



WARMSWORTH PARISH COUNCIL COUNCIL MEETING

Minutes of the Parish Council Meeting held on Monday 13th July 2020 at 7.00pm using Zoom Video Link.

Members Present: Cllr. J Auty (Chair) & Cllrs : S. Auty, N. Robertson, D. Maxey, S. Butters & A. Hudson

In Attendance: Mr A. Bosmans (Clerk)

Apologies: Cllrs. S. White, C Pattison & A. Bennett

Members Absent: None

There were specific reasons for absence, and these were accepted.

Members of the public were invited to attend via a request by e-mail to the Clerk – there were no requests.

20/031 To receive Disclosures of Interests from Councillors on matters to be considered at the meeting

None Received

20/032 To receive Dispensations for certain Disclosable Pecuniary interests and other interests

Only the ones already in place for Cllrs White, Robertson and Butters are in place re: Allotments

20/033 To identify items for which the Press and Public may be excluded

This was unnecessary as there were no Press or Public present.

20/034 Public Participation Session

Members of the public were invited to send an e-mail to the Clerk at Warmsworth-clerk@live.co.uk to arrive NO LATER than 5pm that day. They would have been allowed to observe but their participation would have been difficult to facilitate. Pre-sent questions by the same e-mail were invited to arrive by the deadline of 5pm, but none had been received.

20/035 To resolve that the minutes of the meeting of the Council held on 10th. February 2020 circulated to members, be signed as a correct record.

These had been circulated with the Agenda, were agreed without amendment, and signed by the Chair

RESOLVED: The Minutes of the meeting held on 10th. February 2020 be accepted as a true record and signed as accordingly.

20/036 To resolve that the minutes of the meeting of Council held on 26th. March 2020 circulated to members, be signed as a correct record.

These had been circulated with the Agenda, were agreed without a slight amendment on attendance, and signed by the Chair

20/037 Matters Arising from those & Previous Minutes

Cllr Pattison had e-mailed everyone with Matters Arising but because of the time constraints the Clerk suggested that this be taken at the next meeting and updated to include February March and this meeting, which was agreed.

20/039 To Hear Reports on the work of External Bodies

Covid-19 had prevented most groups from meeting and because of the time constraints the Clerk suggested that this be taken at the next meeting and updated to include February March and this meeting, which was agreed.

20/040 To Discuss and Receive Correspondence

- a. Community First Yorkshire – Newsletters – Various
- b. Volcom & Faith Sector – DMBC – various editions
- c. NALC – Newsletters – Various – incl. Coronavirus updates
- d. S Y Fire & Rescue – Newsletter
- e. Fields in Trust – Update Newsletters – incl. Coronavirus updates
- f. YALC – White Rose Update – various incl. Coronavirus updates
- g. Northern Gas Networks – Update
- h. Warmsworth Allotment Holders Association – Some Correspondence
- i. Insurance Brokers – advice on Coronavirus 2020
- j. DMBC – various advice on Coronavirus

These were all noted without any specific questions.

20/041 Members Items

Cllr Pattison had wanted to talk to the need to form a small working group associated with Lords Head Lane and other issues which she was active with and it was agreed (in her absence) that the Council would allow this in principle but that Cllr Pattison would attend the next meeting and outline the reasoning behind this.

20/042 To Agree the Formal Formation of an Allotments Committee and its Draft Objectives

A proposed Draft had been formulated by the Clerk and circulated as **APPENDIX 1** in the Agenda Pack. There were a few minor questions about procedure but it was agreed to allow the Committee in Principle, for that committee to meet and further discuss the Objectives, come up with some recommendations and report back to the Parish Council at the next planned meeting.

A meeting of that Committee was agreed for later in the same week as this Parish Council to discuss and implement an Allotments Strategy.

20/043 To Discuss Financial Matters

- a) To approve Orders for Payment

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The Clerk had been given "Delegated Responsibility" to take care of any pressing issues and continue to pay any necessary bills in conjunction with The Chair and Vice Chair. He presented **APPENDIX 2** which itemised ALL the payments he had made since the last Parish Council in March as Follows:

March & April 2020

i)	£228.51	Water Plus
ii)	£66.00	Anston Pest Control
iii)	£28.20	YPO
iv)	£84.00	Warmsworth Cricket Club
v)	£103.98	Lexis Nexis (Arnold Baker 11 th Edition)
vi)	£60.00	Bichan – Grass Trimming KGF
vii)	£65.25	SER Fire & Equipment (Alarms)
viii)	£777.00	Yorkshire LCA (Annual Subscription)
ix)	£1,009.18	Salary April – Clerk
x)	£946.98	Salary April – Handyman / Gardener
xi)	£479.81	Salary April – Caretaker / Cleaner

May & June 2020

i)	£1,008.98	Salary May - Clerk
ii)	£946.98	Salary May – Handyman / Gardener
iii)	£126.84	Expenses – Handyman / Gardener
iv)	£479.61	Salary May – Caretaker / Cleaner
v)	£1,597.41	Sign of the Times – Signpost
vi)	£66.00	Anston Pest Control
vii)	£1,008.98	Salary June - Clerk
viii)	£946.98	Salary June – Handyman / Gardener
ix)	£479.81	Salary June – Caretaker / Cleaner
x)	£200.00	Agreed 50% Cost of Top-Soil on KGF
xi)	£150.00	Agreed additional cuts – KGF – Child Area
		<u>The last two are to Warmsworth Cricket Club</u>
xii)	£644.70	HMRC – 3 Months Tax & NI – Quarterly Due
xiii)	£66.00	Anston Pest Control

These Payments were all **Noted** as they had already been paid – most of them essential expenditure such as Salaries which have to be paid per the Contracts agreed.

b) Budgets and Bank Reconciliation

Theses were in the Agenda Pack as **APPENDIX 3 & 4** and were noted without further comment

c) To Note the Annual Internal Audit Report – AGAR Page 3 – 2019 – 2020 – **APPENDIX 5**

RESOLVED: that the Annual Internal Audit Report for 2019 -2020 included at Page 3 of the Annual Governance & Accountability Report (AGAR) return 2019 – 2020 be Noted

d) To Note the Accompanying Internal Audit **Supplementary** Report as contained in **APPENDIX 6**

e) To Approve Accounting Declaration 2019 – 2020 for Warmsworth Parish Council - AGAR Page 4 - Declaration - **APPENDIX 7**

The Clerk asked each of the questions in the declaration which were answered in the affirmative and signed by him and the Chair.

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RESOLVED: That Warmsworth Parish Council approve Page 4 of the AGAR – 2019 -2020 – Accounting Declaration as detailed in the Agenda Pack at **APPENDIX 7**

- f) To Approve Accounting Statement 2019 – 2020 – AGAR Page 5 – **APPENDIX 8** and agree to publish all the documents as highlighted previously on the website.

RESOLVED : That Warmsworth Parish Council approve The Accounting Statement on the AGAR Page 5 as detailed in **APPENDIX 8** which was then signed and dated by the Clerk and Chair and the minute reference inserted later

RESOLVED: That in Accordance with The Audit Regulations 2015 and the superseded Accounts & Audit (Coronavirus) Amendment 2020 Warmsworth Parish Council will publish the following Documents:

- AGAR 2019 -2020
- Internal Audit Report
- Variance Analysis
- Bank Reconciliation
- Notice Period for Inspection (**APPENDIX 9** in the Agenda Pack)

20/044 To Consider Planning Matters

The Clerk reported that one item had been to Appeal and had been overturned by the Planning Inspector so would not now go ahead at 77 Tenter Lane – he would circulate the appeal ruling by e-mail.

20/045 To Confirm the date of the Next meeting

The Chair indicated that there was not normally a meeting in August, but these were not normal circumstances. After a short discussion it was agreed to hold another meeting by Video Link on Monday 10th August at 7pm – The Clark would facilitate this in due course.

Confidential Minutes were held until the end of the next meeting but were only for approval.

The Chair then closed the meeting at 8.05pm and thanked everyone for their “virtual” appearance.

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