for the groups and to manage orders. She advised that next year oil will be ordered on set dates with approximately 6-8 orders per year.

It was not possible to include LPG on the scheme at the present time as people tend to be tied into five year contracts with suppliers.

Discussion on renewable technologies followed and Ms Jones agreed to email further information on these schemes.

Ms Jones was thanked for her attendance at the meeting.

2. Matters Arising

SF

- **Defibrillator**

It was agreed that costings for the installation of defibrillators in both villages should be obtained.

It was suggested that the ambulance service should also be approached for advice on these.

- **Neighbourhood Watch**

S Flowers advised that packs had been delivered to residents of both Scrayingham and Leppington, however as yet no one had volunteered to act as a Co-Ordinator for the scheme. North Yorkshire Police are to produce notices to publicise the scheme for the Notice Boards.

5. Financial Report & Expenditure Items

P Jones updated the meeting on the present financial position and confirmed that there were no issues to note at the time. Full financial information is provided on the Parish Council website.

- The issue of two cheques was proposed by J Devos and seconded by S Elsey:-
- Cheque No 100082 payable to Leavening Methodist Trust (church hire) for £13
- Cheque No 100083 payable to S Flowers (Clerks Wages) for £120.
- The cheques were signed by P Jones and counter-signed by M Stone.
- It was agreed that expenditure could be incurred to install new seating at the site of the broken village bench in Leppington. (See Village Improvements)

6. Drainage in Scrayingham Village

P Jones advised that a further meeting has been arranged for later in the month with Yorkshire Water to be held at RDC. M Stone will also be in attendance at this meeting. GWD has been invited to attend as land owner. It was emphasised that no funding would be

PJ

discussed at this meeting.

J Devos declared a possible conflict of interest as she had recently been retained by GWD to undertake work. However this was not related to the drainage issues and it was accepted by all that this was not an issue.

7. Planning Matters

P Jones advised he had received a telephone call from Mr Stuart Wood who advised he had submitted a planning application into RDC. At the time of the meeting no documentation had been received from RDC but it was agreed an additional meeting prior to December's meeting may be necessary to consider Mr Wood's application.

SF

8. Scrayingham Church Hall

It was noted that Mr P Pace had circulated draft plans for the Church Hall to concerned parties prior to formal submission to RDC. After receiving comments, P Jones had responded by email, emphasising that the Parish Council had not met officially to consider the plans for the Hall. However it had received comment on a number of points relating to the Hall regarding the size of the outbuilding and questioning the requirement of providing toilet facilities for the use of churchgoers and requesting that the auction was given maximum marketing exposure to ensure the best possible price. Comment was also made about possible constraints over access or use of the land. P Pace responded to the email to confirm the outbuildings and toilet facilities had been removed from the application and the application had been submitted to RDC.

Mr Pace also confirmed that the sale would receive maximum publicity. It was noted that no comment was received with regard to access or use of the land.

C Stone reminded those present of public meeting to be held at the Church in Scrayingham on 29 September 2014 hosted by the York Archdeaconry Mission and Pastoral sub-committee, to discuss the future of the Church at Scrayingham. It is hoped as many Parishioners as possible would attend.

9. Broadband

P Jones advised on discussions held with BT regarding the unreliability of the broadband service. J Devos reported that the broadband in the Burythorpe area was presently being upgraded and BT were taking orders. It was believed this would cover Leppington but not Scrayingham.

10. Village Improvements

- **New Bench at Leppington**

After costings had been obtained, it was agreed that P Jones & M Stone should now manufacture the bench using reclaimed railway sleepers. This would provide a bench more fit for purpose. It was agreed unanimously that the bench should be replaced at a cost of no more than £100. **PJ/MS**

11. Highways, Footpaths and Bridleways

It was noted that the invoice for £700 for the cost of clearing the footpath between Scrayingham and Howsham had not yet been received. It was also noted that the path was impassable in parts, where it was the Landowner's responsibility to keep the footpath clear. There is still an issue with giant hogweed in this area, and Highways have been informed of the situation.

12. Any Other Business

1. The plan by the Environmental Agency to lower the River Derwent at Kirkham was discussed. The Environment Agency believe this will be beneficial to the ecology of the river in this area. It had been suggested that consultation with various stakeholders had been inadequate and that the implications of the lowering of the river had not been given sufficient consideration. More detail would be provided at the next meeting.
2. It was reported that there was still a permanent discharge of water at the top of Leppington Lane. This has been previously reported to Highways, and a further chaser will be issued. **PJ**

Date of Next Meeting

Monday 1st December 2014 – please note change of date.

The meeting closed at 9.20pm