

LAXTON PARISH COUNCIL

7.00pm 27 May 2020

PRESENT: Councillors Bray (Chair), Goulden and Sweeting,
Ward Councillor Bayram attended the meeting.

Apologies were received from Councillors Yarrow and Moore.

Clerk: Alan Bravay

The Parish Council met virtually using Zoom.

24/20 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS – There were no declarations of interest.

25/20 MINUTES OF PREVIOUS MEETING – Resolved – That the minutes of the meeting of the Council held on Wednesday 26 February 2020 should be confirmed as a correct record and signed at a later date by the Chair.

26/20 PUBLIC PARICIPATION- There were no members of the public present.

27/20 LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 – The regulations had been enacted to allow local councils to continue to function during the coronavirus restrictions. Local authorities were now temporarily allowed to meet virtually, as long as residents were able to listen to, and where practical, to see councillors. The Clerk advised that NALC guidance was that Council meetings constituted a public gathering and were therefore not allowed under the current Government restrictions. The requirement to hold an annual general meeting had been temporarily withdrawn, with council appointments (e.g. chairman, deputy chairman) remaining in post until May 2021 or until a council resolved otherwise. Meeting notices were only required to be posted on a website, as use of notice boards was not considered to be in keeping with social distancing requirements. The requirement for councillors to attend a meeting every 6 months had not been withdrawn however, although it was noted that a council could resolve to grant a leave of absence. It was agreed to add this agenda item to the next meeting in case it was required.

28/20 PARISH COUNCILLOR UPDATE – There were no updates not already covered on the agenda.

29/20 WARD COUNCILLOR UPDATE – Councillor Bayram advised that East Riding of Yorkshire Council committee meetings had restarted using Zoom as software updates had taken place to prevent instances of “Zoom Bombing” that had been reported in the media. Cllr Bayram had noticed that there had been a high number of new planning applications submitted during lockdown, although none had been for Laxton. Many of the local

communities had set up community support teams to help people in the area, and Gilberdyke and Howden were noted in particular.

30/20 CORRESPONDENCE - Resolved – (a) that the following correspondence should be received by the Council:

- i. ERYC, Planning Approval: Erection of timber shed, Poplar Cottage, Back Street Laxton
- ii. ERYC Postponement of Village Walkabouts
- iii. ERYC – Various COVID19 Updates
- iv. ERNLLCA – Various COVID19 Updates
- v. ERYC – Land ownership Query
- vi. YAS – Request for weekly check of Defibrillator
- vii. ERYC – Fallen waymarker added to replacement list
- viii. Complaint from Resident re Parking on Back Street
- ix. Resident Correspondence re Bench
- x. ERNLLCA - Newsletter

ii) that the Clerk would discuss the land ownership query with Councillor Collins iii) the Clerk would write to the resident regarding parking on the pavement and iv) that the Council would formally record its thanks to Councillor Sweeting for agreeing to carry out weekly checks of the Laxton and Saltmarshe Defibrillators.

31/20 FURTHER ACTIONS REQUIRED TO SUPPORT THE COMMUNITY DURING COVID-19 – The Parish Council discussed the support available to residents who were shielding or self-isolating due to the outbreak, coordinated through the community Whatsapp group. It was considered that there was a good network in place and all those who needed support were able to access it.

Resolved – i) further to resident's feedback, it was not considered that any additional support was required at this stage of the outbreak and ii) that the Council should record its thanks through Whatsapp, Facebook and the website to all residents and businesses who had supported the community through door knocking, shopping, cooking, dog walking etc during these challenging times

32/20 HIGHWAYS, DRAINS AND DYKES– Councillor Goulden commented that the public footpath that from Trandy Lane Bridge into Kilpin had been closed for more than two months. Councillors enquired as to the status of the Cotness footbridge and whether windfarm funding could be used to reinstate this part of the Transpennine Way. It was noted that the public footpath by the Delph had lost two of its signposts following flaying. It was also noted that the public footpath to Metham house was not marked as a right of way.

Resolved – i) that the Clerk would report the footpath issues at Trandy Lane Bridge and at the Delph and would enquire about the Cotness Footbridge status ii) that Councillor Sweeting would share a picture of the OS Map in the Bricklayers Arms showing the public footpath to Metham House marked

33/20 **ACCOUNTS FOR PAYMENT – Resolved** – That the following accounts would be paid:

- i. ERNLLCA Membership - £284.58
- ii. Laxton Victory Hall, 2019 Rent - £110.00

34/20 **ITEMS FOR NEXT AGENDA – Resolved**– That the next meeting would be held on the 24 June 2020. The meeting would be virtual unless social distancing regulations permitted a physical meeting.

SIGNED:

DATE:

Laxton Parish Council Correspondence Record

25 May to 18 June February 2020

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not been circulated, please notify the Clerk on laxtonpc@btinternet.com on 07932 016856.

Date Received	Attached?	From	Purpose of Correspondence
6/6/2020	Y	ERNLLCA	Newsletter No 4
7/6/2020	N	Resident	Complaint re Birdscarers
8/6/2020	N	Resident	Complaint re Birdscarers
9/6/2020	N	ERYC	Consultation on Councillors Code of Conduct: "In accordance with the public trust placed in me, on all occasions I will act with integrity and honesty, act lawfully, treat all persons with civility; and lead by example and act in a way that secures public confidence in the office of councillor, In undertaking my role, I will impartially exercise my responsibilities, in the interests of the local community, not improperly seek to confer an advantage, or disadvantage, on any person, avoid conflicts of interest, exercise reasonable care and diligence; and ensure that public resources are used prudently and in the public interest"
15/6/2020	N	ERYC	Offer of free cycle training for over 11's
18/6/2020	Y	ERNLLCA	Newsletter No 5

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	Yes	No	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<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.			<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 this authority to conduct its business or manage its finances.			<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.			<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.			<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.			<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.			<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.			<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. (For local councils only) 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	No	N/A <i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward			<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			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<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			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<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			<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			<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			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

2019 / 2020 Outturn Report

<u>Expenditure</u>	Budget £	Actual Spend £	Difference £	Notes
Salaries / N.I.	1887	1,813.10	-73.90	
Training Budget	150	56.25	-93.75	
Postage/Stationery / Printing / Office	250	114.96	-135.04	
Mileage / Subsistence	60	0.00	-60.00	
PC Insurance	280	257.60	-22.40	
Seats / Bins / Notice Boards	0	350.00	350.00	New Noticeboard
Room Booking / Village Hall Rent	300	0.00	-300.00	£100 payment to be made for 2019
Grants	400	356.00	-44.00	
Emergency equipment	100	0.00	-100.00	
Public Works Loan	3141.44	3,141.44	0.00	
Subscriptions	350	41.25	-308.75	2019 Subs _ £285.58 to be paid in 2020/2021
Audit	175	175.00	0.00	
Lighting SLA	285	250.22	-34.78	
Election Costs	0	0.00	0.00	
Drainage Rates	3	2.98	-0.02	
Allotments	50	0.00	-50.00	
Contingencies	30.28	0.00	-30.28	
			0.00	
Total Expenditure	7461.72	6558.80	-902.92	
Income				
Precept	7361.72	7361.72	0.00	
Allotments	100	190	90.00	
Grants / Reimbursements	0	0	0.00	
Donations	0	0	0.00	
Total Income	7461.72	7551.72	90	
Out turn Figure			-992.92	

Laxton Parish Council Bank Reconciliation 31 March 2020

Prepared by Alan Bravay, Clerk to Laxton Parish Council

Closing Statements 31 March 2020	£	£	£
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Current Account 050439	11799
Premium Account 227884	1445
Petty Cash Float	40
Undeposited Cash	20
	13303

Less

Unpresented Cheques:

677- HMRC	64
593 -Alan Bravay	135
594 - HMRC	32
595 - BT	1
596 - HMRC	32
597 - Alan Bravay	128

391

Add

Undeposited Cash:	0
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NET BALANCES

12912

Ledger

Opening Balance	11831
Add Receipts in the Year	7752
Less Payments in the Year	6671

CLOSING CASH BOOK BALANCE

12912

Laxton Parish Council

Accounts for Payment

June 2020

Payments made

Payee	Details	Total	VAT
Cartridge Save	Print Cartridges	127.57	21.26
Laxton Victory Hall	Room Hire 2019	110	0
ENRLLCA	2020 Subscription	284.58	0
Ouse and Humber Drainage Board	Drainage Rates	3.07	0

Payments to be Authorised

Payee	Details	Total	VAT
Alan Bravey	Salary – May and June	255.12	0
HMRC	PAYE – May and June	63.50	0