

DRAFT

Luttons Parish Council

Minutes of the Ordinary Meeting of Luttons Parish Council.

Held at The School Hall, West Lutton on

Wednesday 17th January 2024 at 7pm

Anna Wallace, Clerk.

Present:

1. Martin Pearce (Vice Chair)
2. John Randerson
3. Pam Randerson
4. Mark Hughes
5. Richard Ogden
6. Brenda Scott
7. Stuart Bell
8. Jess Haslam.

Apologies: John Wane. Chair.

Members of the Public: Anne-Marie Benson (newly appointed clerk observed the meeting) Phil Burrell representing the LIFE group.

Agenda

1.	To receive apologies and approve reasons for absence. Councillor John Wane. Approved.
2.	To receive any declaration of interests not already declared under the council's code of conduct or members' Register of Disclosable Pecuniary Interests: Jess Haslam and Mark Hughes as members of the LIFE group.
3.	To confirm the minutes of the ordinary meeting held on 23 November 2023 as a true and correct record Agreed
4.	To consider the following planning applications: NONE
5.	Financial Matters: To note the following payments Clerks Salary (September-December Quarter) £1053.00 (including WFH allowance) Advertisement with YLCA for replacement clerk £15.00 (amended from £25) Annual fee to maintain Website fee £192.00 Planter for Helperthorpe from British Recycled Plastics, initially paid for by Martin Pearce £182.54 Bank Charges for November and December 2023 are £18.00 To note bank reconciliation and budget position 20 th December 2023 Agreed Request from clerk to appoint an external auditor for AGAR (year end) Proposed by Councillor Bell and Seconded by Councillor Pearce. Agreed
6.	Budget Proposals 24/25 (this item was moved from item 10) Vice Chair Martin Pearce told the meeting that it is advised that small councils consider budget reserves of between 3-12 months when setting their annual budget. (Precept for 24/25 is £7,175.64. This works out as a monthly amount of £597.91.)

DRAFT

Discussion amongst councillors concluded the following.

Councillors agreed the list of current estimated annual expenditure costs included by the Parish for the forthcoming year 24/25

It is estimated that the council will carry over an approximate amount of £6,200 from last years budget 23/24.

The Precept amount that Luttons PC have requested from NYC for 24/25 is £7,175.64 (0% increase in the parish precept)

NYC refund on Grass cutting expected to be around £288.00

VAT recovery for 23/24 approx £250.00

ESTIMATED TOTAL BUDGET = £13,913.64

Expenditure. 24/25 (recurrent costs)

YLCA membership	£150.00
Parish Online Membership	£200.00
Public Liability Insurance	£490.00
Online Subscription (mapping)	£45.00
School Hall hire	£200.00
Internal Audit Fee	£110.00
Payroll Services	£90.00
Clerks Salary	£3,900.00
WFH clerk allowance	£312.00
Office expenses	£300.00
Bank Charges	£100.00
Website Administration	£400.00
Sub-total =	£6,297.00

Then councillors moved on to discuss how to fund **one-off costs for 24/25.**

Clearance of Gypsey Race Approx £1500.00 (landowners contribution not included)

Grass Cutting Approx £1000.00 (Councillor John Randerson suggested a programme of grass cutting throughout the year which will lead to visable changes across the parish)

Employing a Parish Lengthman for 5 days a year, working 8 hours a day at an hourly rate of £20 per hour. = £800.00

(clerk to look into this and for council to then explore options)

Environmental Sub-committee budget. £200 (to be used for bulbs and shrubs)

DRAFT

Annual contributions to Defibrillator batteries and pads. £125.00

It was agreed that any works needed within the next financial year for Tree Surgery or Clearance of Watercourse should come from Reserves.

There was also a request by Councillor Haslam that the Paper Box be replaced in West Lutton at an estimated cost of £30.00 proposed by Councillor Haslam, Seconded by Councillor Pam Randerson.

AGREED.

Salt Fill – Councillors to check whether the salt fill the PC is responsible for outside the Shires needs refilling before allocating an amount needed in the budget.

**Estimated total for one-off costs 24/25 = £3,655.00 Approx.
Reserves = £3000**

Total Budget Spend = £12, 952.64

Estimated underspend = £961.00

Proposed by Councillor Pearce and Seconded by Councillor John Randerson.

7 **Flooding in West Lutton – latest. (this item was moved from item 6)** West and East Lutton have suffered recent flooding issues in relation to the Gypsy Race (GR). This is particularly evident where Sheepwalk Lane meets the Malton Road, around the Green in West Lutton, and at Park Lodge at the bottom of Park Lane in East Lutton. Following on from the flooding it was agreed, at the last PC Meeting in November, that those with Riparian Responsibilities (RR), in relation to the GR, would be issued with a map and letter. These documents explain the RR's asking those affected to be pro-active in the management of the GR. **The letter and map will be delivered to all properties and landowners adjacent to the GR where it is evident that some action may be required in order to try and alleviate further flooding and/or obstruction of the flow of water.**

8 **Environmental Sub Committee report. (this item was moved from item 7)**

Planters: Karen Beresford has kindly offered to look after and maintain the planter at the east end of Helperthorpe – Karen currently attends to the west end planter. Thank you Karen for doing both – much appreciated. Materials for planter have been bought. Construction will now take place before it is positioned under the East End Helperthorpe village sign.

Dog Fouling: Polite reminder to all residents across the parish to clear up their dog poo please! Reminder to be placed on Parish Website and Luttons Facebook Page.

Litter Picking: Evie Cade, and her mum Jill, continue to be our local heroes for litter collection. More good news. Evie has been awarded her Silver DofE for her work in this regard. Well done Evie. Thank you for all your hard work - plus your mum of course.

Heritage Noticeboards: There has been concern raised regarding the condition of these notice boards. Cllr Pam Randerson has volunteered to organise the cleaning of the Heritage Board at West Lutton along with Caroline Bradshaw. Sylvia Dowgill has offered to look after the East Lutton board – after many years of care by Angela Ewbank. And, in Helperthorpe, Jill Cade has accepted the mantle. **Thank you all for your efforts – past, present and future.**

DRAFT

	<p>Asset Register. Councillor Stuart Bell has volunteered to a maintenance schedule for the Luttons PC Asset List. Many thanks Stuart.</p> <p>Thank you also to Councillor Mark Hughes for path clearance in West Lutton.</p>
9	<p>Grant Application (this item was moved from item 8) The LIFE group were the only local community group to bid for the PC tables, using the outstanding grant money from Ryedale District Council. Councillors were impressed with the bid. Therefore it was agreed that LIFE group should receive the tables at a cost of £431.00 Approx without VAT. Clerk/PC to liaise with LIFE group over payment and delivery of tables.. Proposed by Councillor Bell and Seconded by Councillor John Randerson. AGREED</p>
10	<p>Law and Governance. (Moved from item 11) Biodiversity is now the responsibility of the parish council. Luttons PC agrees to adopt a meaningful Biodiversity Policy. Councillors agreed this should tie in with the work the PC already does for example on the Gypsy race. When the policy wording is agreed by councillors it will available on the Parish Council Website.</p>
11	<p>Appointment of new Clerk. Luttons Parish Council. Councillors were delighted that the new Clerk Anne-Marie Benson was able to join the meeting as an observer following her successful appointment to the post. Councillors were very pleased with the calibre of her application and interview and look forward to working with her. Anne-Marie is a former CEO of Scarborough CAB and more recently worked for Carers Plus Yorkshire as their Business Development and Funding Manager. Anne-Marie lives in Scarborough. On the 25th January Anne-Marie will attend the New Clerks Course with the YLCA and the following week there will be a handover from the previous Clerk. Contract of Employment will follow from Councillor Martin Pearce. Councillors thanked Anna Wallace for her work as Clerk over the past 12 months and wished her well. RESOLVED.</p>
12	<p>Concerns over use of Helperthorpe Village Green. Concerns have been raised with regards to the misuse of the village green. The incident has been acknowledged and an apology received which has been accepted by the Parish Council. Guidance will follow on the correct use of the village green going forward, notices will be posted on heritage notice boards, Luttons Parish Council website, Luttons Community Facebook page and The Warbler. Proposed by Councillor Scott and Seconded by Councillor John Randerson.</p>
13	<p>To notify the clerk of matters for inclusion on the agenda of the next meeting. Any updates from Clerk regarding outstanding matters associated with the budget 24/25 Update on the sale of the Three Tuns pub in West Lutton Update on speed monitoring exercise Update on PC request to move to Internet Banking</p>
14	<p>To confirm the date and venue of the next meeting as Thursday 7th March 2024 and suggested the next meeting be called on Wednesday 5th June 2024. AGREED.</p>

Meeting ended at 8.30pm

Email: clerkluttonspc@gmail.com