

LOCKTON PARISH COUNCIL

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[Lockton Parish Council website](#)

Minutes of the virtual meeting of Lockton Parish Council held at 7.30 pm on 6 May 2021.

	PRESENT	
	D Tomlinson (in the Chair), A Warriner, M Bentley, J Edenbrow and G Hodgson. N Lishman (clerk), J Collins (new Clerk)	
1	Welcome	
	Cllr Tomlinson welcomed all present to the meeting.	
2	Election of Chair and Vice Chair	
	Councillor Hodgson proposed and Councillor Bentley seconded that Councillor Tomlinson be Chair for the year 2021/22. Councillor Tomlinson proposed and Councillor Bentley seconded that Councillor Warriner be Vice Chair for the year 2021/22.	
	Resolved	
	<ul style="list-style-type: none"> • That Councillor Tomlinson be Chair for the year 2021/22. • That Councillor Warriner be Vice Chair for the year 2021/22. 	
3	Apologies for absence	
	There were no apologies for absence.	
4	Open Forum	
4.1	The outgoing Clerk advised that consideration should be given to the replacement of the Parish Council's laptop. The item was approx. 8 years old and was starting to show signs of age.	Noted.
4.2	Councillor Hodgson advised that the proposed maintenance by the cricket club of the cricket field recorded at the last meeting had not yet taken place but would be actioned as soon as possible.	Noted.
5	Declarations of interest	
	There were no declarations of interest.	
6	Minutes of the previous meeting	
	The minutes of the meeting held on 29 March 2021 were agreed and would be signed by the Chairman as a correct record at a future meeting.	
7	Attendance at meetings	
7.1	Councillor Edenbrow agreed to represent the Council at the Thornton le Dale Ward meetings. Attendance at other meetings would be decided at the time, depending on the agenda.	
8	To receive information on ongoing issues and decide further action where necessary.	
8.1	The Clerk reported that Mr Steel had advised that the noticeboard would require removing, to complete the necessary repairs. He advised that this would take approx. 2 weeks and asked for confirmation of when this would be acceptable.	The Clerk to advise Mr Steel that the work could be done at a time of his choosing. Confirmation would be sought regarding any potential costs or not.
9	Planning applications received.	
9.1	NYM/2021/0287/AD Application for advertisement consent for the display of 1 no. non-illuminated fascia sign at Lockton Tea Rooms and Gallery, Hudgin Lane, Lockton	No objection.
10	Planning decisions received	
	None received	Noted.
11	Finance	
11.1	To certify the Parish Council as exempt from external audit for fiscal year 2020/21	
11.2	To note the Annual Internal Audit Report for 2020/21 included at page 4 of the Annual Governance and Accountability Return 2020/21	
	The outgoing Clerk to complete the Certificate of Exemption – AGAR 2020/21 Part 2 and return to PFK Littlejohn, as required by statute	

11.3	To approve Section 1 - Annual Governance Statement 2018/19 for the Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21.	
	To be submitted to the next meeting of the Parish Council following completion of the internal audit.	
11.4	To approve Section 2 - Accounting Statements 2020/21 for the Parish Council on page 6 of the Annual Governance and Accountability Return 2020/21	
	To be submitted to the next meeting of the Parish Council following completion of the internal audit.	
11.5	To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities	
	To be submitted to the next meeting of the Parish Council following completion of the internal audit.	
11.6	Confirmation of appointment of Internal Auditor	
	It was agreed to appoint the internal auditor recommended by Councillor Bentley	
11.7	VAT to reclaim.	
	It was agreed that VAT of £278.90 was to be claimed.	
11.8	April Finance report and payments to consider.	
	Please see attached	
11.9	Rents for land.	
	Councillor Tomlinson had prepared licences to be issued to the tenants of Parish Council land. It was proposed that rents of £20 per annum would be charged for the year 2021/22 and invoices and the proposed agreements be sent to tenants. Resolved <ul style="list-style-type: none"> • That the agreements be sent to tenants of Council land for signature and return. • That a rent of £20 for the year 2021/22 be charged to tenants of Council land. 	
12	Chairman's report / Councillors' information	
12.1	Update on issue of new licences for the use of Parish Council land.	Please see Minute No. 11.9
13	Clerk's information	
13.1	Future maintenance of wildflower meadow at the cemetery	
	Councillors debated the request from the group responsible for the maintenance of the wildflower meadow at the cemetery. for the Parish Council to assist with the grass cutting of the area. The Council had arranged for the grass to be cut but were concerned that the area was not in keeping. Councillors reported that complaints had been received from visitors to the cemetery regarding the appearance of the wildflower meadow. The Clerk confirmed that the Council's contractor had quoted a price of £20 per cut. Resolved That the Clerk advise the group responsible for the wildflower meadow that <ul style="list-style-type: none"> • The Parish Council's priority was the good order of the cemetery. • That unless the area was kept in good order and maintained as recommended, the Parish Council would take back control of the area and maintain in keeping with the rest of the cemetery. 	
13.2.	Parish noticeboard update	
	Duplicate item - See Minute No. 8.1	
13.3	Use of village hall for future meetings and an update on the holding of remote meetings	
	The Clerk confirmed that from 7 May 2021, the Parish Council was required to hold physical meetings. Resolved That the rest and subsequent meetings of the Parish Council be held in the village hall, meeting Covid guidance and restrictions.	
13.4	To consider new Parish Council website as per YLCA Practitioner's Guide March 2021	
	The Clerk advised that <i>The Practitioner's Guide March 2021 (produced by the Joint Panel on Accountability and Governance (JPAG))</i> stated that all Councils regardless of their size should consider a GOV.UK domain name "help to build trust, credibility and visibly demonstrates authenticity". The Clerk advised Councillors of the cost of such a domain and of non-GOV.UK domains and that	

	<p>Councillors note for future consideration, should they decide to update the Parish website.</p> <p>Resolved That the advice be noted.</p>
13.5	<p>New LGA Model Councillor Code of Conduct</p> <p>The Clerk had provided Councillors with a copy of the new Code of Conduct.</p> <p>Resolved That the LGA Model Councillor Code of Conduct be adopted and displayed on the Parish website.</p>
14	<p>To consider new correspondence/information received</p> <p>The Clerk reported that recent correspondence had been received from NYCC Councillor Sanderson regarding the proposed replacement of streetlights with LED lighting to meet the objectives of the NYMNP Dark Skies Initiative.</p> <p>P Gilmore from NYCC hoped to set up a meeting with interested parties within the next few weeks to discuss the proposal.</p> <p>Resolved That the Clerk advise Mr Gilmore that Councillor Tomlinson would represent Lockton in any discussion.</p>
15	<p>Parish Plan</p> <p>Nothing to report.</p>
16	<p>Urgent business</p>
16.1	<p>Councillors asked that further representation be made to NYCC regarding the provision of warning signs re horse riders for the village, as no response had yet been received.</p>
14	<p>Date of next meeting</p> <p>7.3 pm on 21 June 2021 at the Village Hall.</p>

The meeting closed at 8.30 pm.

Finance report to 6 May 2021

date		details	Income	subs	Grass cutting	clerk	tax
16/04/2021	RDC	Precept	2317.50				
25/04/2021	N Lishman	Salary				230.46	
25/04/2021	HMRC	Tax					57.60
25/04/2021	DT Garden Services	Grass cutting			270.00		
30/04/2021	Information Commissioner	ICO		35.00			