

Meeting minutes of the FULL COUNCIL of GARTHORPE & FOCKERBY PARISH COUNCIL, held in the village hall on Friday 15<sup>th</sup> December 2023 commencing at 6.45pm

**Present:** Councillors B Woolhouse (Chair), J Preston, P Woolhouse, B Reed, J Knowles & C Newton

**In Attendance:** Jackie Walker - Parish Clerk, one member of the public and invited guests Michael Meleady- Green and Lee of Openreach.

**84/2324 Apologies:** W Bradwell

**85/2324 Declarations of Interest** in accordance with the Parish Council's (Model Code of Conduct) Order 2011.

Cllr B Woolhouse – account payment re. Christmas Tree

Cllr C Newton – account payment. re. retirement gift for A McDonald

**86/2324 Public Forum** – Mr Meleady- Green explained the broadband opportunity with a full fibre network from Eastoft to Adlingfleet. Eligible properties have to subscribe for a £4000 voucher payable from the government to Openreach – it was noted that there is nothing to pay by the householder but that they would be committed to making their current, or new, service provider to use the Openreach network.

**87/2324 Minutes of the Previous Meeting**

a) The minutes of the Full Parish Council meeting held on 20<sup>th</sup> October 2023 had been circulated to all members prior to the meeting.

**Resolved:** to approve the minutes to be signed by the Chairman

**88/2324 Matters Arising**

a) **Cemetery**

Gardener – Job description provided by Mr MacDonald. No application enquiries to date.

Cllr Newton provided the retirement gift for Mr MacDonald at a cost of £112.50 – although slightly over budget this was approved.

b) **Playing Field.**

i. Container – An Agreement between G & F PC and the Village Hall for the conditions of siting the container on the playing field was approved and signed. Copy to be signed by Village Hall.

ii. Play Equipment – Cllr Newton recently attended the ERNLLCA Course for Routine Inspections of Children's Playgrounds. It was agreed that a comprehensive plan of action needs to be addressed following the next Inspection report, It was noted that Play Inspection Co. were supposed to attend in November but had not been to date – to be followed up. It was agreed that strimming around the equipment posts should be ceased to avoid further damage.

iii Playing Field Gate – the Chairman advised that he had discussed this further with Gilleard Bros, who have advised that the installation should not be as difficult as first thought.

**89/2324 Clerk Update**

a) Flagpole for Isle of Axholme flag – noted that planning permission is not required. Agreed to consider the most appropriate for a flagpole.

b) HEPS – Community Emergency Plan on a Page – draft copy received and circulated. Following a couple of amendments this will be provided in laminated form. It was agreed to consider a further meeting in the new year to revise the existing plan.

c) Village Hall – lease agreement potentially required to enable the funding of the proposed kitchen Extension. It was agreed that the Parish Council will undertake legal advice if required.

**90/2324 Planning**

None received by the meeting date.

91/2334

**Finance**

a)

**Income – noted receipt of the following:**

1. HSBC – Gross interest 5.22

b)

**Payments – reviewed and approved the following:**

1.	Mrs J Walker – Clerk salary and WFH allowance	confidential *
2.	Mrs J Walker – print costs, HMRC – PAYE	94.99
3.	HSBC Bank Charges	24.00
4.	Kyanite Consulting – SSL certificate	60.90
5.	A J MacDonald – cemetery maintenance	326.61
6.	B Woolhouse/Scawby Estates – Christmas tree	117.00
7.	R N Store – payroll service	126.00
8.	Farmstar Ltd – mower service	567.31
9.	Complete Weed Control – paths grass cutting	216.00
10.	C Newton/Amazon – retirement gift	112.50

- NALC Pay Scale effective from 1<sup>st</sup> April 2023 received. Clerks salary increase of £1 per hour noted and approved. Back pay from 1<sup>st</sup> April to be applied in next salary.

c)

**Bank Account**

Clerk reported that changing banks was proving to be difficult as applications need to be online and also need the person applying to be an existing cheque signatory , but the Clerk needs to be the first point of contact. It was agreed to go back to HSBC for online banking – Chairman to undertake the online banking application.

d)

**Budget Review/Precept 2024/5**

2023/4 Accounts summary provided as a basis for the 2024/5 Budget. The budget was agreed – see *Appendix 1 to these minutes.*

Resolved to set the Annual Precept for 2024/5 for £9,000.

92/2324

**General Items of Business - None**

93/2324

**Correspondence for Information**

- a) NLC – 2024 Electoral Register.  
b) NLC – Community Planting Grant Application

94/2324

**Village Issues**

- a) Parking in layby outside cemetery gate. Agreed that a sign be ordered to indicate ‘Parking for Cemetery Only.

95/2324

**Items for Inclusion on Next Agenda**

- a) Village Hall Accounts

96/2324

**Date Time & Venue of Next Meeting.**

The next full Parish Council meeting was confirmed as Friday 16<sup>th</sup> February at 6.45pm.  
*All meetings to held in the Village Hall, Garthorpe, subject to any changes in circumstances including changes to Government legislation and any public health restrictions.*

This concluded the business of the meeting. Meeting closed at 8.05pm

Signed: ..... Cllr. B Woolhouse – Chair

Date: 15.12.23

# Appendix 1

## BUDGET SUMMARY - DECEMBER 2023

PAYMENTS	TO DATE OCT 2023	ESTIMATED DEC-MAR	TOTAL 2023/4	2024/5 BUDGET	2022/3
Administration	1820.95	800.00 Note 1	2620.95	2000	1691.64
Staff Costs	2230.08	1357.64 Note 2	3587.72	3600	1823.96
S 137	1031.02	117.00 Note 3	1148.02	1200	651.34
SSE Grant Costs	0.00		0.00		0.00
Micro Grant Costs	1500.00		1500.00		1800.00
In Bloom Costs	200.83		200.83	200	167.65
Web site & Computer	150.98	50.75	201.73	225	193.26
Cemetery - Gardener	1216.13	326.61	1542.74	1500	831.23
Cemetery - Costs	136.85		136.85	120	374.29
Grass Cutting Contract	2940.00		2940.00		2088.32
Playing Field Costs	190.00	472.26 Note 4	662.26	500	1383.60
Parish Paths	1200.00		1200.00		376.00
Repairs & Maintenance - Other	0.00		0.00		0.00
Donations	0.00		0.00		0.00
Loans Repaid	1760.32		1760.32	1760	1760.32
Playing Fields - Capital	0.00		0.00		20437.00
VAT on Payments	992.23	200.00	1192.23		4898.05
			0.00		
	15378.39	3324.26	18702.65	11105	38476.66
<b>Exc. Grass Cutting. Micro grants, VAT = £6832.23</b>			<b>11870.42</b>		
Surplus Receipts over Payments			<b>3136.35</b>		
<b>SUMMARY</b>					<b>2022/3</b>
Balance Brought Forward	7461.31				11404.28
ADD : Receipts to 15.12.23	21839.00	Note 5			34533.69
DEDUCT :Estimated Payments	-18702.65				38476.66
ESTIMATED BALANCE 31.3.24	10597.66				7461.31

## NOTES

- 1 Provision for new laptop - approx £600
- 2 Clerk Salary increase + includes cemetery admin fees paid to Clerk
- 3 Christmas Tree
- 4 Mower Service
- 5 Receipts include 2022/3 VAT reclaim of £ 4898

PRECEPT 2024/5

£9,000

Agreed by Parish Council 15th December 2023