

Minutes of the Full Council meeting of Boynton Parish Council held on 13th May 2026 at 7pm

Present Councillors Kalesnikovs (Chair), Stubbings, Rowbottom, Emms & Underwood-Petch, Ruth Jackman (Parish Clerk) and Richard Westgarth.

- 1. To receive nominations & to elect a Chair:** Cllr Stubbings nominated Cllr Kalesnikovs as Chair, seconded by Cllr Emms. All other Councillors approved. No other nominations were received.

It was **RESOLVED** that Cllr Kalesnikovs was duly elected Chair of Boynton Parish Council for the municipal year.

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- 2. To receive Acceptance of Office from the Chair:** Cllr Kalesnikovs accepted the role and duly signed the Acceptance of Office.

- 3. Apologies** received from Cllr Walsh. It was **RESOLVED** the apology be accepted.

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- 4. To receive nominations & to elect a Vice Chair:** Cllr Rowbottom nominated Cllr Emms as Vice Chair, seconded by Cllr Stubbings. All other Councillors approved. No other nominations were received.

It was **RESOLVED** that Cllr Emms was duly elected Vice Chair of Boynton Parish Council for the municipal year.

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- 5. To receive report from the Chair:** Cllr Kalesnikovs, introduced Richard Westgarth and reported that a number of issues relating to drainage and bridleways had arisen over the past year. The Chair also expressed thanks to Cllr Underwood-Petch for joining the Council in the previous year and for continuing in office.

- 6. Declarations of Interests:** No declarations made.

- 7. Minutes:** The minutes of the ordinary meeting held 17th February 2026 had been circulated prior to the meeting. It was **RESOLVED** that the minutes be approved & were signed.

04/26

- 8. Report from Neighborhood Police Team:** Not present. It was noted that the police newsletter is no longer being produced.

- 9. Public Participation:** None present

- 10. ERNLLCA representatives:** After discussion it was **RESOLVED** that Councillors Kalesnikovs and Emms be Boynton Parish Council's ERNLLCA representatives for the municipal year.

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- 11. Personnel Committee Members:** After discussion it was **RESOVLED** that Councillors Rowbottom, Walsh and Stubbings be appointed to the Personnel Committee for the municipal year. All other Councillors approved.

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- 12. Bank signatories (Unity Trust Bank & Hinkley and Rugby Building Society):** After discussion, it was **RESOLVED** that Councillors Kalesnikovs, Emms, Walsh and Stubbings, together with the Clerk, Richard Westgarth, be appointed as authorised signatories on the Council's Unity Trust Bank account.

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It was further **RESOLVED** that Ruth Jackman shall remain as a signatory and administrator on the Unity Trust Bank account on a temporary basis until such time as Richard Westgarth

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has been successfully added and the clerk phone number has been transferred, after which her authority shall be removed.

After discussion, It was **RESOLVED** that the Clerk, Richard Westgarth, and Councilors Emms and Stubbings be appointed as authorised signatories on the Council's Hinckley and Rugby Building Society account.

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13. Review of Financial Regulations, Standing Orders and Code of Conduct: The Council considered the Financial Regulations, Standing Orders and Code of Conduct, copies of which had been circulated prior to the meeting.

It was **RESOLVED** that:

- a) the Code of Conduct be approved without amendment;
- b) the Financial Regulations be approved without amendment; and
- c) the Standing Orders be approved subject to amendment to remove the requirement for policies to be reviewed at the May meeting.

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The Clerk to update the Council's website accordingly.

14. To review Asset Register: The Council considered the Asset Register which had been circulated prior to the meeting and **RESOLVED** that it be approved, subject to the two planters being removed following their disposal during the year.

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15. Clerks report: A report was circulated prior to the meeting, In particular:

- No further response has been received in respect of the information submitted by Councillor Wash regarding flooding.
- East Riding of Yorkshire Council (ERYC) has confirmed that the flashing school warning signs have been inspected and are deemed to be in working order. Councillors agreed to provide ERYC with video evidence where signs are observed not to be functioning.
- The Clerk, Richard Westgarth, will update HMRC/PAYE records with his details and the Council's new .gov.uk email address.
- In respect of the Auto Speed Watch initiative, it was noted that ten parishes in the East Riding have been approved to participate, and that applications will reopen once capacity allows following the current trial.

No decisions were required, and the report was received and noted.

16. Finance

a) **Payment Schedule 1 March 2026:** It was **RESOLVED** to note the payments made under Payment Schedule 1 for 2025/26 of £385.00 (exclusive of VAT) for March 2025.

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b) **Payments Sheet 2025/26:** Following examination, the Council **RESOLVED** to approve the payments sheet for 2025/26, which was duly signed by the Chair.

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c) **Bank Reconciliation as at 31 March 2026:** The figures had been circulated prior to the meeting. Balances held totaling £10,333.72. It was **RESOLVED** the figures be approved & accepted by the council.

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d) **Clerk salary payment:** It was noted that the Clerk's salary for Quarter 4 2025/26 had been paid.

e) **2025/26 Budget:** The Council reviewed the budget position for 2025/26. It was noted that a number of individual budget headings were overspent; however, the overall outturn

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for the year remained within the total approved budget, due to underspends in other areas.

The Council further noted that the approved budget for 2026/27 remains prudent in light of 2025/26 budget monitoring, whilst recognising that expenditure in certain budget headings may exceed allocations during the financial year.

f) It was **RESOLVED** to note the following payments made under Payment Schedule 1 for April 2026/27 totaling £391.46 (exclusive of VAT):

- Openstrike (domain) – £40.00
 - ERNLLCA membership – £194.46
 - Bank charges (March) – £7.00
 - Elkerlodge Services Ltd – £125.00
- 15/26**

g) It was **RESOLVED** to approve reimbursement of the Clerk's expenses totaling £48.91. **16/26**

h) It was **RESOLVED** to approve payment for the Clerk's overtime, being 6 hours for March and 5.5 hours for April, in accordance with the Council's agreed rates. **17/26**

17. Annual Governance & Accountability Return 2025/26

a) The Council received the Internal Auditor's Report for 2025/26 and noted the following actions arising:

- Ensure all outstanding minutes are published on the Council's website.
- Consider the use of .gov.uk email addresses for all Councillors (the Clerk's email address is already in place).
- Prepare and adopt a General Council Risk Assessment.
- Undertake a review of all Council assets and ensure inspection records are maintained.
- Update the accounts spreadsheet to include a column for Section 137 expenditure.
- Review the website accessibility statement and ensure the website is regularly checked for compliance.
- Ensure the Data Protection Policy is reviewed annually.

b) It was **RESOLVED** that the Annual Governance Statement (Section 1) for 2025/26 be approved. The Statement was duly signed by the Chair and the Clerk. **18/26**

c) It was **RESOLVED** that the Accounting Statements (Section 2) for 2025/26 be approved. The Statements were duly signed by the Chair. **19/26**

d) It was **RESOLVED** to approve and sign the Certificate of Exemption for 2025/26. **20/26**

e) The Council noted the dates set for the exercise of public rights, in accordance with statutory requirements.

f) The Council noted the additional documents required to be published in accordance with the Transparency Code for Smaller Authorities.

Councillor Kalesnikovs expressed thanks to Ruth Jackman for her work in relation to the annual audit and the Council's finances, with all Councillors in agreement.

18. Grant application from Village Hall Committee:

Councillors Kalesnikovs and Emms declared a disclosable pecuniary interest in this item and took no part in the discussion or decision.

The Council considered the grant application from Boyton Village Hall Committee, details of which had been circulated prior to the meeting. It was **RESOLVED** to approve the award of a grant of £600.00 to Boyton Village Hall Committee, under Section 137 of the Local Government Act 1972. It was noted that £300.00 of this expenditure falls outside the approved 2026/27 budget for grants; however, the Council is satisfied that sufficient funds are available and the payment is justified.

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19. Parish Council becoming Sole Trustees of the Village Hall: Councillor Kalesnikovs provided an update following a meeting with ERNLLCA and advised that the process for the Council to become sole trustee of the Village Hall would not be straightforward, requiring legal advice, incurring additional costs, and necessitating a number of decisions by the Council. It was further noted that research into the matter is ongoing.

Ruth Jackman advised that, should a precept increase of £10,000 be required to fund the associated costs, this would equate to approximately £10 per month per Band D property. The benefit of signing up to the Village Hall Network was also explored.

The Council noted the update and agreed that the matter would be considered further once additional information is available.

20. To note correspondence (emailed to Councillors prior to the meeting, not covered by agenda items above) & any actions required. No actions required.

21. To confirm the date of the next meeting and receive any agenda items

It was **RESOLVED** that the date of the next meeting will be Monday 20 July 2026.

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It was further **RESOLVED** that the following meeting dates be agreed:

23/26

- Monday 21 September 2026
- Monday 16 November 2026
- Monday 18 January 2027
- Monday 15 March 2027
- Monday 17 May 2027

The Council noted that additional agenda items should be submitted to the Clerk in advance of meetings in accordance with the Council's Standing Orders.

22. To consider excluding the press and public due to the confidential nature of the business to be transacted

23. Staffing matters – outgoing clerk (expenses, May hours & holiday pay etc)

The Council considered matters relating to the outgoing Clerk, Ruth Jackman, details of which had been circulated prior to the meeting.

It was **RESOLVED** to approve the following payments:

- Overtime payment of £162.50;
- Expenses totalling £48.91;
- Payment for accrued but untaken holiday of £42.39; and

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- Payment for up to 12 working hours for May 2026, comprising 6 hours worked to date and up to a further hours to support handover arrangements.

24/26

24. To formally agree the employment of the new clerk/RFO

The Council considered the appointment of a new Parish Clerk and Responsible Finance Officer.

It was **RESOLVED** to appoint Richard Westgarth as Parish Clerk, Proper Officer and Responsible Finance Officer to Boynton Parish Council.

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It was further **RESOLVED** that:

- The Clerk's place of work shall be his home address;
- Home working and travel expenses shall be reimbursed in accordance with HMRC rates in force at the time;
- The Clerk's hours shall be annualised, with provision for overtime, where necessary, such as to support year-end accounts and the annual audit.

The contract of employment was duly approved and signed.

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Meeting closed 8:50pm

Signed **Date**