

IRTON PARISH COUNCIL
www.irttonparishcouncil.gov.uk

Minutes of the Annual Meeting of Irton Parish Council held on Tuesday 26th May 2026, at 7.30pm in the Seamer and Irton Memorial Hall.

Present: Cllr J Luckock (Chair), Cllr S Luckock, Cllr Joyce and Cllr Palmer-Jenkinson

In attendance:

Clerk: Mrs E Jewell

4 members of the public in attendance

1/26 Election of Chairman for year 2026/2027

- i. To elect a Chairman for 2026/2027

Cllr Luckock proposed and Cllr S Luckock seconded and it was **resolved unanimously to elect Cllr J Luckock as Chairman.**

- ii. Chairman to sign Declaration of Acceptance of Office

Cllr J Luckock signed the acceptance of office, and this will be delivered to the Clerk.

2/26 Appointment of Vice-Chairman for year 2026/2027

- i. To appoint a Vice-Chairman for year 2026/2027

It was proposed by Cllr J Luckock and seconded by Cllr S Luckock and resolved unanimously to appoint Cllr C Joyce as Vice-Chairman for the year 2026/2027.

3/26 Apologies for Absence

- i. To receive apologies for absence and record these in the minutes
- ii. To consider the approval of the reasons for absence given by councillors.
It was noted there were no apologies for absence. All councillors were present.

4/26 Declarations of Interest

- i. To receive, consider and decide upon any applications for dispensation
- ii. To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests
It was noted that there were no declarations of interest or applications for dispensation.

IRTON PARISH COUNCIL
www.irttonparishcouncil.gov.uk

5/26 Previous Minutes

- i. To confirm the minutes of the meeting held on 23 March 2026, as a true and accurate record

It was resolved to approve the minutes of the meeting held on 23 March 2026 as a true and accurate record.

- ii. To receive information on the following ongoing issues and decide further action where necessary:
 - a. Building Materials in the layby
 - b. Response from Seamer Memorial Hall regarding disruptive dance classes during meetings

The Chair provided an update that the building materials in the layby had been removed. He also advised that due to the dance classes taking place, the Council were liaising with the hall to try to establish a date for future meetings that would be less disruptive. The above update was noted.

6/26 Review of Governance and Policies

- i. To review and re-adopt Standing Orders (attached)
As no new amendments were made since the last adoption the Standing Orders were reviewed and noted.
- ii. To review and re-adopt Financial Regulations (attached)
As no new amendments were made since the last adoption the Financial Regulations were reviewed and noted.
- iii. To review and re-adopt Code of Conduct (attached)
As no new amendments were made since the last adoption the Code of Conduct was reviewed and noted.
- iv. To review and re-adopt the Scheme of Delegation to the Clerk
As no new amendments were made since the last adoption the scheme of delegation was reviewed and noted.
- v. To review and adopt the ICO Model Publication Scheme (attached)
*The Council considered the ICO Model Publication Scheme and **the Council resolved to approve for adoption.***
- vi. To review and adopt amended IT and Social Media Policy (attached)
*The revised IT and Social Media policy was considered by the Council and **resolved unanimously to adopt it without any further amendments.***
- vii. To review and adopt the Business Continuity Plan (attached)
*The Business Continuity Plan was considered and **the Council resolved and adopted the Business Continuity Plan as prepared.***
- viii. To review and adopt the Risk Register (attached)
*The Risk Register was considered and **the Council resolved and adopted the Risk Register as prepared.***

7/26 Finance

- i. To approve the Bank Reconciliation to the end of April 2026.
*The Council considered the Bank Reconciliation to the end of April and **resolved to approve it as an accurate record.***

IRTON PARISH COUNCIL
www.irttonparishcouncil.gov.uk

- ii. To approve the Payment Schedule - May 2026.

The Council considered Payment Schedule and resolved to approve all payments as follows:

Payee	Description	Amount	Power
Seamer & Irtton Memorial Hall	Meeting Room Hire Jan/March 2026	£50.00	LGA 1972 S134(4)
HugoFox	April Website Hosting	£11.99	LGA 1972 s142
HugoFox	April Email Hosting	£11.99	LGA 1972 s142
HugoFox	May Website Hosting	£11.99	LGA 1972 s142
E Jewell	Clerk Salary inc Holiday Pay – April	£226.72	LGA 1972 S112
E Jewell	Clerk Salary Inc Holiday Pay – May	£327.52	LGA 1972 S112
HMRC	Income Tax – April 26	£119.60	LGA 1972 S112
HMRC	Income Tax – May 26	£18.80	LGA 1972 S112
YLCA	ALC Annual Membership	£173.00	LGA 1972 s143
J Luckock	Reimbursement for Dog Waste Bags	£36.97	Litter Act 1983
HugoFox	May Email Hosting	£11.99	LGA 1972 s142
Asquith Accountants	Audit Fee	£300	Accounts and Audits Regulations
Seamer & Irtton Memorial Hall	Meeting Room Hire May 2026	£25.00	LGA 1972 S134(4)

- iii. To approve the Budget vs Actual to end of April 2026

The Council considered the Budget vs Actual and resolved to approve as an accurate record.

8/26 Annual Governance and Accountability Review

- i. To approve and agree the year-end accounts;
The Council reviewed the year-end accounts and resolved to approve them.
- ii. To agree and sign the Certificate of exemption on Page 3;
 It was proposed by Cllr J Luckock, seconded by Cllr S Luckock and
resolved unanimously that the Council was exempt from external audit and the Certificate of Exemption was signed by the Chair and the Clerk.
- iii. To receive and consider the report of the Internal Auditor on Page 4;
*The report of the Internal Auditor was reviewed by the Council and noted.
 The recommendations have already been put into place.*
- iv. To complete the Annual Governance Statement on Page 5 as follows:
 - a. Part 1 – To carry out a review of the effectiveness of the system of internal control;

IRTON PARISH COUNCIL
www.irttonparishcouncil.gov.uk

- b. Part 2 – To answer all the questions on the Governance Statement;
- c. Part 3 – To approve the Governance Statement by resolution and to be signed by the Chair and the Clerk.

It was RESOLVED unanimously that the Council could tick 'yes' to statements 1-10 with the exception of Statement 9 which is not applicable. The Annual Governance Statement was signed by the Chair and the Clerk.

- v. To complete and approve the Accounting Statement on Page 6 as follows:
 - a. Part 1 – To review and agree the figures on the Accounting Statement;
 - b. To approve the Accounting Statement by resolution and to be signed by the Chair.

The Accounting Statement and the figures presented by the RFO were considered by the Council. It was proposed by Cllr J Luckock, seconded by Cllr S Luckock, and **RESOLVED unanimously that the Council approve the Accounting Statements for 2025/26, which were signed by the Chair and the RFO.**

- vi. To agree the dates for the period of public notice and that the Clerk be authorised to publish the required notices.

The Council reviewed the proposed dates for the period of public notice. It was proposed by Cllr J Luckock, seconded by Cllr S Luckock and resolved unanimously to agree that the period of public rights be 3rd June – 14 July 2026. This notice will be displayed on the noticeboard and website.

9/26 Review of assets

- i. To receive and consider the Asset Register as at 31/03/2026 and to resolve to adopt it as a complete and accurate record of all assets held by the Council.
The Asset Register was reviewed. It was confirmed that the new bins that had been installed were included on the register. It was **RESOLVED unanimously to adopt the Asset Register as an accurate record.**

10/26 Review of subscriptions

- i. To consider the Council's current and proposed subscriptions and to resolve on renewal and payment as follows:
 - a. Yorkshire Local Councils Association (YLCA) - To consider renewal of the Council's membership to the YLCA for 2026/2027 for £173.00.
It was proposed by Cllr Luckock, seconded by Cllr Joyce and **resolved unanimously to renew the membership of the YLCA.**
 - b. Society of Local Council Clerks (SLCC) – To consider a contribution of £66.66 to the Clerk's individual membership of the SLCC for 2026/2027. Members are invited to note that this membership supports the professional development of the Clerk and provides access to advisory resources, guidance and SLCC qualifications.
It was proposed by Cllr Luckock, seconded by Cllr Joyce and **resolved unanimously to provide a contribution of £66.66 to the Clerk to renew her membership of the SLCC.**

IRTON PARISH COUNCIL
www.irttonparishcouncil.gov.uk

11/26 Election of Representatives on outside groups

- i. To elect members to represent Irton Parish Council on the following groups:
 - a. Seamer and Irton Memorial Hall Management CommitteeThe Council considered who was best placed to be appointed to the Seamer and Irton Memorial Hall Management Committee and it was **RESOLVED to appoint Cllr D Palmer-Jenkinson as the representative for 26/27.**

12/26 Report of North Yorkshire Councillor

- i. To receive a report from Councillor Heather Phillips
Cllr Phillips provided a verbal report. Scarborough FC is returning to Scarborough having played at Bridlington last season. There is a friendly match against Barnsley scheduled. Scarborough also benefited from a busy bank holiday period. Due to a large volume of illegal parking, parking revenue will be up. The above report was noted.

13/26 Keep off the grass signs

- i. To consider the purchase of 'keep off the grass' signs for the grass verges throughout the village to prevent parking.
It was **RESOLVED that the Clerk is to look into 'keep off the grass' signs with a budget of £150.**

14/26 Council benches

- i. To receive the bench condition audit report and consider any recommendations for repair, refurbishment, or replacement of council-owned benches.
- ii. To consider and approve any necessary repairs, refurbishment or replacement of benches, and associated expenditure arising from the audit report.
*The Council discussed the item and it was **RESOLVED that the three wooden benches are to be replaced with recycled plastic benches. The Clerk is to obtain quotes and the item is to be placed on the next agenda to approve expenditure.***

15/26 Parish Emergency Plan

- i. To review and consider the proposed Parish Emergency Plan prepared by Cllr Palmer-Jenkinson and to approve it if no further amendments are required.
It was noted that Cllr Palmer-Jenkinson is awaiting further information and this item is to be deferred to the next meeting.

16/26 Items for next meeting

- i. To receive any items from the Council and members of the public for consideration at the next meeting of the Council.
 - **Plant stand on Porrit Lane**
 - **Keep off the grass signs.**
 - **Benches**
 - **Parish Emergency Plan**
 - **Defib pads – New battery**
 - **Newsletter**
 - **Asset Inspection**

IRTON PARISH COUNCIL
www.irttonparishcouncil.gov.uk

The date of the next meeting is TBC.

With no further business to be transacted, the Chairman closed the Annual Meeting of the Parish Council at 20:30

Signed.....

Chairman

Date.....

Prepared by Clerk/ RFO: Mrs E Jewell
1.6.26

Irton Parish Council

irtonparishcouncil.gov.uk

Bank Reconciliation

<u>Details</u>	<u>Expense</u>	<u>Income</u>	<u>Balance</u>
OPENING BALANCE (2026-2027 Fical Year)			£ 11,663.26
INCOME			
NYC Precept - (1st Payment)		£ 4,150.00	
NYC - Grass cutting 2025-26		£ 389.90	
Total - Income		£ 4,539.90	£ 16,203.16
EXPENSES			
Seamer & Irton Memorial Hall - Jan/Mar	£ 50.00		
Hugofox	£ 11.99		
E Jewell	£ 226.72		
HMRC	£ 119.60		
J Luckock - DogWaste Bags	£ 36.97		
Hugofox	£ 11.99		
Total - Expenses	£ 457.27		£ 15,745.89
CLOSING BALANCE (Apr 2026 Bank Statement)			£ 15,745.89

Irton Parish Council

irtonparishcouncil.gov.uk

Accounts Passed For Payment**Date:** 18/05/2026

<u>Payee (Details)</u>	<u>Amount</u>	<u>Chq. No.</u>
<u>Accounts Paid</u>		
Seamer & Irton Memorial Hall	£ 50.00	BACS
Meeting Room Hire - Jan/March 2026	£ 50.00	
Hugo Fox	£ 35.97	Debit
Website Hosting April 2026	£ 11.99	
Emails - April 2026	£ 11.99	
Website Hosting May 2026	£ 11.99	
Clerk	£ 554.24	BACS
Net Salary inc Holiday Pay - Apr 2026	£ 226.72	
Net Salary inc Holiday Pay- May 2026	£ 327.52	
HMRC	£ 138.40	BACS
Tax Payable on wage Apr 2026	£ 119.60	
Tax Payable on wage May 2026	£ 18.80	
YLCA	£ 173.00	BACS
Annual Membership 26/27	£ 173.00	
J Luckock	£ 36.97	Debit Card
Dog Waste Bins	£ 36.97	
<u>Accounts Unpaid</u>		
Hugofox	£ 11.99	BACS
Emails - May	£ 11.99	
Asquith Accountants	£ 300.00	BACS
Audit Fee	£ 300.00	
Seamer & Irton Memorial Hall	£ 25.00	BACS
Meeting Room Hire - May 2026	£ 25.00	
Total	£ 1,325.57	

Approved for Payment:

Irton Parish Council
Budget and Reserves

	Budget 2025-26	Actual 2025-26	Budget 2026-27	Actual Apr 2026
Income				
NYC - Taxation (Precept)	8,300	8,300	8,300	4,150
NYC - Model Agreement (Grass Cutting)	470	467	0	0
HMRC - VAT Reclaim (Previous Year)	450	541	260	0
Other	390	1,358	0	390
Total Income	9,610	10,666	8,560	4,540
Employment Expenses				
Salary	3,744	3,730	3,744	312
Holiday Pay	412	371	408	34
Expenses	0	0	0	0
Payroll Service	0	0	0	0
Other	0	121	0	0
Total - Employment Expenses	4,156	4,222	4,152	347
Administrative Expenses				
Stationery, Printing & Postage	150	72	150	0
Website	175	274	290	24
Insurance	520	241	300	0
Internal Audit	270	300	300	0
ICO Registration Fee	40	47	47	0
YLCA Membership Fee	145	158	165	0
Meeting Room Hire	150	125	150	50
Other	0	0	0	0
Total - Administrative Expenses	1,450	1,217	1,402	74
Operational Expenses				
Grass Cutting	2,300	0	4,300	0
Asset Maintenance	300	125	300	0
Defibrillator Sundries	200	0	200	0
Additions & Improvements	1,500	948	1,500	0
Other	200	974	0	37
Total - Operational Expenses	4,500	2,047	6,300	37
Reserves				
Opening Balance	8,484	8,484	11,664	11,664
Income	9,610	10,666	8,560	4,540
Expenses	-10,106	-7,486	-11,854	-458
Total - Reserves (Year End)	7,988	11,664	8,370	15,746
Cashflow (months of expenses)			8.5	