

# Draft Minutes of the meeting of Thornton Steward Parish Meeting – Tuesday 23<sup>rd</sup> February 2016

## Matters arising from meeting 2.12.15:

### Publishing minutes

**Action:** Chair agreed to trial putting a set of minutes on the village web site and

Bring this to people's attention when the next agenda is issued

### Defibrillator update

- AED being checked weekly by Maureen Ayre, guardian.
- Yorkshire Ambulance Service (YAS) have been notified with details of location and lock code.
- Free training arranged for 5<sup>th</sup> March, sign up list is in the Institute
- Insurance cover has been arranged via RDC Small Parish Insurance Scheme
- Information with scenarios for emergency response and use of the AED – a booklet is in the Institute and further information is in the defibrillator cabinet.

### Grass cutting contract 2016

Farm & Land Services' quotation for 2016 - acceptance confirmed

### Tree Inspection

Chair confirmed with Open spaces officer at RDC that RDC do not carry out tree inspections.

Barnes Associates to carry out a tree inspection early March.

### Precept

Precept request for £2,200 has been sent to RDC.

### Village Pound update:

Since the last meeting, more ivy cuttings moved ready for burning; a few foxgloves and primroses planted; and more broken glass and a few bits of metal collected.

*Anyone interested in helping with ongoing maintenance - contact the chair regarding priority jobs.*

**Planning** application – Barn opposite Ure Bank Farm – permission has been granted.

### Street lights

2 reported as faulty, we have been told they are waiting for parts to fix the one near the bus shelter.

### 'No Fouling' signs – dogs

3 signs have been bought and put up.

### Easement for water supply across the village green – to new property next to Daleside

A water supply from the main under the track in front of Smithy Cottage will cross 2 sections of village green. The chair has taken advice from the Yorkshire Local Councils' Association. The Parish Trustees have the power to grant an easement. The applicant will be liable to pay all costs and a compensatory payment (valuation sought) which can be used for capital expenditure e.g. a restoration project like the village pump.

**Action:** Applicant to be asked to use the least invasive means possible to install the water pipe.

Chair to liaise with the various parties to conclude matters as soon as possible.

## New audit arrangements for Parish Meeting accounts

Existing system explained – an internal audit, annual return completed and sent to an external auditor, a limited assurance review is completed at no cost as our budget is <£10,000. Extra costs can be incurred if issues have to be resolved. See comparison below.

Current Audit System to April 2017	New external audit arrangements 2017/18 for all authorities with budget of < £25,000	
	Opt-in	Opt-out *
External auditor allocated automatically	Small Authorities Audit Appointments Ltd (SAAAL) allocate an external auditor	PM sets up own audit panel to select an external auditor ( <i>complex process/cost unknown</i> )
Complete Annual Return	Complete Annual Return	Complete Annual Return
Internal Audit	Internal Audit	Internal Audit
	Exempt from 'Limited Assurance Audit Review' – if previous audits have been satisfactory. Exemption Certificate to SAAAL	Exempt from 'Limited Assurance Audit Review' – if previous audits have been satisfactory. Exemption Certificate to SAAAL
<i>Compulsory</i> – 'Limited Assurance Audit Review' By the external auditor Cost – <b>Free</b> (budget < £10,000) (Annual return sent to allocated external auditor)	<i>Optional</i> – 'Limited Assurance Audit Review' By SAAAL appointed auditor Cost - £200	<i>Optional</i> – 'Limited Assurance Audit Review' By appointed auditor Cost - <i>unknown</i>
Public Display of Annual Return	Public Display of Annual Return	Public Display of Annual Return
External auditor can apply extra charges if: Questions/objections are raised	If ... Questions/objections are raised by the public – SAAAL allocates an external auditor who can apply extra charges	If ... Questions/objections are raised by the public – Our appointed external auditor can apply extra charges

\*If the PM wishes to opt-out they have to notify the SAAAL by the 31<sup>st</sup> March 2016.

The chair has sought advice from the Yorkshire Local Councils' Association (YLCA). It was agreed that the 'opt-in' option would appear to be the safest option to take.

As there will be no 'free' 'Limited Assurance Audit Review' by an external auditor it's even more important that we follow sound financial processes including appropriate internal audit arrangements.

YLCA are sending the chair some guidance to confirm who is eligible to carry out the internal audit.

**Action:** 'Opt-in' to new external audit arrangements

Act on advice regarding financial processes and appointing a suitable internal auditor.

## Other finance

The projected cost of the tree inspection is £629 including VAT along with other committed expenditure will bring the balance below twice the precept (£4,400)- the maximum we should hold - by the end of the financial year.

## **Planning Application for garage/cart shed at Lower Garth, Thornton Steward**

Plans discussed and no objections raised.

**Action:** The chair will inform RDC.

## **Village Pump Restoration Project:**

Discussed document (available via the chair) – citing quotes from the Conservation Area Appraisal document, depicting the pump area in its current state and examples of pumps superimposed on the area. Wooden housing removed recently and photos taken of the well below. Unfortunately, these photos were not available at the meeting. Housing put back in place.

The chair shared a suggestion received prior to the meeting that ‘as the village pump is recorded in the booklets and on the interpretation board might be useful to keep it as shown on those’.

It was regretted that more members were not present to share ideas.

The general feeling was that the railings should be removed as historically there were none.

It was felt that some costings should be investigated as this might promote more interest for future discussion e.g. for stone flags or traditional cobbles for the surface and the cost of a replacement pump.

Suggested circulation of the ‘document’ might generate more interest too.

**Action:** The chair to investigate costings and circulation of the document.

## **Any other business**

### **Planning Application Ulshaw**

Application received after agenda had been issued. Plans were discussed and no objections raised. The consensus of opinion was that alterations would be an improvement to the property.

**Action:** The chair to circulate the details of the application and invite observations prior to contacting RDC.

With no further business the meeting was closed.