

FOSTON & THORNTON-LE-CLAY PARISH COUNCIL

**MINUTES OF A PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON WEDNESDAY 01 MARCH 2023 AT 7.00PM**

Councillors Present: Calum Balding Simon Burton
Evelyn Conlon Christine Walker

In Attendance: Fiona Hill - Parish Clerk

Public Present: 0

23/105a To receive apologies for absence given in advance of the meeting:
Parish Councillors David Johnson, Bryan Pillow and Paul Readey

23/105b To consider the approval of reasons given for absence:
Resolved/Approved (Unanimous)

23/106 To record declarations of interest in items on the agenda: None

23/107 To confirm the minutes of the meetings held on Wednesday 01 February 2023:
Resolved/Approved (Unanimous)

23/108 To discuss new planning applications received: None

23/109 Public Session: None

23/110 To discuss matters arising from previous minutes:
Consultation on Federation Proposal for FST Primary Schools Federation
The consultation response was submitted online, as detailed in previous minutes

23/111 Councillors to discuss long-standing matters:
- White Swan Inn – NTR
- Highways issues/Rights of Way – NTR

23/112 To discuss matters raised by Parish Clerk/Responsible Financial Officer:
- Bookkeeping records to date - Cllrs had received a bank reconciliation, along with an income & expenditure and compare the actuals against budget.
- Financial Management;
- Internal Control Check(s) – Cllrs conducted a number of checks and everything was found to be in order.
- Data Audit – The Parish Clerk had completed the audit and circulated around Cllrs
- Allotments – The review will be conducted and concluded by 05 August 2023
- Property Checks – Cllr Burton would conduct the inspections.
- Defibs – Currently out of order, as pads out of date, so replacements needed urgently.
- Policy Review:
The Parish Clerk had conducted a review of the finance policies as follows:
Financial Regulations Already adopted (See email re. Basic Governance)
Asset Register To be updated as part of the year end procedures
Financial Risk Assessment YLCA template attached, which I will complete and recirculate for

Approved Chairman

Date.....

discussion	at	the	next	meeting
Risk Assessment/management Policy		YLCA template	attached, which I will complete	and
recirculate for discussion at the next meeting				
Insurance register		A statement provided by insurance company		
Grant awarding Terms of Reference		Already adopted		
Grant application form			Already	adopted
Internal Controls Checklist		Already adopted		
- Yorkshire Local Councils Association – NTR				
- Payment Approval:				
Parish Clerk	Back Pay	100631	£209.88	
HMRC	PAYE	100632	£99.00	
Parish Clerk	Expenses	100633	£15.00	
Martek	Defib Pads	100634	£101.99	

- 23/113 To report any new correspondence received by the council:**
 NYCC Grass Cutting – The Parish Council would take no action, so NYCC would continue with cutting the visibility splays.
- 23/114 To receive matters raised by members:**
 Potholes – these should be reported using the website “Fix My Street”
- 23/115 To confirm the dates of the future meeting(s) on Wednesdays at 7.00 p.m. in the Village Hall, Thornton-le-Clay:**
 2023 Dates - 05Apr*, 03May, 07Jun, 05Jul, 02Aug, 06Sep, 04Oct, 01Nov, 06Dec
 *The Parish Clerk is unable to attend

Approved Chairman

Date.....