

LUTTONS PARISH COUNCIL

MINUTES OF ORDINARY MEETING

Held at Weaverthorpe Village Hall, Weaverthorpe
on 21st November 2024 at 7.00pm

Members Present: Councillors M Pearce (Chair), P Randerson, R Ogden, S Bell, J Randerson.

Parish Clerk: Anne-Marie Benson

There were no members of the public present.

1.	Apologies and reasons for absence. Apologies were received from Cllrs Wane and Scott. These were accepted and the reasons were approved. Apologies were received prior to the meeting from Cllr Hughes, but due to mobile signal issues, these were not seen by the Clerk until after the meeting.																						
2.	Declaration of Interests None were declared.																						
3.	Previous Minutes Minutes of the extraordinary meeting held on 22 nd Aug 2024 and the ordinary meeting held on 5 th Sept 2024 were agreed as true and accurate records and were approved.																						
4.	Planning applications No applications were received.																						
5.	Financial Matters <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">YLCA Training</td> <td style="text-align: right;">£45.00</td> </tr> <tr> <td>Payroll Services Annual 2023-24</td> <td style="text-align: right;">£71.60</td> </tr> <tr> <td>Clerk's expenses and reimbursements</td> <td style="text-align: right;">£61.29</td> </tr> <tr> <td>AE Smith (GR and Grass-cutting)</td> <td style="text-align: right;">£2,556.00</td> </tr> <tr> <td>Clerks Salary (Oct – Dec 2024)</td> <td style="text-align: right;">£1053.00 (including WFH allowance)</td> </tr> <tr> <td>David Chaffe Website changes (Apr-Sept 2024)</td> <td style="text-align: right;">£120.00</td> </tr> <tr> <td>Cllr Bell – Wildflower seeds reimbursement</td> <td style="text-align: right;">£49.50</td> </tr> <tr> <td>Geosphere Annual Website Administration</td> <td style="text-align: right;">£192.00</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Monies Received: NYC Precept</td> <td style="text-align: right;">£3582.82</td> </tr> <tr> <td style="padding-left: 40px;">NYC Grass-cutting</td> <td style="text-align: right;">£301.09</td> </tr> </table>	YLCA Training	£45.00	Payroll Services Annual 2023-24	£71.60	Clerk's expenses and reimbursements	£61.29	AE Smith (GR and Grass-cutting)	£2,556.00	Clerks Salary (Oct – Dec 2024)	£1053.00 (including WFH allowance)	David Chaffe Website changes (Apr-Sept 2024)	£120.00	Cllr Bell – Wildflower seeds reimbursement	£49.50	Geosphere Annual Website Administration	£192.00			Monies Received: NYC Precept	£3582.82	NYC Grass-cutting	£301.09
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5.	<p>Financial Contd:</p> <p>RESOLVED: the above payments were approved were authorised and the Clerk to arrange getting cheques signed with Cllr Hughes and Cllr Scott.</p> <p>To approve: Budget vs Actual – Nov 2024; to Year-end & 3 Year Budget Forecast (latter to follow) Bank reconciliations – defer to next meeting as still awaiting Bank statements</p> <p>RESOLVED: The Budget vs Actual and 3 Year Budget forecast were noted and approved. The Bank Reconciliation situation was noted and deferred to the next meeting.</p>
6.	<p>Budget Report & Precept Setting for 2025-26</p> <p>The Clerk presented the Budget and forecast report, and councillors discussed the setting of the precept for 2025-26. The following items were raised at the meeting:</p> <ul style="list-style-type: none"> • Noted that the Parish Council was not covering their costs year on year • That our free reserves would be in deficit by the end of 2025-26 if no action was taken. • Many similar Parish Councils do not have the expense of the maintaining the Gypsy Race, and the risk of flooding • Councillors went through the Budget line by line to see what costs could be reduced. <p>RESOLVED: 1) Cllr Pearce is to contact the Village Contractor to obtain costs per metre for Gypsy Race work for the Village, so the Parish Council can better plan how much of the water course can be cleared each year. 2) That annual costs be reduced in line with the changes agreed at the meeting. 3) That the precept be set at an increase of 5% for the year 2025-26, with a projection for the same in 2026-27 – to maintain financial sustainability. 4) That the Clerk inform NYC of the precept amount requested by Luttons Parish Council for 2025-26 as being <u>£ 7,523.92.</u></p>
7.	<p>Environmental Report</p> <p>The report was noted.</p> <p>A parishioner raised the issue of trucks cutting up the verge and it affecting the hard work they do in maintaining the flower planters.</p> <p>RESOLVED: Cllr Pearce to contact the owner of the land and ask for drivers to be careful of verges.</p>
8.	<p>Royal Garden Party</p> <p>RESOLVED: No action to take.</p>
9.	<p>Sexual Harassment Policy</p> <p>The Clerk presented a draft policy based on the YLCA model policy and training and explained the reasons for the policy (change in law) and the requirements that came with it.</p> <p>RESOLVED: The Sexual Harassment Policy was agreed, approved and adopted. All present signed a copy of the policy to confirm they had read, understood and would comply with it.</p>

10.	<p>Helperthorpe Village Green There was a discussion about people using the green for parking their cars. The worry being that there may be a possibility that those Villagers who tend and maintain the green on behalf of the village as a whole, i.e. by mowing etc, may be hampered by these obstructions and therefore be unable to complete their intended objective/s. RESOLVED: Cllr Pearce to write to all residents local to the Village Green reminding them to abide by the law of not damaging or parking on it. Clerk to investigate alternative remedies for resolution.</p>
11.	<p>Grass-cutting across the Parish in 2025 Cllr Bell to complete a plan regarding this and bring to next meeting.</p>
12.	<p>Update on the Three Tuns Pub No updates received</p>
13.	<p>Updates on Speed Monitoring Progress Cllr Pearce has submitted the necessary form to NY police three times. Cllr Pearce make contact to see what can be done to move this along.</p>
14.	<p>Information from the Clerk:</p> <ul style="list-style-type: none"> a. the Banking changes – Clerk gave an update on she and Cllr Wane making contact with the local HSBC branch. Banking mandate to be signed (again) at this meeting, and hopefully will go through this time. For Clarification it was reiterated that the new authorised signatories for the bank account will be Cllr Pearce, Cllr Hughes, Cllr Scott and the Clerk/Responsible Financial Officer Anne-Marie Benson. This means removing the previous Clerk, Anna Wallace and previous Chair, Cllr Wane, as signatories. Once the mandate is completed it should be possible to move to internet banking. b. Clerk confirmed she has completed and passed her ILCA course, kindly financed by the Parish Council.
15.	<p>Matters for inclusion on the agenda of the next meeting. Helperthorpe Village Green Grass cutting across the Parish in 2025 Banking Update</p>
16.	<p>To confirm the date and venue of the next meeting as Thursday 16th January 2025 at 7pm at Kirby Grindalythe Village Hall</p>

Approved by Council and signed by the Chair
 (signed)

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 (date)