GATE & UPPER HELMSLEY PARISH COUNCIL

MINUTES OF A PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON THURSDAY 07 DECEMBER 2023 AT 7.30PM

Councillors Present:	Charlie Dodds Richard Miller	Jonathan Greenwood
In Attendance:	Fiona Hill – Parish Clerk	
Public Present:	1	

- 24/23 a) To receive apologies for absence given in advance of the meeting: Parish Councillors Michael Harrison and Sue Panesar
 b) To consider the approval of reasons given for absence: <u>Resolved</u>/Approved (Unanimous)
- 24/24 To record declarations of interest in items on the agenda: None
- **24/25 To confirm the minutes of the meetings held on Thursday 07 September 2023:** These minutes required amendment, so approve was deferred.

24/26 To discuss casual vacancy:

Cllr Greenwood would post details on the village Facebook page.

24/27 To discuss matters arising from previous minutes:

- Website - Cllr Greenwood would speak to who had conducted the work to date and discuss the way forward.

- Barclays Bank - the Parish Council was currently working through the procedure to set up online banking.

24/28 Public Session:

Back Lane – a resident had spoken to North Yorkshire Police who appeared supportive to conducting some education visits, followed by enforcement visits later. Bigger signs would be requested.

24/29 To discuss new planning applications received: None

24/30 To discuss matters raised by Parish Clerk/Responsible Financial Officer:

- Bookkeeping records to date – Parish Councillors had received a bank reconciliation totalling £4567.11, along with an income and expenditure.

- Budget 2024/2025

<u>Resolved</u>/Approved (Unanimous) a precept of £7000.00 would be requested from NYC. The expenditure budget totalling £10625 was agreed.

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Approved Chairman

Date.....

Employment vacancy – recruitment/handover

The Parish Clerk had informed the Parish Council that she wished to terminate my employment with Gate & Upper Helmsley Parish Council on 31 March 2024. As this is the financial year end, so should the Parish Council be unable to recruit a new clerk by that date she will pledged to:

- Prepare the year end accounts
- Attend the internal audit
- Complete the annual returns for the external auditor
- Complete the annual return for HMRC
- Prepare/Attend/Minute the Annual Parish Meeting (May 2023)
- Prepare/Attend/Minute the Annual Parish Council Meeting (May 2023)
- Handover/hand back will be conducted as follows:
- January 2024 Recruitment
- February 2024 Annual Parish Meeting
- March 2024 Annual Parish Council Meeting
- April 2024 Year Ends, Audits
- May 2024 Parish Council Meetings, Password*

*You should log in to Outlook, to ensure you can access the emails/cloud, as after the APM/APCM, in accordance with GDPR, I will log out and delete records from my computers.

- Yorkshire Local Councils Association - NTR

- Payment - Resolved/Approved (Unanimous)

Parish Clerk	Back Pay	100474	£238.62
HMRC	PAYE	100475	£152.40
Parish Clerk	Expenses	101476	£90.82

24/31 To report correspondence received by the council:

- Public Works Loan Board (Street Lighting) - The Parish Council drafted responses to the queries received regarding its loan application.

- Christopher Wharton Education Foundation – Details from the Annual Meeting of Trustees were noted.

24/32 To receive matters raised by members: None

24/33 To confirm the dates of the future meeting(s): Thursday 07th March 2024, Thursday 09th May 2024, Thursday 05th September 2024, Thursday 05th December 2024 Resolved / Approved (Unanimous)

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Date.....