

DRAFT Thornley with Wheatley Parish Council

Minutes of the Parish Council Meeting held on Monday 19 August 2024 commencing at 7.00 pm at Thornley Old School, Thornley with Wheatley

Present: Mr M Hayhurst (Chairman)
Mrs C Ansbro (Clerk)
Mrs G Airey (Responsible Financial Officer)
Mr P Hallett (Vice-Chairman)
Mr H Roper

24.8.01 Apologies for Absence

There were no Apologies for absence.

24.8.02 Declarations of Interest

Cllr Hayhurst declared an interest in the planning application at Agenda item 18 a).

24.8.03 Minutes of the Annual Parish Council meeting held on 13 May 2024

The Minutes of the Annual PC meeting held on 13 May 2024 were approved and signed by the Chairman.

24.8.04 Minutes of the Annual Parish meeting held on 13 May 2024

The Minutes of the Annual Parish meeting held on 13 May 2024 were approved and signed by the Chairman.

24.8.05 Issues raised by Members of the Public

No issues have been raised.

24.8.06 Clerk's Report

The information provided in the Clerk's Report was noted.

24.8.07 Accounts

a) Transaction Statements (Business Current and Business Reserve) from 8/04/2024 to 31/07/2024 and Excel Spreadsheets showing details

The Transaction Statements and Spreadsheets were reviewed and agreed as correct. The Chairman signed the appropriate Bank Statements and Mr Hallett signed the supporting Spreadsheets.

As the next meeting of the PC is scheduled to be held in November 2024 Councillors have an agreement to allow delegated powers to the RFO/Clerk to approve any urgent

payments and to the Chairman to deal with any urgent items of business, all of which would be reported at the next meeting.

b) Invoices for signature

The Chairman checked and signed off 7 invoices that had been paid prior to the meeting relating to the subscription to Microsoft 365; agreed monthly payments to Instant Ink x 2; Fox Timber for supplies to make the new planters; Chipping PC for the contribution towards the upkeep of the War Memorial; Glasdon UK Ltd for purchase of 3 dog waste bins and Engraving Studios for plaques to attach to the waste bins, he also approved and signed for payment the invoice for the hire charge for the School for this evening's meeting.

24.8.08 Annual Governance and Accountability Return 2023/2024 (AGAR)

- a) **Certificate of Exemption** – the Clerk reported that an email had been received from the External Auditors confirming receipt of the PC's Certificate of Exemption.
- b) **Notice of period for the exercise of public rights** – the proforma had been completed and published on the PC's website and on the PC's noticeboard. The period of public rights to review documents ran from Monday 3 June 2024 to Friday 12 July 2024. There had been no requests for access to the PC's accounts during this period.

24.8.09 New Financial Regulations

Councillors had had the opportunity to read through the proposed new Financial Regulations prior to the meeting. Mrs Airey introduced the document and explained that NALC had drawn up this document as a basis for PCs who could modify it to meet their own requirements with certain elements being mandatory. Mrs Airey and the Clerk had reviewed the Regulations and proposed appropriate changes to meet the PC's requirements. Discussion followed and it was concluded that the new modified Financial Regulations should be adopted by the PC.

RESOLVED – to adopt the new Financial Regulations which had been modified to meet the PCs requirements whilst retaining the mandatory elements.

24.8.10 Risk Assessment

As a result of considering the new Financial Arrangements, Mrs Airey introduced a Risk Assessment which she had drawn up to identify areas of risk for the PC and any action required to mitigate them. Councillors discussed the Risk Assessment and considered the proposed actions. It was agreed that it was appropriate for the PC to fund the cost of anti-virus control software for the laptops used by the RFO and the Clerk and for the RFO to explore the process for the Clerk to have access to the PC's on-line banking account. It was also agreed that all Councillors should review the PC's insurance cover prior to the insurance policy renewal date. It was further agreed that, for assurance purposes, the PC should have sight of the insurance policy held by TCS relating to the School building and external area.

RESOLVED - to fund the cost of anti-virus control software for the laptops used by the RFO and the Clerk; the RFO to explore the process for the Clerk to have access to the PC's on-line banking account; all Councillors to review the PC's insurance cover prior to the insurance policy renewal date; for assurance purposes the PC to have sight of the insurance policy held by TCS relating to the School building and external area.

Action - RFO and Clerk

24.8.11 Anti-virus Software for RFO Computer

This had been considered in the previous item and it had been agreed that the PC would fund the cost of anti-virus software for the RFO and Clerks PCs.

24.8.12 PC Laptop

The Clerk explained that the PC's laptop which she used was becoming problematic. It was 5 years old, had become slow to load, reacted slowly, the battery life was short and there was now low storage capacity. Councillors agreed that a new laptop be purchased to replace it.

RESOLVED - a new laptop be purchased for use by the Clerk.

Action - Clerk following confirmation of expenditure with the RFO

24.8.13 Bins for Dog Waste and Plaques

Councillors were informed that 3 Dog Waste bins had been ordered and delivered, together with 3 plaques to be attached to the bins. The Chairman agreed to assess where these could be sited and whether posts were required to fix them to.

The Clerk reported that following enquiry to RVBC asking if Dog Waste bins purchased by the PC would be emptied via the Borough Council's waste collection process, she had received a response stating that this was not a service it provided. Bags containing dog waste could be disposed of in normal domestic waste bins.

RESOLVED - Chairman to assess where Dog Waste bins could be sited and whether posts were required to fix them to and if required, they would be purchased. Plastic bags to be inserted into the bins would also be purchased as required.

Action - Chairman

24.8.14 Concurrent Function Grants

The Concurrent Function Grants scheme offered by the Borough Council was noted.

24.8.15 Road Traffic issues raised at Annual Parish Meeting – Response from Highways Authority

The Clerk explained that she had contacted Highways Authority outlining the road traffic concerns raised at the Annual Parish Meeting. The response received was as follows

“We believe the existing signage along the road is appropriate. Looking at the safety history, we would not look to add any new signs. Signage exists to warn drivers of

exceptional hazards above what would normally be expected along a road of that nature.

The sign stating " Quiet Lanes Area – Please Drive Carefully" is an advisory sign to inform drivers that some of the side roads are 'quiet lanes'. It does not apply to the main road itself and does not carry any regulatory significance.

We have analysed the speed data for Chipping Road (Hesketh Lane to Four Acre Lane). Along with other highway authorities, when assessing adherence to speed limits we look at the "85th percentile" of traffic. This is the speed at which 85 percent of traffic travels at or below. In enforcement of speeding, the National Police Chiefs' Council (NPCC) recommends enforcement begin at "10 percent plus two" over the speed limit. For example, enforcement in a 50mph area would begin at 57mph. If 85 percent of traffic is travelling below this enforcement threshold, adherence to the limit is considered good. Chipping Road has a limit of 60mph, with an 85th percentile speed of 49.1mph."

24.8.16 Response from TCS to questions raised by the PC regarding the School Project

Councillors had had the opportunity to read the response from TCS prior to the PC meeting. Councillors were very pleased to read the very comprehensive and detailed response to its questions. It was evident that bookings for the School had increased bringing in additional income and opportunities for funding to continue with renovations were regularly being explored. The estimates for alternative heating systems and for the supply and fit of replacement windows were also very helpful.

TCS had also asked the Council to consider two requests.

- 1) To consider allocating the funding the PC had offered towards a heating system to the cost of replacement windows
- 2) The possibility of creating a second external door (kitchen area) to create an additional fire exit and a disability friendly entrance/exit to/from the building

Following discussion Councillors agreed to Question 1) and agreed in principle to Question 2), pending seeking advice from structural engineers, builders, architects and RVBC Planning Authority.

RESOLVED – The funding the PC had offered towards a heating system to be reallocated to the cost of replacement windows. Agreement in principle to creating a second external door (kitchen area) pending seeking advice from structural engineers, builders, architects and RVBC Planning Authority.

Action - Clerk to inform TCS. TCS to progress the responses to Q1 and Q2 and keep the PC informed.

24.8.17 Parish Councils' Liaison Committee – June meeting cancelled next meeting 12 September 2024

The date of the next meeting was noted.

24.8.18 Planning Applications and any updates

- a) Proposed new vehicular access including provision of tarmac surface land adjacent to Lea Barn, Four Acre Lane No 3/2024/0554

Having declared an interest Cllr Hayhurst withdrew whilst this application was considered.

Councillors discussed this application, and no issues were raised. RVBC would be notified accordingly.

Action - Clerk

Cllr Hayhurst rejoined the meeting at this point.

24.8.19 Date and Time of next meeting

It was agreed that the next meeting would be held on Monday 25th November 2024 commencing at 7 pm at Thornley Old School

The meeting closed at 8.20 pm.

Signed _____ Date _____