

Soulby Parish Council

Minutes of the Annual Parish Council meeting held on Friday 19th May 2017 after the Annual Parish meeting at Soulby Village Hall.

PRESENT

Harold Birkbeck (HB) – Chairman

Councillors

Jonny Dinsdale (JD)

Barry Westgarth (BW)

Georgina Hurcombe (GH)

Also present: Tracy Fisher (TF) - Clerk, Audrey March, Sylvia Green, Phil Dew & Mike McKone

1.	Election of Chairman – Harold Birkbeck was proposed by Barry Westgarth & seconded by Jonny dinsdale. He accepted																
2.	Declaration of Acceptance of office – Signed by HB																
3.	Apologies for Absence – Apologies received from Mark Bainbridge																
4.	Minutes of the last meeting – The minutes from the meeting held on the 27 th January 2017 were signed as a true and correct record by HB.																
5.	Declarations of interest – There were none.																
6.	Annual Report – Was read out by the clerk – the report outlined the main activities undertaken by the council during the last year.																
7.	<p>Finance –</p> <ul style="list-style-type: none"> a. The following accounts were authorised for payment (financial year 16/17) <ul style="list-style-type: none"> i. £383.06 – caretaker salary (£158.06 expenses) ii. £330.12 – clerk salary (£36.72 expenses) iii. £443.07 – Zurich Insurance b. The following accounts were authorised for payment (financial year 17/18) <ul style="list-style-type: none"> i. £288 – D Fisher Building Services (gate stoop) ii. £108.12 – CALC Subscriptions c. The clerk presented the accounts for 2016/2017, which showed a balance of £6393.54. They were approved and signed by the chairman. d. The annual return to the External auditor was considered by the council. The Annual Governance statement was completed and signed by the chairman. e. The 2016-2017 precept has been received - £3054.00 f. Recycling credits received - £120.06 g. Review of cemetery fees – it was decided to keep them the same. 																
	<table border="1"> <thead> <tr> <th></th> <th style="text-align: center;">Living in Parish</th> <th style="text-align: center;">Living outside parish</th> </tr> </thead> <tbody> <tr> <td>Single Grave Space</td> <td style="text-align: center;">£250</td> <td style="text-align: center;">£500</td> </tr> <tr> <td>Ashes in half grave space in designated area</td> <td style="text-align: center;">£150</td> <td style="text-align: center;">£300</td> </tr> <tr> <td>Ashes into a existing grave</td> <td style="text-align: center;">£100</td> <td style="text-align: center;">£100</td> </tr> <tr> <td>Erection of memorial</td> <td style="text-align: center;">£100</td> <td style="text-align: center;">£100</td> </tr> </tbody> </table>		Living in Parish	Living outside parish	Single Grave Space	£250	£500	Ashes in half grave space in designated area	£150	£300	Ashes into a existing grave	£100	£100	Erection of memorial	£100	£100	
	Living in Parish	Living outside parish															
Single Grave Space	£250	£500															
Ashes in half grave space in designated area	£150	£300															
Ashes into a existing grave	£100	£100															
Erection of memorial	£100	£100															

190/17

- h. Review of Caretaker Salary – It was decided to keep it the same - £900 per year.
- i. Review of Clerk Salary – It was decided to keep it the same - £1300 per year.

8.

Review Risk Assessment –

- a. We are fully covered by insurance – new benches have been added.
- b. All cheques are signed by 2 councillors, having been authorised by the council members.
- c. The Clerk does not handle cash.
- d. Jonny Dinsdale checks the council’s books during the year.
- e. The cemetery caretaker and Jonny Dinsdale have inspected memorials recently and the unstable ones have now been made safe, the village shelter is in good condition.
- f. The system of internal audit for the council’s accounting records are effective.

9.

Correspondence –

- a. CALC, Cumbria Constabulary Newsletters & info re Yorkshire Dales National Parks circulated.
- b. A letter from Kirkby Stephen Primary School was read out regarding the new classroom appeal, asking if our parish council would be able to make a donation. £100 was proposed by Jonny Dinsdale and seconded by Barry Westgarth. Cheque to be authorised at the next meeting.
- c. A emailed received from Sgt Andy Milburn has been received re Appleby Horse fair, he has taken over from Sgt Mike James and was wondering if we had any concerns, none were reported. A meeting is taking place at Appleby Public Hall on Monday 22nd May if anyone wishes to attend.
- d. Tracy Fisher reported that the Parish Council website is now in action and is available at www.kirkby-stephen.com.
- e. The role of Parish Council clerk is to be taken over by Caroline Fennel in July.

Phil Dew the newly elected County councillor discussed the flood defences put in place, he asked what the public response has been like, it was discussed and Harold Birkbeck said there is still some finishing off to be done when the grass is dried up.

The meeting was closed at 8pm

Signed Date