

GREWELTHORPE PARISH COUNCIL

Minutes of Annual Meeting of the Parish Council 13th May 2020

Due to the current Covid-19 position, this meeting took place online via Zoom

1.0 Election of Parish Council Chair

Councillor Dawson was proposed and seconded to continue as Parish Council Chair for this year, and agreed to do so

2.0 Election of Parish Council Vice-Chair

Councillor Kerr was proposed and seconded to continue as Parish Council Vice-Chair for this year, and agreed to do so

3.0 Councillors Present

Cllr Dawson (Chair), Cllr Kerr (Vice Chair), Cllr Exelby, Cllr Rhodes plus Cllr Atkinson (County Cllr), plus one member of the public.

4.0 Apologies for absence

None received

5.0 Declaration of Interests

None submitted

6.0 Annual Governance and Accountability Report for 2019-2020m (AGAR)

6.1 To approve Section 1 – Annual Governance Statement 2019/20

Resolved that Grewelthorpe Parish Council approve Section 1 Annual Governance Statement 2019/20 on page 5 of the AGAR.

6.2 To approve Section 2 – Accounting Statements 2019/20

Resolved that Grewelthorpe Parish Council approve Section 2 Accounting Statements 2019/20 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 (grewelthorpe.btck.co.uk):

- Certificate of Exemption
- Annual Internal Audit report 2019/20
- Section 1 – Annual Governance Statement 2019/20
- Section 2 – Accounting Statements 2019/20
- Analysis of variances
- Bank reconciliation to 31st March 2020
- Notice of the period for exercise of public rights and other information required by Regulation 15 (2) Accounts and Audit Regulations 2015

6.4 To receive the Internal Auditors report

The Chair read out the internal auditors report (to be published on website), which was very positive and reflected a strong set of internal controls and governance. The Council recorded their thanks to the Clerk for this audit performance on both accounts and internal controls.

Annual Meeting Parish Council minutes (page 2)

- 6.4 cont** The Auditor made suggestions for further developments and these were proposed and seconded to be accepted.

Resolved that the Council adopt these recommendations and implement:

- An internal control checklist to enable ongoing routine checks
- An Audit Plan to record the checks and balances that are now in place
- Whilst Confidential Item Minutes had been used appropriately in 2019/20, these should be minimised.
- The amount proposed for the Annual Precept should be documented

7.0 Review of Governance Arrangements

7.1 Asset Register

This was presented by the Clerk. The Asset register value has been adjusted from £21,067 to £27,385 to take account of all individual playground equipment items, the Hall defibrillator and the Wayside Cross

Resolved that the Asset Register be agreed and signed by the Chair.

7.2 Risk Assessment

This had been carried out last year and reviewed at the January Council meeting.

Resolved that Council would review again at July Council meeting

7.3 Appointment of Internal Auditor for 2020/21

Resolved that Mrs Iona Taylor be appointed as Internal Auditor. Chair to write to Mrs Taylor.

- 8.0 Minutes of meeting held on 11th March 2020** were approved and signed

9.0 Matters Arising

9.1 Playground Dog notices

As requested, the Clerk had identified suitable notices prohibiting dogs from the Play area-these were A4 metal notices at a cost of £12.75+vat each. Monitoring, however, had found no instances of fouling over the lockdown period .

Resolved: Council decided to hold off the notices and continue to monitor for the future.

9.2 Playground Inspections

Cllr Rhodes had treated the moss around the slide and swings.

In the light of lockdown restrictions easing, Council discussed the re-opening of the Play area.

Resolved: Clerk to monitor Harrogate Borough Council progress on reopening play area . Grewelthorpe will follow the HBC lead.

9.3 Matters Arising to be held over due to lockdown

The following matters were agreed to be held over for future discussion once the lockdown has eased to allow a physical meeting:

- Community Speed Watch
- Asset register – operational actions
- Village Mobile Phone signal
- Public Footpath signage

Annual Meeting Parish Council minutes (page 3)

10.0 Finance

10.1 Balance of Accounts

The Clerk produced a Bank reconciliation as at 30th April 2020.

The bank position is : Business Management Account £4809.83 (at 1st May 2020)

Cash Management Account £3077.12 (at 1st April 2020)

10.2 Budget Statement – no budget statement was produced for this meeting.

10.3 Monies received

10.3.i £207.00 received as payment for Quarry Field lease May-Oct 2020

10.4 Authorisation of expenditure – none required

10.5 Payments to be recorded

- i) £174.09 – Clerk salary, allowance and expenses for February
- ii) £143.00 - HMRC PAYE/NIC for Q1 2020
- iii) £36.00 - Yorkshire Accountants payroll services Q4 2019
- iv) £165.60 – Clerk salary and allowance for March
- v) £135.00 – litter picking payment
- vi) £209.00 - Annual subscription to YLCA
- vii) £34.74 – Cardiac Sciences for replacement defibrillator pads
- viii) £30.00 – Land Registry application for Quarry Field registration

11.0 Correspondence

- #### **11.1 Traffic Proposal – email received from member of public regarding the junction of Crosshills and Kirkby Road, suggesting that a driveway mirror” be installed.**
- Resolved:** Clerk to approach Highways to ascertain proposal process and approx.. costings.

12.0 Decision on planning applications, appeals, enforcement investigations received (for information – all precirculated)

12.1 Confirmation of Tree Preservation Order - TPO 20/2020 - at Clematis Cottage

12.2 Notification of investigation into alleged breach of Planning Control – Himalayan Gardens.

13.0 Quarry Field

The Clerk confirmed that the application for registration of the Quarry Field to the Parish Council had been posted to Land Registry.

The Clerk also confirmed that the field had now been leased for May-Oct at a rental of £207.00 (as reported in Finance section)

14.0 Asset register

Maintenance actions to be held over to end of lockdown

15.0 Annual Insurance renewal

The annual Council insurance renewal is due at the end of May 2020 and the Clerk provided 3 quotes via broker Came & Company, plus a directly sourced quotation from Zurich Insurance. The Clerk presented a quotation comparison for these 4 quotes for the Councils consideration

Resolved: That the quotation from Zurich Insurance be accepted as the cover is broadly similar to other quotes but with a minimum 17% saving on cost. Clerk to action.

Annual Meeting Parish Council minutes (page 4)

16.0 Councillors Reports

- 16.1** Councillor Atkinson reported back with an update from NYCC.
The County Council had received a significant grant from Government to assist with Covid-19 issues, but is projecting to require spending of around double this amount. The Council remains solvent however.
Councillor Atkinson also gave a brief report on behalf of the District Councillor (who was not able to be present). Harrogate District had issued over 4000 Business Grants, repair work has commenced on The Stray and the Waste Collection service has been able to continue to schedule, despite staff shortages due to the crisis.

17.0 Questions or comments from members of the public

None received.

18.0 Next Meeting Agenda

Risk Assessment

**Date of next meeting – Weds 8th July 2020 7.30pm Village Hall
(or Zoom meeting if restrictions remain in place)**

Meeting closed at 8.00pm

Signed as a correct record

Date:-----

