

GREWELTHORPE PARISH COUNCIL

Minutes of Annual Meeting of the Parish Council

Held 11th May 2022 in the Village Hall Cafe

- 1. Election of Parish Council Chair**
Councillor Dawson was proposed as Chair by Councillor Hodges and seconded by Councillor Laing.
- 2. Election of Parish Council Vice-Chair**
Councillor Hodges was proposed as Vice Chair by Councillor Laing and seconded by Councillor Dawson.
- 3. Councillors Present**
Cllr Dawson(Chair), Cllr Hodges (Vice Chair),Cllr Laing, plus Cllr Atkinson (County Cllr), plus the Clerk. Three members of the public attended.
- 4 Apologies for Absence**
Apologies were received on behalf of Cllr Simms (District)
- 5.0 Declaration of Interest**
Cllr Laing registered an interest in agenda item 13.1(Planning)
- 6.0 Annual Governance and Accountability Report for 2021-2022 (AGAR)**
 - 6.1 To approve Section 1 – Annual Governance Statement 2021/22**
Resolved that Grewelthorpe Parish Council approve Section 1 Annual Governance Statement 2021/22 on page 5 of the AGAR.
 - 6.2 To approve Section 2 – Accounting Statements 2021/22**
Resolved that Grewelthorpe Parish Council approve Section 2 Accounting Statements 2021/22 on page 6 of the AGAR
 - 6.3 To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, the Accounts and Audit (Coronavirus amendment) Regulations 2020 and the Transparency Code for Smaller Authorities**
Resolved that Grewelthorpe Parish Council will publish the following documents on the Parish Council website:
 - Certificate of Exemption
 - Annual Internal Audit report 2021/22
 - Section 1 – Annual Governance Statement 2021/22
 - Section 2- Accounting Statements 2021/22
 - Analysis of variances
 - Bank Reconciliation to 31st March 2022
 - Notice of the period for exercise of public rights and other information required by Regulation 15(2) Accounts and Audit Regulations 2015.
- 6.2 To receive the Internal Auditors Report**
Council received and read the report from the Internal Auditor.
Matters arising will be addressed by the Clerk.
Resolved that the report be accepted and published. Proposed Cllr Dawson, seconded Cllr Hodges.

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7.0 Review of Governance Arrangements

7.1 Asset Register

This was presented by the Clerk. The Asset Register value stands at £27,817.

Resolved: That the Asset Register be agreed and signed by the Chair.

7.2 Risk Assessment

This was reviewed by Council and agreed that a nominated Cllr would be appointed with responsibility for carrying out bi-monthly safety checks on the Playground and the Pond area. There is an outstanding maintenance item from the Annual Safety Check relating to chain links on one swing.

Resolved that the Council would review again at the next Council meeting in July.

7.3 Standing Orders

These were reviewed and accepted by Council. Standing Orders are published on the Parish Council website, along with all Governance documents.

7.4 Appointment of Internal Auditor for 2022/23

Resolved that Mrs Iona Taylor be asked if she is willing to be appointed as Internal Auditor for 2021/22. Proposed by Cllr Dawson and seconded by Cllr Hodges Chair to write to Mrs Taylor accordingly.

8.0 Co-option process for two Councillor vacancies

The Clerk advised that Council should put in place a process to co-opt two additional Councillors for the vacant Parish Council positions .

Resolved that the Clerk would publish a notice inviting applications. Proposed Cllr Dawson, seconded Cllr Hodges.

9.0 Minutes of Parish Council Meeting on 9th March 2022 and Planning Meeting on 6th April 2022

These were approved as accurate records and signed by the Chair.

10.0 Matters Arising

10.1 Community Speedwatch

The Clerk advised that Grewelthorpe had been accepted as suitable for Community Speedwatch. Councillors proposed that this be considered within an overall discussion of traffic management around the village.

Resolved that Tim Harrison (Community Speedwatch champion) be invited to attend the next full Council meeting in July.

10.2 Memorial Bench by the church

This had been identified to be replaced. However, the Royal British Legion volunteers will now inspect the bench with a view to repairing. Tracy Dobson has expressed a wish to place a memorial plaque on this bench. The RBL will also look at other benches for possible repair/upgrade.

10.3 Pond Jetty.

This has not yet been removed. On inspection, the new Council supported the decision to remove.

10.4 Litter picking payment

This donation to a local resident in recognition of litter picking services through the year was highlighted in the Internal Audit and requires advice from YLCA as to whether such a donation can be made in this way or should be regarded as a payment, and hence a contract for services.

Resolved: Clerk to take advice from YLCA. There is also a need to find a replacement Litter Picker.

10.5

Vehicle damage to Wapping Village Green

The owner of the lorry has now been identified.

Resolved: Clerk to follow with a request for compensation.

Finance

11.0

Balance of Accounts

11.1

The Clerk produced a financial pack providing a summary of receipts and payments.

The financial position as outlined below was reported as at 29th April 2022.

The Clerk also produced a Bank Reconciliation report as at 1st May 2022.

Clubs and Societies Account statement £10,599.59

Resolved: That the position be noted.

11.2

Budget statement – The Clerk provided a budget projection for year ending March 31 2022.

Resolved: That the position be noted.

Monies Received

11.3

- i) £2775.00 – first instalment of Annual Precept received from HBC
- ii) £168.28 as commuted sum from HBC re school goalposts
- iii) £33.67 repayment of VAT paid to school re goalposts.

Authorisation of expenditure

11.4

£25.00 – Clerk to join YLCA Webinar on Election Processes on 20th April. Email approval given. Noted for Minutes.

Payments to be recorded - The Council recorded the following payments:

11.5

- i) £191.17 – Clerk salary, allowance and expenses for Jan 2022
- ii) £18.16 – purchase of defib mask, valve and filter
- iii) £86.00 – HMRC PAYE/NIC for Q1 2022
- iv) £121.44 – Clerk salary, allowance and expenses for Feb 2022
- v) £140.00 – donation to Sally Graham for litter picking services
- vi) £36.00 – Yorkshire Accountants for payroll services Q4 2022
- vii) £216.00 – YLCA Annual Subscription
- viii) £259.61 – Clerk salary, allowance, expense and backpay March 2022.

Correspondence

12.0

None to report

Decision on planning applications, appeals, enforcement investigations received

13.0

Application 6.18.21.D.FUL 22/01637 – Planning application for a Standalone Greenhouse at The Reddings.

13.1

Resolved: As Cllr Laing was required to declare an interest, Parish Council was not quorate to consider this matter and it was referred to a future Council meeting.

13.2

Application 6.18.94.F.FUL – Planning Application to erect steel frame building for Manure at Grid ref E422950 N475754 (Kirkby Road). Council discussed the location of proposed building in relation to the road, footpaths and neighbours .

Resolved: Council resolved to respond with no objections. Clerk to action.

14.0

Queens Platinum Jubilee

The Clerk provided an update on progress. A doordrop Flyer will be circulated shortly with full details. In addition, the Church, GSSA and V Hall Craft Group will circulate information about their specific events.

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cont

The Clerk requested that Parish Council revise the agreed support of £200 for the Singer, which will now be provided by GSSA and support instead the hire of a PA at £250.

Resolved: This revision of support was agreed.

Ted Threapleton has been successful in accessing a Grant from HBC to fund a Memorial tree and bench for the Jubilee. Council agreed a location at the Ripon end of the pond, but asked the Clerk to circulate to the nearby residents for their views.

Resolved: Clerk to action

15.0

Defibrillator

After discussion and inputs from the floor, the Council had agreed to add the access Code to the cabinet door. This would allow the door to remain locked for security, but Would allow instant access rather than relying on a mobile phone signal to obtain the Code.

(Subsequent to the meeting, additional information was received and this matter is now carried forward to the next Council meeting)

16.0

Annual Insurance renewal

The Council insurance policy is due for renewal at 1st June and the Clerk provided 3 Quotations for consideration. This table will be published on the Council website.

Resolved: Council resolved to renew insurance with Aviva. Whilst this was not the lowest cost option, the Aviva proposal provided significantly more property damage cover than the alternatives at the second lowest cost.

Proposed Cllr Dawson. Seconded Cllr Hodges

17.0

Councillors reports

17.1

Councillor Hodges requested that the Finance information should be circulated in advance of the meetings.

18.0

Question or comments from members of the public

18.1

Council representation

Member of the public commented that some outlying areas felt under-represented on Council.

Resolved: Parish Council would consider this once co-opted members have been appointed.

18.2

Dog mess

It was felt that increased/improved signage was required to prevent dog fouling by the Playground and Pond.

Resolved: Council to consider at next meeting.

18.3

Potholes and road condition by pond

Resolved: Cllr Hodges agreed to investigate and report to Highways.

19.0

Next Meeting Agenda items

Status of Commuted Sums funding

20.0

Date of next meeting:

Weds 15th June – Planning Meeting (if required). 7.30pm Café

Weds 13th July – Parish Council Meeting 7.30 pm Hall Main Room

Meeting closed at 10.15 pm

**Signed as a correct record
Name.**

Date.

DRAFT

DRAFT

DRAFT