

OSGATHORPE PARISH COUNCIL MINUTES OF THE MEETING HELD AT THE HARLEY HALL TUESDAY 16th May 2023

Present:	<p>Cllr Andrew Bate (Chair) Cllr Jim Elson (Vice Chair) Cllr Stefan Olsberg</p> <p>Clerk- Sian Sheldon Two Councillors- vacancy</p>
Also, in attendance:	Six members of the public.
Council Meeting:	
06/2023	Apologies: PCSO Nicola Russell was unable to make the meeting.
07/2023	<p>Police Speaker:</p> <p>PCSO Nicola Russell was unable to attend the meeting. She did send an apology over via email. On the email she stated that there were no reported incidents in the village since the last meeting in March.</p>
08/2023	<p>Neighbourhood Watch:</p> <p>A resident who has recently moved to the village has enquired about the Neighbourhood watch role. Action Cllr Bate to make contact with the villager.</p>
09/2023	<p>Minutes of the Previous Meeting:</p> <p>After reviewing the minutes of the previous meeting for accuracy and being a true reflection of the meeting, Cllr Bate proposed the minutes as a true and accurate representation of the meeting, seconded by Cllr Elson. Unanimously approved.</p>
10/2023	<p>Matters Arising/Clerks Progress Report:</p> <p>Update on Action Log</p> <p>The Clerk provided an update on actions from the previous minutes and Action Log. Many of the actions had been completed and the Action Log will be updated to reflect this progress. Any actions that were being dealt with by the previous Cllrs have for now been put on hold.</p>
11/2023	<p>Financial Matters:</p> <p>1. Summary of Accounts and bank fees.</p> <p>Current Account balance of £601.95 Reserve Account balance of £2,514.31</p>

Playground Account balance of £6,072.70
Total closing balance of £9,188.96

The Clerk advised that we have been unclear how to gain access to the reserve account. **Action Cllr Bate** to look into this

2. Change of bank account-

The Clerk advised that she has been looking into this matter. Now that the yearly Audit has taken place. The new Clerk will be able to easily move the accounts. Cllr Bate said he would look into how to access the reserve account. **Action Cllr Bate**

3. Internal audit update

The accounts had passed the internal audit with minor recommendations being made including:-

- a) Policies need to be updated and added to website
- b) Complaints procedure - adopt a procedure that could be linked to the Borough Council
- c) Register of interests is linked to the Borough Council
- d) Date the Agenda to ensure the three clear days is evidenced
- e) The PC should consider moving to online banking
- f) Ensure all expenses have invoices.

Cllr Bate will discuss these recommendations with the new Clerk. **Action Cllr Bate**

4. VAT Claim back 126 form

The previous Cllr Fairlamb calculated the VAT amount that the Village could claim back. He sent off the form and we are still awaiting the refund of approx. £900 to go into the current account. Thankyou to Mike Fairlamb who did this as this was a lot of paperwork.

5. Cheques/ payments

- a) Hire of Harley Hall May and March £50- **(100829)**
- b) LRALC membership £252.11 **(100825)**
- c) Church Fundraising Group £125.00 **(100827)**
- d) Osgathorpe Youth club £125.00 **(100828)**
- e) Church Grant £500 **(100831)**
- f) Derek Summers £350 General account (cemetery) **(100826)**
- g) £125 Play account (Play area) **(100017)**
- h) Clerks salary £569.57- Sep 22 to May 23 **(100832)**
- i) HMRC £326.40 **(100833)**

The previous Chair Martin Buczkiewicz and previous Cllr Fairlamb had signed all cheques prior to leaving their role. **Action Bate** to give out the cheques to the highlighted areas above. The Clerk did remind Cllr Bate that before he gave Derek Summers his cheques that he needed to obtain an invoice.

	<ol style="list-style-type: none"> 1. Planning responses in progress <ol style="list-style-type: none"> a. 23/00389/FUL Thingstone 2. Planning responses received: <ol style="list-style-type: none"> a. 22/01901/FUL Chapel Lane- approved b. 23/00274/CLP 28 Main street- approved c. 23/00299/FUL 69 Main street- approved
<p>13/2023</p>	<p>Correspondence:</p> <p>Local resident Ian Stones- Royal Mail issues- Cllr Bate said that he had spoken to the one of the postmen and had been told that they were very short staffed. This has been an on going problem across most communities.</p> <p>Local resident D Berryman registered his interest in becoming the villages neighbourhood watch spoke person- Action Cllr Bate to follow up.</p> <p>Local resident R. Reynolds has expressed her interest in becoming the new Clerk for the Village. Action Cllr Bate to follow up</p> <p>Local resident R. Reynolds has asked is she can purchase a memorial bench for her late father and place in the cemetery. Her brother would be able to fit this. She would like it in time for her father's 1 year anniversary, so by July. Action Cllr Bate to follow up</p>
<p>14/2023</p>	<p>Cemetery Maintenance:</p> <p>2 applications for interments in existing graves and 1 application to place a headstone on an existing grave.</p> <p>Memorial and interment application for Mrs E James was approved outwith the meeting. Memorial application for Mr M George was approved outwith the meeting. Interment application for Mrs J Tugby was approved outwith the meeting.</p> <p>Mike Fairlamb is no longer apart of the PC. Therefore this area of interest will need to be taken over and maintained. Mr Fairlamb still has the burial books that will need handing over. Action Cllr Bate to obtain</p>
<p>15/2023</p>	<p>Play Area:</p> <ol style="list-style-type: none"> 1. Wickstead annual inspection 2. Mower log sheet 3. Derek Summers 4. Sign for the entrance of the play area <p>Jill Ella has now stepped down from her post as Cllr. This area of interest will need to be taken over and for the actions above to be looked into.</p>
<p>16/2023</p>	<p>Highways and Footpaths: STW's Sewage Disposal works on Snarrows Lane-</p>

<p>17/2023</p>	<p>Website and Village Voice:</p> <ol style="list-style-type: none"> 1. Village policies uploads onto webpage 2. Section for meetings/agendas and minutes to be added 3. Update of councillors <p>Jill Ella has now stepped down from her post as Cllr. This area of interest will need to be taken over and for the actions above to be looked into.</p>
<p>18/2023</p>	<p>Other Village Items for Discussion:</p> <ol style="list-style-type: none"> 1. The Storey Arms (fixed item) and letter to NWLDC- No update 2. Village events taking place- Many thanks to everyone who organised and attended the many Village events over the last few months. It has been great to see the community coming together to enjoy themselves. 3. Leavers present for Cllr Mike Fairlamb- Cllr Bate proposed that no leavers present was needed for previous Cllrs. Cllr Elson agreed. 4. Clerk position available – We have one interested person. However, the current Clerk did propose that whoever is to take over the role does need previous experience as the role is a large one. Also, for the Cllrs to look at the time allocated to this.
<p>19/2023</p>	<p>Public Participation:</p> <ol style="list-style-type: none"> 1. HCT (fixed Item) no update. <p>Public Participation (10mins).</p> <p>A member of the public asked if the time allocated to public participation could be increased from 10 minutes to 15minutes.</p> <p>Cllr Bate proposed tat he would like to see a yearly Village meeting where the Village came together to discuss certain issues.</p> <p>There was a general agreement amongst all participants that they wanted better communication between the PC and residents. Also for more village events to take place.</p>
<p>20/2023</p>	<p>Dates of next meeting, start 7pm:</p> <p>11th July 2023 12th September 2023 14th November 2023 9th January 2024</p>
<p>Signed by the Chairperson</p> <p>Date</p>	

