

## TETFORD & SALMONBY PARISH COUNCIL

Minutes of the Extraordinary Parish Council Meeting held on  
Wednesday, 17<sup>th</sup> July 2024 at 7:30pm, Hamilton Hall, Tetford

**Present:** Chairman Cllr Whitley  
Cllr Osborne  
Cllr Fuller  
Cllr Larder  
Cllr Eve  
Cllr Hazel

Cllr Marfleet (LCC)

Cllr Larder - taking notes (in Clerks Absence)

There were three members of the public in attendance. Cllr Marfleet advised he had dropped into the meeting as he was in the village to look at the possible proposed site in South Road for a bus shelter. It was noted that the South Road site may not have enough depth to ensure the safe positioning of a bus shelter and other possible locations were suggested. Cllr Marfleet will be reviewing the South Road location and making recommendations to Highways. He also advised that there were no grants or funding options currently available at County level for bus shelters. An approach to District Council was suggested or for the Parish Council to consider purchasing and erecting a shelter themselves. A resident asked Cllr Marfleet about the continued problem with the drains on West Road. Cllr Marfleet advised this was an ongoing issue Highways were working on. The continued concerns over Salmonby Bends were also raised with Cllr Marfleet and the condition of the broken verges. The meeting was informed that some extra tarmac and chippings had been sort from Highways to fill the holes in the village hall car park, but no materials were available. Council agreed to look at what materials could be sourced locally and liaise with Hamilton Hall Committee on how best to undertake repairs.

- 01797 Chairman's Welcome & Remarks** – Cllr Whitley welcomed everyone to the meeting and explained this extraordinary meeting had been called to co-opt onto the Council and to discuss personnel matters concerning the resignation of the Clerk. As there were no further public questions he opened the meeting for business.
- 01798 Apologies for Absence** – No apologies had been received.
- 01799 Declarations of Interest** – There were no declarations of interest made.
- 01800 Co-Option to the Parish Council** – Following the resignation of Cllr Miurhead a vacancy had been created on the Parish Council. Mrs Madeline Hoad had applied to join the Council and provided Councillors with some background information. Council had reviewed the application and resolved to appoint Mrs Hoad as a member of the Council. Mrs Hoad was asked to join Cllrs straight away.
- 01881 Parish Council Bank Account** – Cllr Hoad advised that in an extraordinary situation, as was currently the case with the Clerk's resignation, a Cllr could act as the Parish Council's Proper Officer for a short period, on an unpaid basis. It was proposed that Cllr Hoad acted as the Parish Council's Proper Officer while the position of Clerk/RFO was being sorted out. Cllr Hoad had prior knowledge of acting as a Clerk and was already a signatory on the bank account. This **was resolved** by all. It was agreed that Cllr Whitley and Cllr Osbourne would be added as authorised signatories to the bank account – Cllr Hoad to action. Cllr Hoad would contact the existing signatories for their continued support in making

Council payments while these changes to the account were being made. **It was resolved** that Emily Hopwood should be deleted from the bank account with immediate effect. – Cllr Hoad to action.

**01882 Items for Next Agenda** – Items as identified above

**01883 Closing the Meeting to Public & Press** – The Chairman moved to close the meeting to the public and press so that confidential personnel matters regarding the position of Clerk could be discussed.

Members of the public left the meeting.

Further to discussions on the role of Clerk and Personnel matters the following actions were agreed:

- a. Cllr Hoad (Acting Proper Officer) to draft a formal letter of acceptance of resignation to E Hopwood and to request the return of PC equipment and documentation including electronic files.
- b. Acting Proper Officer to take over the outstanding audit and prepare documentation for approval and submission to auditors.
- c. Acting Proper Officer to transcribe notes taken at previous Parish Council meetings into formal minutes for agreement by Council.
- d. Acting Proper Officer to liaise with E Hopwood over handover of PC business.
- e. Acting Proper Officer to work with Chairman on advertisement for post of Clerk and RFO

It was noted that it would take a while to get everything sorted out and get access to logins etc to update documentation and change information. Cllr Eve kindly agreed to assist with any IT support with the Parish Council laptop and also agreed to look into PC email accounts for Cllrs.

**01884 Next Planned Parish Meeting - Wednesday 11<sup>th</sup> September 2024**

Meeting closed at 20:45

Chairman ..... Date .....

Acting Clerk ..... Date .....