**STILLINGFLEET PARISH COUNCIL**

**OFFICIAL NOTICE OF THE ANNUAL MEETING OF**

**STILLINGFLEET PARISH COUNCIL**

 **TO BE HELD AT 7.30pm IN STILLINGFLEET VILLAGE INSTITUTE ON THURSDAY 16 MAY 2019**

Chairman: Cllr Paul Elmhirst

 Clerk/RFO: Ruth Swales, Brookfield, The Green Stillingfleet YO19 6SG

clerk@stillingfleetparishcouncil.org

Meetings are open to the Press and Public except for any item labelled as part 2 under the Public Bodies (Admission to Meetings) Act 1960, Section 1

**Press and public may not speak when the council is in progress; when councillors are discussing council business nor when councillors are in the process of decision making**.

* Any elector is entitled to attend this meeting. Any concerns, questions or suggestions will be taken after the election of the Chairman and he has welcomed those present. The time for this public participation will be limited to 15 minutes.
* Beyond the public participation session listeners may also speak at the end of the meeting (sharing information only).
* Decisions cannot be made at this meeting on items not on the agenda.
* All present are required to sign the attendance sheets.

**Councillors are summoned to attend this Meeting of the Parish Council (detailed above) and to consider and resolve the business to be transacted on the agenda below.**

**A G E N D A**

19011 **Welcome and Public Participation:**

Out-going Chair to welcome all present to the meeting and to open a public participation session as appropriate.

19012 **Apologies**

Council to receive apologies and any reasons for absence from councillors; to consider and resolve whether or not to accept any reasons given.

19013 **Declarations of Interests:**

Chair to remind members to make any declarations of interest in any agenda items.

19014 **Outcome of May 2019 elections:**

1. In accordance with the published notice of uncontested election, Cllr Elmhirst to thank Councillors for standing for re-election: **Cllrs James Atkinson; Lesley Collingridge; John Cook; Richard Daniel; Paul Elmhirst; Terry Harrison; Sally Lewis**.
2. Councillors to be requested to sign their Declarations of Acceptance of Office (with the clerk to counter-sign as appropriate) and to be requested to complete their Register of Members’ Interests form which should be returned to the Clerk **by 23 May 2019** (Register of members’ Interests form and guidance re its completion attached as appendix 1)
3. Cllr Atkinson to be requested to complete his return of election expenses and Council to **resolve** that all election expenses returns are submitted by 20 May 2019.
4. To **resolve** to published the two Councillor vacancies on the Parish noticeboard.

**Statutory Annual Meeting business**

19015 **Election of Chairman** of the Parish Council

a) Councillors to elect a chairman for the year.

b) Chairman to sign acceptance of office; clerk to countersign.

**Election of vice-chairman** of the Parish Council

a) Councillors to elect a vice-chairman for the year.

b) Vice-chairman to sign acceptance of office; clerk to countersign.

19016.1 **Election of other offices** of the Parish Council

a) Council’s Internal Controllers (2 Councillors)

b) Village Institute Committee Representative

c) YLCA Representatives (2 Councillors) (Elected Councillors are required to attend YLCA Branch meetings and represent the Council as voting representatives at those meetings)

d) Bank Account signatories (3 Councillors)

19016.2 **Confirmation of Lead Councillors** for:

Parish Field (2 Councillors); Conservation; Police Matters; Lighting; Defibrillator maintenance

19016.3 **Confirmation of Committee members** for:

Play Area Committee; Employment Committee, Policy Review Committee.

19016.4 To **resolve** to re-constitute the Village Green Committee and define new terms of reference which should include (amongst other things) the development of a long term plan for the management of the Green and a full review of all drainage matters.

19016.5 **Configuration of a Planning Committee:**

To **resolve** to constitute a Planning Committee and to approve its terms of reference (appendix 2)

19017 **Review of Policies:**

In accordance with the annual statutory requirement and the recommendations of the Policy Committee, to consider the adequacy of the Council’s policies and re-approve the following policies without any changes: • Standing Orders • Financial Regulations • Code of Conduct • Complaints Procedure • FOI and Publication Scheme • Data Protection • Security Incident Response  • Subject Access Request • Records Management.

19018 **Insurance:**

In accordance with the annual statutory requirement to review and **resolve** to approve the Council’s insurance renewal quotation from Zurich Municipal for the year commencing 1 June 2019 which quotes a renewal premium of £292.50 including IPT and to confirm the adequacy of the Council’s insurance cover which exceeds the latest value in the Council’s Asset Register.

 **Ordinary Meeting Business**

19019 **Minutes:**

Council to **resolve** to accept Minutes of the Parish Council meeting held on 4 April 2019.

If approved, Chairman to initial and sign minutes as a true record.

19020 **Matters Arising from the last meeting:**

To receive information on the following ongoing issues and decide further action where necessary:

19020.1 **Playground** update:

To receive an update from Cllr Elmhirst re the land directly behind the Village Institute which has been identified as a potential site for a children’s playground.

19020.2 **Rope Swing update**:

To receive an update from Cllr Elmhirst regarding the approach to one of the Riccall councillors re undertaking a general site risk assessment re the feasibility of erecting a rope swing on The Green.

19020.3 **Village Green** **update**:

i To receive an update from Cllr Elmhirst regarding the requested derogation from Natural England re re-grading of the grips and ditches.

ii To consider the quotations obtained for undertaking the work and resolve to contract for its completion in autumn 2019.

iii To receive an update concerning the construction of a gulley to take surface water run-off from the development at Manor Cottages.

iv To consider any tenders received for mowing and baling the Green and to contract for its completion early July (weather permitting).

**19021. Police Matters:** To receive information and consider any police matters raised by Councillor Harrison.

19022. **Planning Matters:** To receive information and updates on the following:

19022.1 **Stillingfleet Mine Site**

* Update re the planning application for change of use of part of the former coal mine site, Escrick Road, Stillingfleet. – ref: NY/2016/0251/FUL.

19022.2 **Escrick Clay Pit Site:**

Update re the negotiations between Plasmor and Sustrans re the possibility of building a bridge over the bike track to avoid lorries needing to use the Escrick Road.

19022.3 **Update re recent Planning applications received:**

 To note that no observations were submitted on behalf of the Council re the proposed erection of a single storey rear extension at Grove House, The Green, Stillingfleet, YO19 6SG – ref: 2019/0330/HPA.

**19023 Financial Matters**:

19023.1 **Electricity costs:**

To note that a chaser has been sent re the enquiry made of NYCC to seek clarification re the Council’s street lighting costs and how these costs can be minimised but to date no response has been forthcoming.

19023.2 To receive a report from the Clerk/RFO re recent receipts and closing balances,

**Recent receipts:**

|  |  |
| --- | --- |
| HMRC VAT Refund | £850.28 |
| 50% Precept for 2019-20 | £2,275.73 |
| CIL funds in relation to the Plantation House development  | £2,967.30 |

To consider and approve committing these CIL funds towards the potential purchase of land for the children’s playground and consider whether to hold in the Council’s NS&I account as a reserve as opposed to the Council’s current account.

19023.3 **Closing balances as at 30 April 2019** :

Parish Council current account £11,384.06

Parish Council NS& I account £2,087.08

19023.4 T**o resolve to make the following payments:**

|  |  |
| --- | --- |
| Ruth Swales re Expenses | £31.67 |
| Zurich Municipal | £292.50 |
| HMRC re Clerk’s tax for March & April | £44.60 |
| Solutions for payroll | £12.05 |
| To note payment of Clerk’s salary for March & April |

19023.5 I**nternal control:**

To note the completion of the Council’s Internal Control Check H2 2018/19 by Cllrs Daniel and Collingridge and resolve to address any observations recorded.

19023.6 **Annual Internal Audit:**

 To note that Helen Guest (our Independent Auditor for 2017/18) has indicated she is unlikely to be able to fulfill our 2018/19 requirements and to resolve to apply to be part of a pilot proposed by YLCA which aims to provide an Internal Audit Service for Smaller Councils – fee expected to be £120 + reimbursement for any auditor travel time and mileage.

19023.7 **Year-end procedures:**

To note that as the Annual Governance and Accountability Return (AGAR) for 2018/19 has to be certified after the completion of the internal audit the Council will need to have an additional meeting proposed for **20 June 2019** to complete the year-end financial requirements.

**19024. Dates of future Meetings:**

 To confirm the date of the next ordinary meeting as Thursday 1 August 2019 at 7.30pm.

Signed ; Ruth Swales, Clerk to the Council, clerk@stillingfleetparishcouncil.org