

# ASKHAM BRYAN PARISH COUNCIL

## MINUTES of the meeting of the PARISH COUNCIL

held on Thursday 17<sup>th</sup> November 2022 starting at 7pm in the Village Hall

**PRESENT:**

Councillor	Simon Peers (Chair)		
Councillors	Julie Barber	Helen Dawson	Mark Walker
	Jason Boakes	Kathryn Smith	

**In attendance:** Ward Cllr. Hook and the Clerk.

**1 APOLOGIES.** None.

**2 VACANCIES.** Cllrs. Barber and Boakes had each unsuccessfully approached people to suggest that they become Councillors.

**3 DECLARATIONS OF PECUNIARY INTEREST:** None.

### **4 PUBLIC PARTICIPATION**

No members of the public were in attendance.

### **5. MINUTES OF THE MEETING OF THE PC HELD ON 20<sup>th</sup> OCTOBER 2022.**

It was **resolved** that subject to section 10.2 being changed from “that *he* budget” to “that *the* budget “ that the minutes of the meeting of the Parish Council (PC) held on 20<sup>th</sup> October 2022 having been circulated, be approved and that the Chair be authorised to sign, all in favour.

### **6. PLANNING**

#### **a. Planning Applications Received**

None.

#### **b. Planning Decision Notices Received**

22/01920/TCA - 4 The Court Main Street - Works to 1no. Chestnut tree to Crown Lift of 2.5m over footpath and of 5.2m from ground over Highway; Crown Reduction of 1.5-2.5m in length - tree works in a Conservation Area. This had been approved.

### **7 CRIME REPORT**

On 2<sup>nd</sup> October, a BT contractor had found the gate lock to the cable compound on Askham Fields Lane had been cut. A Makita saw has been left behind and this was a possible attempt to steal copper cable. The site had been made secure.

### **8 REPORT FROM WARD COUNCILLOR HOOK**

Ward Cllr. Hook had been pursuing concerns about blocked drains.

There was discussion about the proposed speed restrictions on Askham Fields Lane, the PC having responded to the consultation the previous month. It was agreed that the PC writes again to underline its opposition to having a thirty miles an hour restriction along the entirety of this stretch of road. Ward Cllr. Hook agreed to contact Peter Marsland (Traffic Projects Officer) to ask him to come out and take a look at the situation. Ward Cllr. Hook made the PC aware that where there is a thirty miles an hour speed restriction, repeater signs are unlawful (The Traffic Signs Regulations and General Directions 2016, part four, paragraph 2).

**9.1 Redevelopment of the Recreational Area**

There had been little progress on this since the last meeting. Cllr. Dawson had emailed Creative Play (a supplier of playground equipment) about the section of flooring and was waiting for further contact by telephone. Cllr. Peers would try to get hold of another playground equipment supplier (HAGS).

There was a discussion about the recommendations of the tree inspection report noting that some work was recommended to be carried out within three months and some within twelve months. This related to a couple of trees on the corner of Askham Fields Lane. It was agreed that quotations be sought for consideration at the January meeting with the suggestion that the tree surgeon who had recently done work near the pond be one of those considered. It was agreed that a copy of the report be sent to the Natural Environment Committee and that in the meantime, the situation be monitored.

**10 FINANCE**

**10.1 Report of invoices to be paid**

It was **resolved** that the following invoices to be paid, all in favour.

- Clerk's Salary 01/10/2022 to 31/10/2022 plus deductions payable to HMRC.
- Playsafety Limited - Annual Inspection of the Recreational Area - £70 plus £3.50 for extra items + VAT.
- Tree inspection report – City of York Council - £350 + £70 VAT.
- Clerk's Salary 01/11/2022 to 30/11/2022 plus deductions payable to HMRC including nationally agreed cost of living increase backdated to April.

The Responsible Financial Officer (RFO) had written to HMRC to appeal against the late submission penalty and had spoken to them by telephone on 29<sup>th</sup> September and was told that they would reply by 28<sup>th</sup> October. A letter from them was received on 14<sup>th</sup> November and the RFO had assumed that this was notification of the outcome of the appeal but instead was a further £300 in the late submission penalties. He telephoned HMRC on 15<sup>th</sup> November and was told that notification of the outcome of the appeal could take to 23<sup>rd</sup> December. The call centre agent explained why these penalties were being incurred. The RFO was issuing the agenda and summons six clear days before the meeting (in accordance with standing orders) and in doing so was calculating his salary for the previous month and notifying HMRC. HMRC considered this to be a late submission (e.g. they were notified on 9<sup>th</sup> November of the Clerk's salary to 31<sup>st</sup> October). The Clerk was unable to explain why this had not been an issue until 2022/23 but going forward would send HMRC notification prior to the end of the month. He would appeal the £300 penalty on the grounds that his telephone conversation with them on 29<sup>th</sup> September was a missed opportunity on their part to address this and on the grounds that they had not responded to the appeal they received on 16<sup>th</sup> September and simply issued further penalties. He made the PC aware that in the other parish where he is Clerk, payroll is outsourced to a third party payroll company (Autela) who work in the Parish Council sector, contractually they are obliged to pay any late submission fees, Their fees for doing this are £50-£60 per quarter.

**10.2 Budget for 2023/24**

Since the last meeting, the RFO had updated the budget calculator to show actual payments up to 31<sup>st</sup> October 2022 and to take into account comments made at the October meeting. It was suggested that the budget for the Recreational Area be kept at the 2022/23 level of £2,500 in order to build up funds for the future purchase of playground equipment. There were also costs associated with the recommendations of the tree inspection report, however these would probably be incurred before 31<sup>st</sup> March 2022 out of the 2022/23 Recreational Area budget. A final decision about the budget and precept would be made at

the January meeting and in the meantime, Councillors were asked to submit any comments about the budget to the RFO.

### **10.3 Appointment of Internal Auditor**

The RFO had sought quotes from four possible internal auditors, three via email and one through their website, there had been no reply to the latter. Of the other three, one had declined the opportunity to quote, one had replied with a quotation and the other had sent a holding email saying that a quotation would follow. It was **resolved** to accept the quotation that had been provided.

## **11 CORRESPONDENCE AND SOCIAL MEDIA**

A list of correspondence received since the last meeting (items 443-469) had been circulated and the contents noted. Most of this was communications from the Yorkshire Local Councils Associations (YLCA). There were four communications of note;

- 452 was an email from a resident with an attached photograph of bottles and cans collected from the wooded part of the Recreational Area. The Clerk had sent a reply and would send a further email to confirm that this had been discussed at the PC meeting and that the PC would monitor the situation.
- 455 was from a resident saying that the college were having a bonfire on 2<sup>nd</sup> November at 7pm and fireworks and to say that the minutes of the August 2022 were not on the website.
- 457 was from a resident regarding proposals to change the speed limits along Askham Fields Lane, especially near the college.
- 459 from a resident regarding the public house bonfire and the Recreational Area

It was noted that the triannual re-declaration of compliance to the Pensions Regulator regarding the Clerk's pension was due in 2023. The Clerk was not seeking a pension from the PC and would complete the re-declaration accordingly.

## **12 ACTION TRACKER**

An Action Tracker had been circulated with the agenda papers listing all previously agreed actions and reports on progress, some of which had been covered in the agenda items above. The Clerk had sent an SMS text message to the contractor who does the grass cutting and play inspections to chase a quotation for the work necessary to correct the faults identified in the 2022 annual play inspection report. Cllr. Barber was arranging to meet members of City of York Council Highways department to get a quotation or the chicane access to the Recreational Area, this was scheduled for 23<sup>rd</sup> November.

## **13 DATE OF NEXT MEETING**

The next meeting would be 19<sup>th</sup> January 2023.

The calendar of other meetings for 2023 was 16<sup>th</sup> February, 16<sup>th</sup> March, 20<sup>th</sup> April, 18<sup>th</sup> May, 15<sup>th</sup> June, 20<sup>th</sup> July, 17<sup>th</sup> August, 21<sup>st</sup> September, 19<sup>th</sup> October and 16<sup>th</sup> November 2023. All to be held at the Village Hall.

It was noted about the Natural Environment Committee had agreed to start their meetings at 6:30pm minimising the time the Clerk was waiting between meetings and allowing future PC meetings to start at 7:30pm

The meeting closed at 8pm.

Signed

Chairman  
19 January 2023