

MINUTES of the ANNUAL PARISH COUNCIL MEETING

held on Wednesday 5th May 2021 at 7pm using a remote access platform.

PRESENT:

Councillor	Phil Maude (Chair)		
Councillors	Howard Bedford	Glyn Davies	Graham Slater
	Mike Brunt	Claire Hassell	Stella Walsh
	Alexandra Cantelo	Paul Remmer	Jaqueline Ward
	Karen Dales		

In attendance: The Clerk.

- 1 ELECTION OF CHAIR.** Cllr. Maude was proposed and seconded for the office of Chair and It was **resolved** that he be duly elected, all in favour.

The newly elected Chair read out a statement outlining the procedures to be undertaken to hold a lawful and effective remote meeting noting that he would not ask in Councillor in turn as per previous practice but invite comment from those wishing to speak to the issue under discussion.

- 2 ELECTION OF VICE CHAIR.** Cllr. Hassell was proposed and seconded for the office of Vice-Chair and it was **resolved** that she be duly elected.

- 3 APOLOGIES.** There were no apologies.

- 4 DECLARATIONS OF PECUNIARY INTEREST.** None.

- 5 MINUTES OF PREVIOUS MEETING.** It was **resolved** that the minutes of the Parish Council (PC) meeting (14/2020) held on 26th April 2021 (624-626) having been circulated, be approved, all in favour.

6 COMMITTEES

A suggested committee structure had been circulated ahead of the meeting.

Committee membership for 2021/22.

Planning: Cllrs. Bedford, Cantelo, Dales, Davies and Maude (Chair) plus a vacancy

Scholes Lodge Farm: Cllrs. Dales, Hassell, Remmer (Chair), Slater and Walsh plus Janet Horkan (resident)

Community Fund Representatives: Cllrs. Bedford and Walsh.

Finance and General Purposes: Cllrs. Brunt, Hassell, Remmer, Slater, Walsh and Ward

Review of Internal Controls: See Agenda item 9.6 below.

Newsletter: Cllr. Bedford.

Social Media: Cllr. Bedford (Twitter), Cllr. Slater (Facebook).

Website: Cllrs. Bedford, Slater and Ward.

Staffing: Cllrs. Hassell, Remmer, Walsh and Ward.

Playground Inspection: Cllr. Ward (Barwick, awaiting a suitable training course)

Peace Flame: Cllr. Walsh plus residents

Yorkshire Local Councils Associations - Voting Representatives: Cllrs. Hassell and Maude.

Pavilion: Cllrs. Cantelo, Maude, Slater and Walsh plus John Moreland (resident) and Tony Beardsley (hirer).

Allotments: Cllrs. Hassell, Slater and Walsh. Plot holders who were not Councillors may also serve on this Subcommittee,; the Parish Council to be notified of their names and approve their appointment if requested to do so.

Outer North East Forum: Cllrs. Hassell and Maude to have voting rights but open to any Councillor.

The Ancient Parish of Barwick In Elmet Trust: Tim South (five-year term of office from 2021)

East Leeds Orbital Group: Cllrs. Bedford, Dales, Hassell, Remmer, Maude, Slater and Walsh

7 ANNUAL REVIEW OF DOCUMENTS

The following documents were considered:

- **Standing Orders** (last reviewed on 7th January 2020). A revised version was proposed using gender neutral language.
- **Financial Regulations** (last reviewed on 7th October 2019). No changes necessary.
- **Financial Risk Assessment** (last reviewed December 2019). No changes necessary.
- **Social Media Policy (Version 3 Updated and approved 2018)**. A revised version proposed by Cllr. Walsh had been circulated. This removed references to “a councillor” being responsible for information posted and extended this to make this the responsibility of several Councillors and was amended to make reference to the PC privacy policy.
- **Code of Conduct (Principal Authority code adopted)**. No changes necessary.
- **Privacy Policies** (last reviewed June 2018). To be updated to show the Clerk’s new email address.
- **Committee, subcommittee and working party terms of reference**.
 - The Terms of Reference for the Finance and General Purposes Committee needed to be changed, the Committee was initially set up as the General Purposes and Finance Committee and the Terms of Reference still made reference to the previous name.
 - The Terms of Reference for the Scholes Lodge Farm Subcommittee on the website and circulated ahead of the meeting was the 2018 version, a revised 2020 version proposed by the Subcommittee had been circulated subsequently.
 - No changes were necessary for the Terms of Reference for all the other committees, sub committees and working parties.
- **Website Accessibility Statement** (last reviewed on 5th October 2020). A revised Website Accessibility Statement was proposed replacing “black text on a white background” with “dark text on a light background”. Also, to be updated to show the Clerk’s new email address.
- **Volunteer Policy** (last reviewed 1st March 2021). No changes necessary.
- **Expenses Policy** (last reviewed January 2020). No changes necessary.
- **Grants Policy** (last reviewed December 2020). No changes necessary.

The PC agreed adoption of these documents incorporating where necessary the proposed amendments above.

Changes within the PC in 2020/21 had resulted in disproportionate representation on the Planning Committee and the Finance and General Purposes Committee and the need for both the Chair and Vice Chair of the PC to be ex-officio members was considered. It was **resolved** that the Vice Chair would no longer be an ex-officio member of the committees/subcommittees and that the terms of reference be amended accordingly

8. FINANCE AND GENERAL PURPOSES COMMITTEE

The minutes of the Finance and General Purposes Committee meeting held on 27th April 2021 had been circulated and it was noted that Cllr. Slater had been appointed as Chair for 2021/22. It was **resolved** to accept a recommendation that a budget of £6,500 for the work on Scholes Lodge Lane be agreed, accepting a quotation of £5,450 plus additional work as necessary as agreed by the Committee, all in favour. The Clerk would liaise with Cllrs. Remmer and Walsh regarding the additional work required.

9 FINANCE

9.1 A list of anticipated payments was put on screen. The decision not to have a meeting until July meant that the list of payments attempted to foresee all likely outgoings in both May and June. The total list of twenty-eight payments came to £11,656.48. This included the £6,500 agreed above (item 8). Other items included two sets each of garage hire, salaries and HMRC payments plus pension, telephone and heating allowance payments, two lots of grass cutting on Hall Tower field and one for Scholes Lodge Farm maintenance, two lots of utility bills for the Pavilion, two months subscription to Office 365 and Zoom. Insurance renewal would be £785.10 and the peace flame gas refill had cost £23.33 + VAT. The anticipated Internal Auditor’s fee was £400.

- 9.2** It was noted that the Internal Auditor carried out checks on 22nd April 2021 and a copy of her report had been received and circulated. It was **resolved** that the Finance and General Purposes Committee consider her report and recommendations.
- 9.3** It was **resolved** to formally approve the 2020/21 Annual Governance Statement (AGAR 2020/21 Part 3). All in favour.
- 9.4** It was **resolved** to formally approve the Accounting Statements 2020/21, all in favour. A copy of this had been received with the Internal Auditor's report and the figures amended where necessary in line with her recommendations.
- 9.5** It was **resolved** to appoint Cllr. Davies as the Internal Controls Officer.

10 CORRESPONDENCE

It was agreed that a letter of complaint made against a local business would not be pursued as the complainant had written anonymously and as such, the PC was unable to respond.

11 NEWSLETTER

Cllr. Bedford had circulated a report regarding the future of the newsletter. It was agreed that the PC meet virtually on Monday 7 June at 7.00pm for an informal discussion on how it should best communicate with residents.

12 DATES OF FUTURE MEETINGS

The decision made at the meeting of 26th April 2021 that meetings be suspended until July 2021 was noted. It was also noted that the High Court decision on the lawfulness of remote meetings has been announced and that it had ruled that such meetings were unlawful after expiry of the temporary legislation on 6 May 2021.

There being no further business the meeting closed at 9:35pm.

Signed

Chair
July 2021