

KIRKBY THORE PARISH COUNCIL

The minutes of the proceedings of the **MONTHLY MEETING** of Kirkby Thore Parish Council (KTPC) held on **Monday 15th May 2023** at 19:30hrs in Kirkby Thore Memorial Hall.

Present

Chairman: Lorna Baker (LB)
Councillors: Susannah England (SE), Dan Pattimore (DP), Jacky York (JY) and Steve Ormerod (SO)

Clerk/RFO: Lindsay Nicholson (LN)

Also in attendance: None

Members of the Public: 1

2023/001	Election of Chair LB was proposed as Chairman by SE and this was seconded by SO. All councillors were in favour. LB then signed the Acceptance of Office declaration. Resolved: LB to act as Chairman
2023/002	Election of Vice Chair JY was proposed as Vice Chairman by LB and this was seconded by DP. All councillors were in favour. Resolved: IT to act as Vice Chairman
2023/003	Declaration of Acceptance of Office The signed declaration of acceptance of office forms were received following the election. Resolved: to receive the information
2023/004	Apologies for Absence None
2023/005	Declarations of Interest and Requests for Dispensation None
2023/006	Minutes of the Last Meeting of Kirkby Thore Parish Council The chairman was authorised to sign, as a correct record, the minutes of the Parish Council Meeting held on Monday the 3 rd of April 2023. Resolved: to accept the minutes of the previous meeting and the recommendations therein.
2023/007	Public Participation (Timed item 15 minutes) None.
2023/008	Councillor's Areas of Special Interest The following areas of special interest / representatives to outside bodies was agreed, <ul style="list-style-type: none">• Memorial Hall – Lorna Baker

	<ul style="list-style-type: none"> • Appleby Transport Group – Lorna Baker • British Gypsum – Susannah England and Jacky York • Footpaths – Dan Pattimore and Susannah England • Kirkby Thore Primary School – Jacky York • Village Amenities – Jacky York <p>The Council agreed to appoint any further areas as needed in the year. Resolved: to accept the above areas of interest / representatives of outside bodies. Action: LN</p>
2023/009	<p>Approval of Banker 2023/009.1 Approval of Banker It was approved to leave the banking with HSBC Resolved: to approve HSBC as banker</p> <p>2023/009.2 Bank Mandate L Baker and S England to remain as signatories on the mandate. Resolved: to receive the information</p>
2023/010	<p>Internal Auditor Rachael Kelly Booking was approved as internal auditor for 2023/24 Resolved: to appoint internal auditor Action: LN</p>
2023/011	<p>Year End Accounts 2023/011.1 Certificate of Exemption It was confirmed that the higher of the authority’s total gross income for the year or total gross annual expenditure for the year did not exceed £25,000. The Council approved the certificate and the clerk and chairman signed to Certificate of Exemption. Resolved: to approve the Certificate of Exemption Action: LN</p> <p>2023/011.2 Internal Auditors Report The clerk reported the internal audit report. There were no matters to bring to the attention of the parish council. Resolved: to receive the information Action: LN</p> <p>2023/011.3 Section 1 of the Annual Return: Annual Governance Statement This was approved by the Council and the clerk and chair signed the appropriate part of the document. Resolved: Section 1 of the Annual Return approved. Action: LN</p> <p>2023/011.4 Section 2 of the Annual Return: Accounting Statements 2022/23 This was approved by the Council and the clerk and chair signed the appropriate part of the document. Resolved: Section 2 of the Annual Return approved. Action: LN</p> <p>2023/011.5 Asset Register The Asset Register was approved by the Council. Resolved: to approve the asset register Action: LN</p> <p>2023/011.6 Payment over £100</p>

	<p>The payments over £100 was approved by the Council Resolved: to approve the document Payments over £100 Action: LN</p> <p>2023/011.7 Statement of Variance The statement of variance was approved by the Council Resolved: To approve the Statement of Variance Action: LN</p> <p>2023/011.8 Reserve Statement The reserve statement was reviewed then approved by the Council Resolved: to receive the information Action: LN</p> <p>2023/011.9 Notification of Public Consultation Period Notification of the Public Consultation Period to commence on Monday 5th June 2023 Resolved: to receive the information Action: LN</p>																					
<p>2023/012</p>	<p>Finance</p> <p>2023/012.1 Accounts for Payment The accounts listed below were presented for payment.</p> <table border="1" data-bbox="328 922 1469 1211"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>L Nicholson</td> <td>Clerk Salary – May</td> <td>£348.20</td> </tr> <tr> <td>CALC</td> <td>Annual Subscription</td> <td>£217.27</td> </tr> <tr> <td>Zurich</td> <td>Insurance</td> <td>£484.44</td> </tr> <tr> <td>PWLB</td> <td>Loan Repayment</td> <td>£334.27</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td>£7.00</td> </tr> <tr> <td>Rachel Kelly Bookkeeping</td> <td>Internal Audit</td> <td>£50.00</td> </tr> </tbody> </table> <p>Resolved: clerk to process the above payments Action: LN</p> <p>2023/012.2 Balances The balances at bank on the 1st of May 2023 were duly noted. Resolved: to receive the information</p> <p>2023/012.3 Signature of Cashbook Reconciliation The chair was authorised to sign the cashbook reconciled to the bank statement. Resolved: to receive the information</p>	Payee	Description	Amount	L Nicholson	Clerk Salary – May	£348.20	CALC	Annual Subscription	£217.27	Zurich	Insurance	£484.44	PWLB	Loan Repayment	£334.27	HMRC	PAYE	£7.00	Rachel Kelly Bookkeeping	Internal Audit	£50.00
Payee	Description	Amount																				
L Nicholson	Clerk Salary – May	£348.20																				
CALC	Annual Subscription	£217.27																				
Zurich	Insurance	£484.44																				
PWLB	Loan Repayment	£334.27																				
HMRC	PAYE	£7.00																				
Rachel Kelly Bookkeeping	Internal Audit	£50.00																				
<p>2023/013</p>	<p>Correspondence</p> <p>2023/013.1 Kirkby Thore Memorial Hall: Big Lunch The correspondence was outlined. Resolved: to receive the information</p> <p>2023/013.2 Highways England: M6 Lowther Bridge Renewal Scheme The correspondence was outlined and the diversion discussed. Resolved: to receive the information</p> <p>2023/013.3 CALC: Special General Meeting – Change of Governing Document The details of the meeting were outlined.</p>																					

	<p>Resolved: to receive for information</p> <p>2023/013.4 National Highways: DCO Changes to the Application The correspondence was outlined. Resolved: to receive the information</p>
2023/014	<p>Planning Applications & Decisions 2023/014.1 Applications None</p> <p>2023/014.2 Decisions None</p>
2023/015	<p>Outside Body Reports 2023/015.1 British Gypsum SE & JY to attend the liaison meeting. The council asked them to raise the following points</p> <ul style="list-style-type: none"> • Speed of shift change traffic through the village particularly at 10.00pm • Old Social Club – would they consider leasing the site? <p>Resolved: to receive the information Action: SY & JY</p> <p>2023/015.2 Coronation Committee There were surplus mugs following the event. JY to ascertain exact number. It was agreed the remainder should be put in the Memorial Hall for collection. DP agreed to add a facebook post to the hall page indicating where those that hadn't received their mug could pick them up from. Resolved: to receive the information</p> <p>2023/015.3 Kirkby Thore School JY reported that the school had received its OFSTEAD report. The areas for improvement had been outlined and a plan of action was being implemented. Resolved: to receive the information</p>
2023/016	<p>Highways Matters 2023/016.1 Parish Road Surfaces The surface on the Main Road was discussed. The Parish Council feel that the level of abrasion on Main Street is significant and that the road surface has failed in several places. The pot hole outside Banker House was raised again. Priest Lane is also failing. The clerk was asked to contact highways and ask where on the strategic list these were. The clerk indicated that reporting the problems to HIAMS was important and should continue to be done. Resolved: Clerk to contact Highways Action: LN</p> <p>2023/016.2 A66 Dualling Consultation The response to consultation deadline 7 was outlined and ratified. It was noted that the response for deadline 8 were now due on the 16th of June. A resident present at the meeting provided views about the current consultation. The Parish Council to update the response for deadline 8 and forward before the deadline.</p>

	Resolved: to ratify the response to deadline 7
2023/017	<p>Noticeboards The clerk was authorised to raise an order with Noticeboards Online as per their quotation for the noticeboard outside the Memorial Hall. Resolved: to approve the above quotation Action: LN</p>
2023/018	<p>Footpath Matters None</p>
2023/019	<p>Project Reports 2023/019.1 National Highways: Yorkshire & NorthEast 2023 Regional Stakeholder Survey Response to be considered Resolved: to receive the information</p> <p>2023/019.2 Civility & Respect Workshop JY to be enrolled on Social Media module Resolved: clerk to arrange training Action: LN</p> <p>2023/019.3 Planning Training Clerk to contact CALC for cost of training and see if Broom might be interested in attending. Resolved: clerk to arrange quotation Action: LN</p> <p>2023/019.4 British Gypsum Hot Meals Project Clerk to contact British Gypsum for details of the project Resolved: clerk to contact British Gypsum Action: LN</p>
2023/020	<p>Items for the Next Meeting of the Parish Council The following items to be included at the next meeting of the Parish Council</p> <ul style="list-style-type: none"> - Pot Holes - Road Surfaces - Litter Bins <p>Resolved: to receive the information Action: LN</p>
2023/021	<p>Date and Time of Next Meeting The next meeting is scheduled to be held on Monday 6th of June 2022 at 7.30pm. Meeting to be held in Kirkby Thore Memorial Hall.</p>

LB closed the meeting at 21:38 hrs

Please note: all Parish Council meetings are open to members of the Public.

Chair Signature: _____

Date: _____

Clerk Signature: _____

Date: _____