

Please note these are draft minutes of the meeting until confirmed as a true record by the Parish Council

Minutes of the meeting of Hundleby Parish Council held on 3rd June 2024 at 7pm at the Parish Rooms Hundleby.

Present: Cllr Lynette Corten-Miller (chair)

Cllr Robert Bell
Cllr Christine Parker

Cllr Jenny Caitlin
Cllr Malcolm Dales

Cllr Philip Maddison
Cllr Tilsley

Cllr Ruth Birkin

Also Present: Mr Joseph Roberts (Parish Clerk)

192. Apologies for Absence

It was **RESOLVED** to accept apologies from Cllr Grey

193. Declarations of interest under the Localism Act 2011

No declarations of interest were declared.

194. Draft minutes from Full Council Meeting.

It was **Resolved** to accept the **adjusted** minutes from the previous meeting.

195. Chair's Report

The chair had obtained the keys from the previous cleaner, these keys will be given to the new Parish Rooms cleaner. Through the chair, Cllr Tilsley informed Council that the new Parish Rooms cleaner is no longer willing to work for the council, Cllr Tilsley and the HR committee will reach out to previous candidates for this job.

196. Chair's Report – Parish Rooms Cleaner Update

Through the chair, Cllr Tilsley informed Council that the new Parish Rooms cleaner is no longer willing to work for the council, Cllr Tilsley and the HR committee will reach out to previous candidates for this job.

197. Parish Clerk's Report

The Clerk gave a detailed update on the work they had recently done, and all correspondence the council has received.

198. Update and recommendations from the Parish Rooms Working Party (PRWP)

The PRWP reported that Ian and Julie, two local residents have joined the PRWP.

It was **RESOLVED** to accept the PRWP recommendation of appointing a structural engineer to inspect the Parish Rooms, the cost of which would be between £500 and £700.

Seven Councillors voted in favour of this recommendation, and one Councillors abstained.

199. Internal Auditor and the Balance Sheet for 31st March 2024.

It was **RESOLVED** to accept and sign the Internal Auditor report and Balance Sheet for the yearend 31st March 2024.

200. Annual Governance Statement (Section 1 of the AGAR) for 31st March 2024

It was **RESOLVED** to approve and sign the Annual Governance Statement (Section 1 of AGAR)

201. Accounting Statements (Section 2 of AGAR) for 31st March 2024

It was **RESOLVED** to approve and sign the Accounting Statements (section 2 of AGAR)

202. Certificate of Exemption for 31st March 2024

It was **RESOLVED** to approve and sign the Certificate of Exemption for 31st March 2024

203. Commencement for exercise of Public Rights of Inspection of Accounts.

It was **RESOLVED** to commence the exercise of public rights of inspection on the 10th June 2024.

Commencement actually started on the 13th June 2024.

204. Additional Defib machine

Cllr Bell informed council on the work he had done on looking into a new defib machine for the village. Cllr Bell reported that the costs for the new Defib machine would approximately be £450 for the cabinet and £1,160 for the new machine.

It was **RESOLVED** for Cllr Bell to explore possible grants and funding options are available for this.

205. Storage for Clerks Documents.

It was **RESOLVED** for the Clerks to dispose of the large filing cabinet and use the smaller filing cabinet, which is currently located at the Parish Rooms.

206. New storage containers for the Councils archives and documents.

It was **RESOLVED** to purchase two storage containers.

207. Storage of chemicals and cleaning equipment at the Parish Rooms.

It was **RESOLVED** for Cllr Tilsley to review the cleaning products and dispose of those which are no longer required. It was also **RESOLVED** to relocate the cleaning products to the kitchen and purchase a new lock and caution sign, which Cllr Maddison will fit.

208. Parishioners enquires on the new Campsite at Snug Hollow and Building site own Church Lane

It was agreed that the concerns with the building site down Church Lane had now been addressed.

It was **RESOLVED** to write to ELDC planning department to seek guidance and advice on queries relating to the New Campsite at Snug Hollow.

209. Replacement bench on Raithby Hill.

It was **RESOLVED** that Cllr Maddison will make a replacement bench from two scaffolding boards for Raithby Hill. These scaffolding boards might be used, but if Cllr Maddison is unable to find two used boards, Council **RESOLVED** he would be able to purchase two new boards.

210. Blue Chairs Working Party.

It was **RESOLVED** to purchase the cleaning solution and to use Cllr Tilsleys cleaning machines to clean the blue chairs, at a convenient date for the volunteers.

211. Risk management schedule and Fire Risk management

It was **RESOLVED** to accept the Risk Management schedule and approve Cllr Berkin to conduct an internal risk management audit.

212. Document Review Schedule

It was **RESOLVED** to add other documents which require regular review to the current policy review schedule .

213. Councillor Code of Conduct

It was **RESOLVED** to adopt the amended Councillor Code of Conduct.

214. Update on August Yard Sale

It was **RESOLVED** that the yard sale will take place from 8-12, people willing to take part will pay £5 and Cllr Maddison will organise the flyers.

215. Chairs Allowance recommendation from the Finance Committee held on 24th March 2024.

It was **RESOLVED** to not give the Chair any allowance.

216. Meeting extension

It was **RESOLVED** to extend the meeting.

217. Insurance renewal

It was **Noted** the insurance renewal from June 2024 – May 2025 was £702.00

218. Alford Hub Multiply Project

It was **RESOLVED** to defer this motion to the next meeting.

219. Income, expenditure and bank position for May 2024

It was **RESOLVED** to accept and approve the income, expenditure and bank position for May 2024.

220. Closed Session for clerks current pay scale

It was **RESOLVED** to defer the motion to a future meeting and to seek the guidance of an external HR consultant which could cost £90-£150, if their guidance is needed.

Meeting was **closed** at 9:15.