

Little Houghton Parish Council**Minutes of the Meeting of the Parish Council held at 7 pm on Monday, January 13th, 2020 at the Sandhill Golf Club.****Present:**

Mr Vince Keating
Mrs Diana Young
Mr Gary Oldfield
Mrs Lisa Oldfield

In Attendance:

Ms Caroline Donovan Clerk to the Council

1. Questions from Parishioners

There were no questions from Parishioners

2. Apologies for Absence

Apologies for absence were received from Mrs Valerie Wistow and Mr Kevin Osborne

3. Minutes of the Parish Council Meeting held on December 2nd, 2019

The minutes of the meeting held on December 2nd, 2019 were agreed as a correct record.

4. Matters arising

There were no matters arising that were not included in the agenda

5. Correspondence

The Clerk updated the meeting with regard to BMBC Highways feedback. A request has been made for Neighbourhood Services to use the mechanical sweeper to clear the footway the full length of both sides of the road in Little Houghton near the Golf Club and the turning circle. The reported blocked gullies near the golf course were clear upon inspection.

BMBC inspections of the Little Houghton play area and multi use games area were discussed and noted.

The Yorkshire Local Councils Association Christmas White Rose Update was circulated to the Parish Councillors for information.

Information with regard to volunteering at the National Coal Mining Museum was circulated for information

6. Finance

6.1 The Parish Councillors noted the Bank Reconciliation is represented at 30th November, 2019 as follows:

Investment Account	£2,900.00
Current Account	£5,903.52
Total	£8,803.52

6.2 Accounts due for payment

Yorkshire Local Councils Association	£120.85
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6.3 The Parish Councillors noted the Bank Reconciliation is represented at 31st December, 2019 as follows:

Investment Account	£2,900.00
Current Account	£4,931.52
Total	£7,831.52

6.4 Accounts due for Payment

Grounds maintenance 2nd instalment	£822.84
Mr Laughton	£60.00
Clerk Quarter 3	£180.00
HMRC	£45.00
Total	£1,107.84

6.5 Parish Precept 2020 - 2021

The Parish Councillors agreed that they did not want to increase the Parish Precept for the financial year 2020 – 2021, and that it should remain at £5,000 which included a grant from the Local Authority of £641.

6.6 Clerks Salary and Contract

The Clerk circulated a report with regard to calculating the Clerk's salary using the National Agreement and recommended pay scales from the National Association of Local Councils, and the Parish Councillors carefully considered the information.

It was agreed that the Clerk's responsibilities are reflected in Profile 1, LC1 (7 – 12) scale, and given the Clerk had been in position for over seven years, and therefore gained considerable experience in the role that it was appropriate she should be in the top of the substantive bench mark range at £11.22 per hour.

The Clerk submitted an approximate summary of the hours worked at 115 hours per annum which equalled £1,290.30, with a working from home allowance of £60.00 per annum. This equates to a salary of £1,350.30 per annum.

It was noted that the Clerk had worked for the Parish Council for the last seven years without any salary increase, and therefore the increase of £450.30 per annum was acceptable. It was also noted that this includes benchmarking with a neighbouring Parish Council whose Clerk receives a higher level of remuneration.

It was recommended that this will be classed as a single point (spot salary) within the range. The Council will review the salary annually, which will give the Parish Council the opportunity to consider annual performance and appraisal results. It was agreed that the revised salary will come into effect from 1st April 2020.

7. Any Other Business

Parish Council Web Site

- The Clerk fed back the information she had received with regard to the costings for the web site, and what was included in the price. It was anticipated that a discount would be offered from the web site host to set up a free site. Mr Bennett will charge £300 to help to set up and create the site, and this cost would include 12 months advice and support so the Councillors could have peace of mind if any problems occurred. A discussion followed and it was felt that this was very reasonably priced and that the initiative should go ahead as soon as possible.
- It was agreed that other Parish Council web sites would be researched to look for areas of Good Practice, and that the Yorkshire Local Council Association had some interesting information on web site accessibility for people with visual impairments and GDPR compliance.
- A Parish Councillor asked if it would be possible to have a counter on the web site to record the number of views.

A Parish Councillor raised concerns that the barrier at the bottom of Chapel Lane was open. As this was a restricted byway would it be possible to have a barrier such as is used on bridle paths to restrict access on Chapel Lane? The Clerk will contact the BMBC Footpath Officer to enquire what can be done.

The Parish Councillors noted that there had been some incidences of anti-social behaviour near the golf course.

The Clerk circulated a list of Future Parish Council meeting dates which were agreed by the Parish Councillors. The Clerk said she would put this up in the Parish Council Notice Board as Mrs Wistow was not well.

The Clerk circulated a draft Grievance Policy and a draft Disciplinary Policy as recommended by the National Association of Local Councils. A discussion followed about these documents, and after careful consideration the Parish Councillors agreed to adopt these two policies.

8 Date and time of next meeting

It was agreed that the date of the next meeting would be scheduled to take place on Monday, March 9th 2020, at 7 pm, at the Sandhill Golf Club.

To:

Mr V Keating
Mrs D Young
Mr G Oldfield
Mrs L Oldfield
Mrs V Wistow
Mr K Osborne

c.c.

Councillor Trevor Smith, Pauline Markham, Caroline Saunders
Peter Clark, Barnsley MBC, Governor Services