

# TODWICK PARISH COUNCIL

Minutes of the council meeting held in Todwick Village Hall at 7.00 p.m. on Tuesday the 30<sup>th</sup> of May 2023.

## **Present**

Councillor Carter  
 Councillor Davis  
 Councillor Dixon – Chairman  
 Councillor Jeffrey  
 Councillor Molyneux  
 Councillor Morley  
 Matthew Baldry  
 Megan Holroyd  
 Tony Rusling  
 J R Walker – Clerk & Financial Officer

## **23/1 ELECTION OF CHAIRMAN**

### **Resolved:**

To elect Councillor Dixon as Chairman for the coming year.  
 Councillor Dixon and the Clerk signed the Declaration of Acceptance of Office and Councillor Dixon took the Chair.

## **23/2 ELECTION OF VICE CHAIRMAN**

### **Resolved:**

To elect Councillor Davis as Vice Chairman for the coming year.

## **23/3 APOLOGIES**

No apologies for absence were received.

## **23/4 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

- (a) There were no disclosures made by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other relevant interests under the Members' Code of Conduct  
 (b) There were no requests for dispensations to councillors to take part in discussions and votes where they had declared disclosable pecuniary interests

## **23/5 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS**

No items were raised.

## **23/6 PARISH COUNCIL MEETINGS**

### **Resolved:**

That the minutes of the meetings of the Annual Parish Assembly and Parish Council held on Tuesday 25<sup>th</sup> April 2023 be confirmed as accurate records and signed by the Chairman.

## **23/7 FORMATION OF COMMITTEES AND REPRESENTATION ON OTHER ORGANISATIONS**

Representations on parish council committees, other bodies and principal responsibilities were agreed:-

Allotments

Councillor Jeffrey

Village Hall Management Committee

Councillor Dixon

Todwick Recreation Ground Charity

All councillors were jointly responsible as trustees.

Councillor Molyneux was elected as the Chairman and Councillor Dixon the Secretary of the Charity and would submit any documentation or represent the Council at any meetings of the Charity.

Planning

All councillors.

Emergency Planning

Councillor Dixon

Parish and Borough Council Liaison

Councillor Dixon

Village Maintenance

Councillor Davis and Morley

Web Site

Councillor Carter together with Paul O'Sullivan

Facebook

Councillors Carter and Morley

The "Informer" Newsletter

Councillor Dixon

Parish Plan

Councillor Morley

**23/8 REPORT BY THE CLERK AND FINANCIAL OFFICER**

The Clerk and Financial Officer reported:

Monies received

	£
McLarens/Zurich Insurance – Village Hall Insurance Claim	6656.67

Payments made since last meeting.

No payments had been made because of delays in arranging the mandate change by Barclays Bank

Payments to be made.

1. Todwick Village Hall – Meeting Rent	21.00
2. Stuart Watson Decorating Ltd – Works after Water Damage at Village Hall	870.00
3. HMRC – May Tax/NI	308.47
4. J R Walker – May Salary and Expenses	1100.29

5. Haywards Horticulture – May Grounds Maintenance 996.00

Un-presented cheques

There were no unrepresented cheques.

Present bank statement balances

Business Saver Account (Cheque Feeder)	Community Account (Cheque)
£31,841.05	£1.00

Total balance after all payments to date £28,546.29

*The meeting was suspended at 8.12 p.m.*

OPEN SESSION

- (i) Tony Rusling had attended a meeting at The Pastures with representatives from RMBC and was concerned that RMBC may fund improvements at the privately owned shop forecourts at public expense. He had only become aware of the meeting having seen a post on Facebook. Megan Holroyd had also attended and understood this was merely one possible option and nothing had been decided.
- (ii) Tony Rusling, Megan Holroyd and Councillor Molyneux expressed concern about parked vehicles obstructing visibility for other traffic at the junction of The Pastures and Staniforth Crescent. Megan Holroyd had raised this at the meeting with RMBC. Councillor Dixon expressed concern that RMBC had not installed the waiting restrictions at this junction or at the junction of Mortains and Kiveton Lane and the Parish Council had previously requested.  
The Clerk would submit further requests to RMBC.
- (iii) Tony Rusling informed that the overgrown vegetation obstructing the speed awareness sign at the southbound entrance to the village on Kiveton Lane had still not been cut back as repeated requested by the Parish Council.  
The Clerk would submit a further request to RMBC.
- (iv) Megan Holroyd had liaised with the Clerk, Wales Parish Council and RMBC concerning the presence of Bee Orchids in highway verges. She handed Councillor Davis a plan she had prepared showing the exact locations.

*The meeting was reconvened at 8.40 p.m.*

**23/9 COMMITTEES AND ORGANISATION REPORTS**

(a) Councillor Dixon referred to loose bolts on the picnic bench at the recreation ground near the entrance gates. Councillor Morley would look at this with her husband with the intention of completing necessary repairs.

(b) No quotations for repairs to the bowls pavilion roof had been obtained.

**Resolved:**

To delay further consideration of undertaking repairs to the bowls pavilion roof until the autumn.

(c) (i) Councillor Morley had submitted the grant application to reconstruct the sand pit at the recreation ground children's play area. If successful the works would be completed without any cost to the Council.

(ii) Councillor Dixon reported a fault with a CCTV camera at the recreation ground. He would refer the problem to Alex Dyke, the system installer.

(iii) Councillor Jeffrey reported a recent fire at the allotments. The Fire and Rescue Service had attended and put out the fire. Significant damage had been caused to a timber shed and plot holders were getting together to remove a significant amount of burnt material.

(iv) Members discussed the need for someone to replace Sue Wright with particular emphasis on locking and unlocking the entrance gate to the recreation ground and the cleaning of the sports pavilion.

**Resolved:**

That Councillor Carter post an item on the Council's Facebook Page.

**23/10 GOVERNANCE MATTERS**

This agenda item had been included to consider amending standing orders to permit approval of payments by the Clerk and Chairman only and without the need for another nominated councillor to also approve.

The Clerk reported on delays by Barclays Bank in approving Councillor Morley as the replacement for Councillor Wright as the third authorised person to approve payments.

**Resolved:**

To defer considering amending Standing Orders until a later date.

**23/11 PLANNING MATTERS**

(a) RB 2023/0545

Demolition of existing dwelling and garage, importing materials to level ground over site and erection of detached bungalow with integral garage at 7 Furnival Close.

**Resolved:**

Not to object to the application.

(b) RB 2023/0724

Two storey and single storey rear extension and porch to front at 25 The Pastures.

**Resolved:**

Not to object to the application.

**23/12 APPROVAL OF THE ANNUAL INTERNAL AUDIT REPORT 2022/23**

Clerk had provided Members with a copy of the Annual Internal Audit Report 2022/23 in advance of the meeting.

**Resolved:**

To approve the Annual Internal Audit Report for 2022/23

**23/13 APPROVAL OF THE ACCOUNTS FOR FINANCIAL YEAR 2022/23**

Clerk had provided Members with a copy of the Receipts and Payments Account for Financial Year 2022/23, including bank reconciliation, and a comparison with 2021/22 in advance of the meeting, together with an explanation of significant variances.

**Resolved:**

To approve the Receipts and Payments Account for Financial Year 2022/23 and the comparison with 2021/22 together with an explanation of significant variances.

**23/14 APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT FOR 2022/23**

Clerk had provided all members with a copy of the Annual Governance Statement 2022/23 prior to the meeting:-

Members responded positively to each of the following statements in the Annual Governance and Accountability Return 2022/23 Part 3 and agreed to its meaning as it affected the Council.

	Agreed – Yes or No	'Yes' means that the Council:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes	<i>Prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	<i>Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of the council to conduct its business or manage its finances.	Yes	<i>Has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes	<i>During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes	<i>Considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes	<i>Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes	<i>Responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Yes	<i>Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit	Yes	<i>Has met all of its responsibilities whereas a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**Resolved:**

To approve the specific answers given in the Annual Governance Statement of the Annual Return for the Year Ended 31 March 2023.

**23/15 APPROVAL OF THE ACCOUNTING STATEMENTS FOR 2022/23**

**Clerk** had provided all members with a copy of the Accounting Statements for 2022/23 prior to the meeting:-

	Year ending 31 March 2022 £	Year ending 31 March 2023 £	<i>All figures must agree to underlying financial records.</i>
1. Balances brought forward	35,699	24,516	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	47,940	50,240	<i>Total amount of precept received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	8,734	84,026	<i>Total income or receipts as recorded in the cashbook less the precept. Include any grants received.</i>
4. (-) Staff costs	14,965	16,878	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings.</i>
6. (-) All other payments	52,891	135,329	<i>Total expenditure or payments as recorded in the cashbook less staff costs and loan interest/capital repayments.</i>
7. (=) Balances carried forward	24,516	6,574	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)</i>

8. Total value of cash and short- term investments	24,516	6,574	<i>The sum of all current and deposit bank accounts, cash holdings and short-term investments held as at 31 March (To agree with bank reconciliation)</i>
9. Total fixed assets plus long- term investments and assets	1,047,686	1,106,486	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long-term investments as at 31 March</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB)</i>

	Yes	No	N/A	
--	-----	----	-----	--

Disclosure note re Trust funds (including charitable)	Yes			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accountancy statements above do not include any Trust transactions</i>
Disclosure note re Trust funds (including charitable)	Yes			<i>The figures in the accounting statements above do not include any Trust transactions.</i>

**Resolved:**

- (i) To approve the Accounting Statements given in Section 2 for Financial Year 2022/23 in the Annual Return for the Year Ended 31 March 2023.
- (ii) To set the dates for the exercise of public rights as required by the Accounts and Audit Regulations from 5th June to 14th July 2023 inclusive.

**23/16 VILLAGE MAINTENANCE**

(a) Councillor Davis reported having seen various areas marked out on footways which may relate to repairs in advance of the micro surfacing proposed by RMBC.

**23/17 HIGHWAY MATTERS**

Councillor Dixon reported that Alexander Stafford MP had contacted RMBC with his concerns about the A57 Roundabout near the Red Lion Hotel.

**23/18 NEIGHBOURHOOD WATCH**

Clerk reported the crime statistics prepared by Norman Anderson.

Monthly Categories

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Burglary	1												1
Criminal Damage and Arson													
Other Theft		1											1
Other Crime													
Vehicle Crime	2	1	1										4
Public Order													
Violence and Sexual	3												3
Robbery													
Drugs													
Bicycle Theft													
Anti-social Behaviour		2	2										4
Total	6	4	3										13

**23/19 WEB SITE**

The Clerk reported that Paul O'Sullivan was generously continuing to keep the website up to date.

**23/20 PARISH PLAN**

No report was received.

**23/21 COUNCIL VACANCY**

No enquiries had been received from anyone considering applying to join the Council. Councillor Carter would post an item on the Council's Facebook Page.

**23/22 PARISH MATTERS**

(a) Councillor Dixon had been present at a site meeting between the Headteacher at the School, Alexander Stafford MP and RMBC Councillor Bacon. RMBC had carried out a survey of the building which contained asbestos in the ceiling and a crack in a wall which appeared to be the result of subsidence. The full report was awaited and may determine along with other issues the future of the pool. All options would be considered with the safety of users being of paramount importance. Until that report was received and considered with other issues the pool would remain closed.

(b) Members discussed options available for the preparation and delivery of “The Informer” newsletter.

**23/23 DISCUSSION OF ANY ITEM(S) FOR WHICH THE PRESS AND PUBLIC HAVE BEEN EXCLUDED**

There were no items to discuss.

**23/24 ITEMS FOR THE AGENDA OF THE NEXT MEETING**

No items were requested to be included on the agenda of the next meeting of the Council

**23/25 DATE OF NEXT MEETING**

**Resolved:**

That the next meeting of the parish council be held on Tuesday 27<sup>th</sup> June 2023 at 7.00 p.m. in Todwick Village Hall.

The meeting closed at 9.35 p.m.

..... Chairman

..... Date