

Minutes & Proceedings of the Finance & General Purposes Committee Meeting

Held at the Community Centre Monday 8th May 2018

Present Cllr R, Booker, K Wicks, D Dyson and J Walker, (Clerk)

1. Apologies for absence were received from: - Cllrs D, North, P Ford, C, Barnett, B Lee, J Giles, P Makinson

2. Minutes of the previous meeting, held Monday 9th April 2018 were read.

3. Matters arising from the minutes of the previous meeting.

37 D. Cllr R Booker said the route to school footpath is very uneven and tree roots are lifting the tarmac. The chair said he would speak to the school to discuss what can be done regarding the trees. The chair said he has enquired but received no response yet.

It was agreed that the Parish Council should write to Shafton Primary Academy. To put on record its communications regarding the trip hazards along the walk to school. Which runs along the rear Boundary of Shafton Primary Academy.

The clerk wrote to Shafton Primary Academy on 11th October 2017 and the chair has visited the school on at least three occasions. Despite our best efforts to open discussions on this matter The Academy hasn't responded in any way. The clerk was asked to write again to the academy. The clerk suggested putting the matter into the hands of the ward councillors.

The meeting agreed to write to the chair of governors if we hadn't received a response by the end of this week.

A letter has been received from Shafton Primary Academy regarding damage caused to the footpath. This is in reply to our second letter dated 16th November 2017. The letter asks that The Parish Council confirms it will be willing to sort out the tarmacking if they remove the trees. The chair said The Parish Council agreed to maintain the footpath when it was originally surfaced.

It was agreed to get estimates for the resurfacing works before contacting the academy again.

It was agreed to write to the academy and the school governors to see if we can arrange a meeting with representatives of the academy to discuss the footpath and sub station.

Reply received from Mr A Ravenscroft on 13th March 2018.

The tree removal has been booked in for the 24 March 2018. Apologies for not getting back to you sooner but I've only just been made aware of this date. That will just leave the path to sort out once the removal has taken place. I'm quite happy for a representative of the parish council to come in and meet me and agree a way forward for the path. We could also discuss the substation.

I agree that this needs sorting and I have chased this up time and again with the academy sponsors - the AET. They have been contacted again and someone should be on site net week.

Following on from the reply it is noted that nothing has happened. The clerk was asked to seek health and safety advice from BMBC. The clerk will contact the school again for an update.

91 D. Received from first impressions two estimates as follows: -

Supply and maintain 14No summer hanging baskets at a cost of £55.00 + vat per basket.

Total £924.00 incl vat.

Supply and fit 1No bracket £25.00 + vat. Supply and maintain 1No summer hanging basket £55.00 + vat. Each additional hanging basket will be £96.00 incl vat.

We now have some pledges to fund hanging baskets from local businesses, it was proposed by Cllr P Ford to inform first impressions that we require fourteen hanging baskets for this summer. The proposal was seconded by Cllr J Giles. The meeting voted in favour of the proposal. The proposal is carried.

3. Matters arising from the minutes of the previous meeting. (continued)

74 D. Cllr P Makinson asked if Tucker & Son had a new agreement with VOSA regarding lorry movements. The clerk was asked to contact VOSA to enquire.

The clerk will ask if they have made changes to their operator's license.

It was agreed that the clerk would submit a complaint form to the traffic commissioner.

A complaint form has been completed and sent to The Traffic Commissioner.

110 B. The clerk was asked to organise a meeting with the caretaker and two Cllrs to discuss the timesheet and work schedule.

A meeting took place on 17th April 2018 which was attended by the caretaker, Cllr's C Barnett, P Ford and the clerk. It was agreed by all at the meeting to complete the timesheets and trial the work schedule and review the situation at a later date if required. The caretaker asked if we would supply waterproof clothing the meeting agreed and this has been supplied.

The clerk reported that the caretaker has requested that his hours are reduce from 35 per week to 30 per week. Following an open discussion Cllr B Lee proposed reducing the hours worked to 30 per week which equates to 6 hours per day Cllr P Makinson seconded the proposal. The meeting voted in favour with one abstention. The proposal is carried. Cllr P Ford agreed to inform the caretaker of the outcome tomorrow.

4. Ratification of the minutes of the previous meeting.

Proposed ratification Cllr P Ford seconded by Cllr P Makinson the minutes of the F & G meeting held on 5th March 2018 are ratified.

5. Accounts for payment.

5 A. Cheques to the total value of £1677.13 were approved for signing. Cheques were signed by Cllrs D North and P Ford.

6. Monthly Statement of Accounts. The clerk produced a statement of Receipts and Expenditure up to and including the month of March 2018. Direct debits are -£0.00. Salaries and PAYE £2492.68

A card payment was made to Towsure £56.99, for waterproof clothing.

Total expenditure during March 2018 £2647.46. Total income during March 2018 £2645.00.

Members accepted the figures and the clerk was thanked accordingly.

7. Annual Governance and Accountability Return (AGAR 3) 2017/18.

7 A. The annual internal audit report which was finalised on 6th April 2018. Was approved and noted by the meeting.

7 B. Section 1 of the AGAR 3. The Annual Governance Statement 2017/18 was approved by the meeting and signed by the clerk and chairman of the meeting.

7 C. Section 2 of the AGAR 3. Accounting Statements 2017/18 were approved and signed by the clerk and the chairman of the meeting.

8. Correspondence.

8 A. Received the monthly invoice from SYPA for the ex-clerks pension of £77.79.

8 B. National non domestic rates bill 2018/19. Showing an outstanding balance of £0.00.

8 C. Gas bill from British Gas for the 31st Dec 2017 to 31st March 2018 for the sum of £737.84.

8 D. Information from Elancity re-radar speed signs. With prices quoted £1399.00 and £1799.00.

8. Correspondence (continued)

8 E. Planning application number 2018/0334 relating to raising the roof and erection of a two storey and single storey rear extension to dwelling. No issues or comments were raised regarding this application.

9. Any other business.

9 A. The clerk explained that the Parish Council needs to have a website to comply with the transparency codes for smaller authorities and that the new external auditor was asking for the web address. The clerk has received quotes for the construction/maintenance of a website including the purchase of the hosting and domain name. The best quote from “new media 4 schools” a company based in Penistone would be at an annual cost of £795.00. Following a discussion the chair proposed that the clerk is contact new media 4 schools and make arrangements to establish a website. The proposal was seconded by Cllr P Makinson the meeting voted in unanimously favour of the proposal. The proposal is carried.

9 B. Cllr P Makinson reported on the application to The North East Area Council for funding towards a community defibrillator they have granted £1042.00 and said the remaining £500.00 would have to be made up by The Parish Council. Councillors had concerns about the siting and safety of the defibrillator and the for potential vandalism. The issue of who would take ownership of the defibrillator was also discussed.

9 C. Cllr C Barnett asked if any progress had been made regarding training for the caretaker getting a certificate of competence in the safe use of pesticides. The clerk said enquiries have been made but no one has got back to us yet. The clerk was asked to chase up the costs and location of the course.

9 D. The chair said regarding the complaint of a cockerel on the allotments disturbing locals in the morning. Allotment tenants are allowed to keep cockerels on their plots. But I will speak to the tenants to see what can be done.

9 E. Following a site check on the allotments the clerk was asked to write to the tenant on plot 9A regarding large builders bags full of waste and a pile of conifers alongside their plot.

10. Date of next meeting. Tuesday 8th May 2018 at 07.00pm.

There being no further business the Chairman closed the meeting at 08.15pm.