

RYHILL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 14th November 2023

Present:

Councillors	C D Bashforth (Chair), B Burnage, G Booth, L Booth, K Fretwell, A Morley, R Caley, T Staves and A Atherton
Clerk	C Greaves
District Councillors	U Ali and M Cummings

MINUTES

- 1 **Apologies for absence**
None.
- 2 **Declarations of interest**
Cllrs B Burnage, L Booth and G Booth in respect of the Parish Caretaker.
- 3 **To approve the minutes of the council meeting 10th October 2023**
Approved.
- 4 **Matters arising for future discussion**
Hartley & Worstenholme solicitors have returned the registration documentation for the Station Road site and the papers are now with the Clerk.
The Clerks 12 week probationary period has now passed.
The national pay settlement has been agreed and needs to be backdated to 1st July 2023.
Wakefield Councils new Community Officer has made contact and has been directed to Ryecroft Leisure to offer them support on grant funding.
- 5 **District Councillor's comments on matters arising since the 10th October 2023**
DCllr U Ali has reported the Lakeside sign for repair.
DCllr M Cummings provided a verbal update. Winn View is now being demolished. The foliage on Church Lane has been cut-back, the Vehicle Activated Sign (VAS) is due soon and traffic monitoring cameras have been installed for real-time monitoring. The next Parish Liaison meeting is in March 2024. 4000 Fruit trees are available for people to collect and plant (contact Wakefield Council for details). A Traffic Regulation Order is being prepared to reduce the speed limit to 30mph on Tup Lane and Westoff Lane Havercroft and to 40mph on Lund Hill Lane B6428, Hall Field Lane B6428, part Brier Lane, Church Lane, and Ten Lands Lane Havercroft .

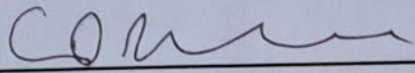
A query was raised regarding the Ryhill Cenotaph and the difficulty of placing wreaths which requires them to be tied on – could the stand be changed to enable the wreaths to be placed behind the fence ?

- 6 **WY Police – Safe Scheme update**
The Chair has circulated the update amongst members and a summary is on the website.
- 7 **To receive items of correspondence**
- 7.1 **Testing of Defib units** – the software has been updated and the battery replaced.
- 7.2 **Northern Power Sunny Bank wayleave** – property details have been provided and the council resolved to take a lump sum offer of £190.
- 7.3 **EV charging sites** – Wakefield Council are looking for EV sites. The council resolved that the Clerk would write to Wakefield Council identifying the Mill Lane car park and Rycroft Leisure as possible options.
- 7.4 **Clerk training event** – The clerk is to attend a YLCA Clerk training even in Tadcaster at a cost of £50 plus travel costs.
- 8 **Allotment matters - Replacement of gate to Sunnybank**
The contractor has installed the posts and will fit the gate at their first opportunity.
- 9 **Ryhill Park and The Stray**
- 9.1 **Repairs to the fence** - The contractor will remove and repair the fence.
- 9.2 **Scrub-busting and tree planting** – The wild flowers have been put on hold as the scrub busting equipment is not suitable, and without grant funding the correct equipment can't be sourced. The tree planting will take place on 23rd December with Cllr Atherton and Roger Parkinson of the Woodland Trust.
- 10 **Christmas provision**
- 10.1 **Tree and lights** – all items have been ordered but additional lights will be needed at a cost of £35 for 1,000 lights. It was resolved to buy additional lights.
- 10.2 **Lamp post features** – These have been fitted ready for the Christmas lights switch-on event on the 1st December.
- 11 **Beacon for D-Day 80 commemoration 6th June 2024**
Cllr Fretwell reported on the different types of fire baskets and their costs, as well as the Red lamp light option and other alternatives. The cost of the fire baskets was considered too much. Cllr Fretwell agreed to look into the other options and alternatives and will report back to the council in February 2024.
- 12 **Parish Council Noticeboard**
Cllr Fretwell reported on the options from the supplier and the council resolved to purchase 2 stronger units with pin board backing, at a total cost of £569.82 (inc VAT).

- 13 **Accounts Payable** – the council approved the payments on the schedule.
- 14 **Review of Banking arrangements**
- 14.1 **Barclays Bank** – the complaint remains unresolved.
- 14.2 **Internet banking** – The council discussed the benefits of moving to online banking and the 2 stage authorisation process, along with the account fee of £6pm. The council resolved to move its day to day banking to Unity Trust Bank.
- 15 **Items for the next agenda** – Internal Auditor, Budget, Precept and Ryecroft Leisure.
- 16 **Date, Time and Venue for the next meeting of the Council** – 6pm at St Paul's Methodist Church, Chapel Street, Ryhill on Tuesday 12th December 2023.

C R Greaves

Charles Greaves
Clerk to the Council
Ryhill Parish Council


Signed as a true record

12.12.23
Date

RYHILL PARISH COUNCIL

14th November 2023

ACCOUNTS PAYABLE 11th October 2023 – 14th November 2023

Payee	Description	Date	Amount £	VAT	Ref	Authorised	Authorised	
Margaret Bartell	Planters x 2 June / Oct	16/10/23	34.75		103291	C Bashforth	B Burnage	
Charles Greaves	Clerk Nov Salary	14/11/23	456.32		103294	C Bashforth	B Burnage	
Charles Greaves	Clerk Nov Expenses	14/11/23	30		103295	C Bashforth	B Burnage	
WYPF	Historic Overpayment	18/10/23	-232.57					Less Nov 99.01
WYPF	Pension	14/11/23	33.20		103296	C Bashforth	B Burnage	Clerk's payment
HMRC PAYE	Income Tax	14/11/23	114.20		103297	C Bashforth	B Burnage	
Cheryle Bashforth	Reimbursement for Grit Salt	14/11/23	447.89	74.65	103298	C Bashforth	B Burnage	
Gloria Booth	Reimbursement for Defib Battery	14/11/23	204	34	103299	C Bashforth	B Burnage	
John Hope	Caretaker	14/11/23	115		103300	C Bashforth	B Burnage	

CDB

12.12.23

Ryhill Parish Council banking arrangements - Unity Trust Bank

Ryhill Parish Council have resolved to open accounts with Unity Trust Bank and to use online banking under a two-step authorisation process.

The Clerk and 3 members (KF, RC and AM) will only be able to set-up payments, whilst the Chair and 3 members (CB, AA, LB and TS) will only be able to approve payments that have already been set-up.

This will ensure that all payments are authorised by at least 2 people.

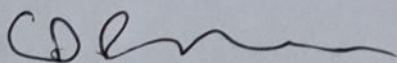
It is expected that the Clerk would set-up payments and that members would approve them. Members are not to approve any payments to themselves.

These arrangements will ensure that there are a number of reserves for setting-up and approving payments who would be able to step-in should the need arise.

This payments approval process does not change the requirement for the council to approve all expenditure, and accounts paid and payable will continue to be presented at each meeting.

The council authorise the Clerk to open the account and to appoint Unity Trust as Bankers to the council.

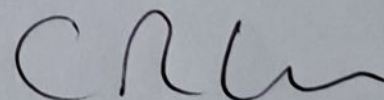
The council authorise the Clerk to complete and supply all papers required by Unity Trust Bank, and to authorise the Clerk to approve acceptance of all terms and conditions as are required in order to do so, including the use of the telephone and internet banking services.



Cllr Cheryle Bashforth

Signed Chair to the Council

14th November 2023



Mr Charles Greaves

Signed Clerk to the Council