

**MINUTES OF THE MEETING OF SPOFFORTH-WITH-STOCKELD PARISH COUNCIL HELD IN THE LONG
MEMORIAL HALL, SPOFFORTH ON WEDNESDAY 18TH SEPTEMBER 2024 AT 7:30PM**

09202401	APOLOGIES	Cllr C Heslop
09202402	PRESENT	Chairman Shirley Fawcett, Vice Chairman June Geddes, Cllr Nigel Moore, Cllr Gerald Heslop, County Cllr Andy Paraskos, Cllr Judy Parker Beevers, Cllr Carl Marston.
09202403	ALSO PRESENT	Clerk Becky Beevers

09202404 DECLARATION OF INTERESTS

None to report

09202405 THE MINUTES

The minutes from the meetings on 18th June 2024 and 22nd July 2024 were approved and signed.

09202406 ACTION POINTS

The action points were discussed and updated.

09202407 TO LISTEN TO THOSE MEMBERS OF THE PUBLIC WHO WISH TO ADDRESS THE COUNCIL

None to report

09202408 TO RECEIVE THE CLERK REPORT

- a. The Clerk attended the YLCA new Clerks induction course on 10th September 2024. The Clerk asked for some of the Councils historical documents including: Standing Orders, Financial Regulations and Internal Controls as she had not been provided these by the previous Clerk. ACTION: Cllr Judy Parker-Beevers to provide the documents she has.
- b. The Clerk asked how frequently the Council submit a VAT return. The answer is: Annually. ACTION: Clerk to check if it has been completed.
- c. The current Asset Register was reviewed by the councillors with some additional information provided during the meeting. ACTION: Clerk to send the updated copy to the councillors on email for a review.
- d. Keys for the Long Memorial Hall was discussed as the Leeds Road Practice require new sets for their additional staff members. ACTION: Cllr Geddes has had three sets cut. Check the lock for Snooker Room.
- e. The Clerk asked for historical information about who set up the FiT account with EoN to enable the Council to receive payments for the energy generated by the Solar Panels. Cllr Geddes provided the names of the previous councillors involved with the FiT account. The Clerk advised the process of changing names on the account was tricky. ACTION: Clerk will submit a FiT Meter reading and begin the process of updating the names on the account.
- f. Inspections of the Long Memorial Hall Fire Extinguishers and Fire Alarm are now due.
 - a. The Clerk has spoken to three companies and so far received two quotes. ACTION: Clerk to instruct Aqua Fire to service the fire alarm for £90+VAT.
 - b. The clerk has been advised we should also consider a fire risk assessment at this time. Councillors agreed a fire risk assessment should take place ACTION: Clerk to get quotes and circulate this on email as it should be actioned promptly. Decision re fire extinguishers will take place after the fire risk assessment has been completed.

- g. During quotation process for fire extinguishers, it was highlighted that the council should consider replacing none LED emergency lighting with LED emergency lighting. This was agreed by the councillors. ACTION: Clerk to get quotes for these to be replaced.
- h. Precept Notification: information for the 2025/2026 Precept needs to be submitted to North Yorkshire Council before 31st December 2024. It was confirmed this will be discussed at the November meeting.

09202409 PLANNING APPLICATIONS

- a. 6.122.359.C.OUT ZC24/02717/OUT: Outline application for erection of 1 no. office building with access considered. Cater Clean Solutions Blue Barn Hags Farm Hags Road. Deadline 26 September 2024. ACTION: Clerk to respond with no objections from the Parish Council
- b. 6.122.24.K.FUL ZC24/02449/FUL: Erection of dwelling with retention of existing structure, including external alterations. Eden Park Hags Road Spofforth North Yorkshire. Deadline: 5 October 2024. ACTION: Councillors to continue reviewing this on email and update the clerk on the final decision before 4th October 2024.

09202410 PLANNING DECISIONS

- a. Planning Enforcement: 4/00284/PR15. Siting of additional storage units. Hags Farm Hags Road. No action needed, for information only.

09202411 MATTERS REQUESTED BY COUNCILLORS

- a. Spofforth in Bloom contacted Chairman Fawcett to ask if the Parish Council could give a donation to them towards their ongoing flower work in the village. Chairman Fawcett suggested we donate £200 and this was agreed by the other councillors. It was also suggested the council should speak to Spofforth Shop to see if they can support Spofforth in Bloom to secure plants at a reduced price. ACTION: Clerk to contact the Chair of Spofforth in Bloom to notify about the decision and to speak to Spofforth Shop.
- b. Following a meeting with between the Practice Manager at Leeds Road Surgery and Cllr Geddes, the items to finalise the GPs expansion are as follows:
 - a. Parish Council Actions
 - i. External works in preparation for opening - bollards, removal of old chimney and repairing tarmac. ACTION Cllr C Heslop will liaise with builders.
 - ii. Updating of Legionnaire's certificate. ACTION: Cllr Parker Beevers to contact Genex for quote.
 - iii. Updating fire certificates. ACTION: Clerk
 - b. Doctors Actions:
 - i. Install external signage. Installation of external CCTV for the Pharmabox, and internal CCTV for reception and waiting area.
 - ii. Installation of all support material and equipment.
 - c. There will be an official opening for the Doctors expansion in the Autumn, date TBC.
- c. Cllrs Geddes is working on the Village Guide with The Village Society. They would like to send a letter to all residents in the village asking for sponsorship of the village guide. This will cost £148 for 1500 letters. Councillors agreed this. ACTION: Cllr Geddes to book in the print job.

- a. The responsible financial officer reported on the month's accounts and gave an update on other financial issues.
- a. There are a couple of amends to the payment table circulated on the agenda, including a reduction in remuneration for WG Oakes. There were additional items put forward for payment, including Bookers, Workhouse Framing, Timpsons and PJ Waller, as detailed below.
- b. Cllrs present confirmed payments and this will be action by Cllr Geddes whilst the Clerk awaits banking log on details.

September	Name of supplier / contact	Expenses	Remuneration
	NYC Business Rates - June	£ 397.00	
	NYC Business Rates - August	£ 397.00	
	NYC Business Rates - September	£ 397.00	
	NYC Bins - Sept	£ 65.19	
	NYC Bins - Sept	£ 24.28	
	NYC Bins - August	£ 30.27	
	NYC Bins - August	£ 43.46	
	Business Stream	£ 703.67	
	Dave Thomas		£ 100.00
	R Beevers		£ 989.83
	HMRC (NIC and Tax for R Beevers)		£ 268.42
	Joan Steggles		£ 155.00
	WG Oakes		£ 77.50
	Heidi Bowes		£ 213.00
	EDF	£ 40.76	
	Bookers	£ 23.98	
	Workhouse Framing	£ 60.00	
	Timpsons	£ 233.00	
	P. J Waller	£ 460.00	
	Totals	£ 2,478.61	£ 1,803.75

- c. To note the following payments previously authorised and income received:

August	Name of supplier / contact	Income	Expenses	Remuneration
8.08	Susan Colling	£ 105.00		
12.08	Monday Monkeys	£ 140.00		
12.08	North Yorkshire Council	£ 150.00		
14.08	North Yorkshire Council	£ 795.00		
14.08	Cofunds Nominees	£ 1,245.18		
19.08	Emma Spalding	£ 105.00		
19.08	BT		£ 47.94	
20.08	Heidi Bowes			£ 201.00
20.08	Dave Thomas			£ 100.00
20.08	EDF - Electric		£ 59.96	
20.08	EDF - Gas		£ 27.79	
21.08	Joan Steggles			£ 155.00

28.08	Currys		£ 90.00	
28.08	Screwfix		£ 14.98	
29.08	Freeman DP Castle Textile	£ 285.00		
30.08	Keogh EAE	£ 105.00		
	Totals	£ 2,930.18	£ 240.67	£ 456.00

09202413 TO CONSIDER THE FOLLOWING NEW CORRESPONDENCE RECEIVED AND DECIDE ACTION WHERE NECESSARY:

- a. Member of the Public – Defib box beeping when opened. ACTION: Cllr G Heslop will check it is in full working order.
- b. Member of Public – External Bins at Village Hall. The councillors discussed this request from the same member of the public for the second time in consecutive meetings. Councillors highlighted that part of the handyman’s role is to check for any litter around the exterior of the building. The public bins installed by North Yorkshire Council last year are larger than the previous public bins. Councillors confirmed that no additional bins will be installed by the Parish Council outside the Long Memorial Hall.
- c. Member of Public – Ongoing inspection of documents following AGAR form. The Clerk provided an update on this as two meetings with the member of the public have now taken place.
- d. North Yorkshire Council – Annual Playground Risk Assessment. North Yorkshire Council to be instructed to complete their annual playground inspection at a cost of £65+VAT. ACTION: Clerk to respond to North Yorkshire Council.
- e. Member of Parliament - Campaign to increase safety of e-bikes and e-scooters and the lithium-ion batteries that power them. The Clerk read out an email about this request and Councillors agreed we would support them by displaying the safety bill the village notice boards and request a poster. ACTION: Clerk to respond and display relevant paperwork on the notice boards.

09202414 EMPLOYMENT MATTERS

- a. Cllrs Geddes provided an update on the Handyman. He is taking a period of leave. Recruitment is not needed, however cover will be needed for some elements of his role. D Thomas is happy to take on elements of the role including additional litter picking throughout the village. Any additional maintenance jobs during this time will be discussed on an adhoc basis and a plan of action decided. The position will be reviewed in January 2025.
- b. The creation of an employment committee was discussed, Cllrs are to notify the Clerk if they would like to join this committee.

The Chairman closed the meeting at 21:50

TO NOTE THE DATE, TIME, AND VENUE OF THE NEXT MEETING OF THE PARISH COUNCIL

Future meetings will be held on the third Wednesday of the month, the next meeting will be:

Wednesday 16th October at the Village Hall at 7.30 pm