

Minutes of the Meeting of Riston Parish Council held on Wednesday 2nd October 2024

Present: Cllr. R. F. Wilson (in the chair), Cllrs. Britton, Fenwick, France, R. S. Wilson.

24/25-113 Apologies for Absence: Cllrs. Aston, Brown, Khuri.

24/25-114 Declarations of Interest: Cllr. France declared an interest in item 24/25-120 as representative to the Peter Neville Trust.

Cllr. R. S. Wilson declared an interest in item 24/25-127, being repayment of expenses.

24/25-115 Mrs. S. Towne was appointed as temporary Clerk.

24/25-116 Public Session: the PTFA is making arrangements for a Christmas event and will appreciate help from the parish council.

24/25-117 Minutes of the last meeting: Two amendments were made: Cllr. Stonier was not present at the September meeting. Cllr. Aston had declared an interest in playing field matters as representative to the committee which was not necessary as he was not at that time the representative.

- **Resolved** that the minutes of the meeting held on 4th September 2024 were agreed as amended.

24/25-118 Resignation: Cllr. Stonier has tendered her resignation.

24/25-119 Casual vacancy: A notice of the casual vacancy will be sent to ERYC, also placed on the noticeboard and website.

24/25-120 Peter Neville Trust: It was agreed that there should be a second representative to the Peter Neville Trust should Cllr. France not be available.

- **Resolved** that Cllr. Khuri is the second representative.

24/25-121 Playing Field Committee: A new representative to the playing field committee to be nominated.

- **Resolved** that Cllr. Khuri is representative to the playing field committee.

24/25-122 Responsible Financial Officer: a temporary RFO to be appointed.

- **Resolved** that Cllr. R. S. Wilson is appointed temporary RFO.

24/25-123 Bank mandate: a third signatory is required.

- **Resolved** that Cllr. Britton is a signatory to the bank account.

24/25-124 Bank: the bank reconciliation and balance of £29149.55 at 30th September 2024 were agreed.

24/25-125 September payments: details of these payments was noted.

Chairman

Date

24/25-126 September receipts: details of these receipts was noted.

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24/25-127 October payments: Cllr. Britton agreed to defer repayment of his expenses.

- **Resolved** that payment of these accounts in accordance with the payment schedule is approved:

Jaden Press – £408.00

Salaries – £463.59

Cllr R. S Wilson Reimbursement – £5.98

Phil Henshaw - £8.00

Scribe £14.40

HMRC - £26.40

24/25-128 Budget: The Chair gave an update on the budgeted income and expenditure.

24/25-129 Audit: The Chair gave an update on the audit by PKF Littlejohn. An interim external auditor report has been received.

24/25-130 Asset Register: work on completing the asset register is ongoing.

24/25-131 Electricity tariff: The contract is currently with E-On. The chair will look at renewal options.

24/25-132 Book Swap: Cllr. R. F. Wilson suggested the bus shelter could be used as a book swap facility. To be discussed at the next meeting.

24/25-133 Community Engagement questionnaire: this was distributed with the newsletter. Cllr. R. S. Wilson gave an update on progress.

24/25-134 Electrical socket: a quote of £220 has been received for supply and installation of an external socket at the village hall. It was felt this cost could not be justified in view of the limited amount of use of the socket. It was agreed Cllr. Fenwick would seek another quote. To be discussed at the next meeting.

24/25-135 Electrical distribution boards: A quote of £108.06 received for labour and materials to box in these boards in the village hall.

- **Resolved** that this quote is accepted.

24/25-136 Roof repairs, Village Hall: an estimated cost of £260 to carry out gutter and roof repairs at the village hall was received. It was felt this type of work should be carried out by a suitably qualified contractor for safety reasons. Cllr R. S. Wilson pointed out that the roof requires numerous other repairs. To be discussed at the next meeting.

24/25-137 Recruitment of Clerk: Cllr. Khuri had prepared a report from the Personnel Committee.

Chairman

Date

- **Resolved** that the recommendations of the committee as detailed in the report are approved

24/25-138 Planning Applications: plan passed 24/01787, extension and annexe at Glenavon.

24/25-139 Correspondence received:

- (a) ERYC election procedure training: Cllr. R. F. Wilson will attend this on 17th October.
- (b) Dogger Bank South wind farm: Cllr. France will attend a liaison committee meeting.
- (c) The Chair and Vice Chair will meet with the Chair and Vice Chair of the playing field committee.
- (d) Cllr. Britton gave an update on progress of the website and suggested that local walking routes are included. The transfer of the email address is ongoing.

The next meeting will be held 6th November at 7.00pm at the Village Hall.

Meeting Closed: _____ – Signed as a true record

Chairman

Date