

STILLINGFLEET PARISH COUNCIL issued on 12 May 2023

OFFICIAL NOTICE OF THE ANNUAL MEETING OF STILLINGFLEET PARISH COUNCIL TO BE HELD AT 7.00pm ON THURSDAY 18 MAY 2023 IN THE VILLAGE INSTITUTE

Chairman: Cllr Juan Brooks
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.

- Any elector is entitled to attend this meeting and is invited to raise any concerns, questions or suggestions in the time set aside for public participation. The time limit for any such public participation is set at 15 minutes.
- 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.
- Listeners may however speak at the end of the meeting (for information only).
- Decisions cannot be made at this meeting on items not on the agenda.
- Councillors, Clerk, public and press are requested to sign the attendance sheet.

Councillors are summoned to attend this annual 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

Statutory Annual Meeting business

23001 **Election of Chairman and Vice-Chairman** of the Parish Council

- a) Councillors to elect a chairman for the year.
- b) Chairman to sign acceptance of office; clerk to countersign.
- c) Councillors to elect a vice-chairman for the year.
- d) Vice-chairman to sign acceptance of office; clerk to countersign.

23002 **Welcome and Apologies:**

Chair to welcome all present to the meeting, to note any apologies and approve any reasons for absence from councillors.

23003 **Election of other offices of the Parish Council:** (see appendix 1)

- 23003.1 a) Council's Internal Controllers (2 Councillors)
- b) Village Institute Committee Representative
- c) YLCA Representatives (2 Councillors) (Elected Councillors attend YLCA Branch meetings and represent the Council as voting representatives at those meetings)
- d) To review the bank mandates and Bank Account signatories for the Parish Council accounts and the ByeLaw Charity Field. (3 Councillors for each).

- 23003.2 **Appointment of Lead Councillors** for:
Climate Change & the Environment; Police & Fire Service Matters; Lighting;
Health & Wellbeing; Defibrillator maintenance; Communication &
Community Involvement: Flood Wardens; Risk Assessment; Council
Development.
- 23003.3 **Confirmation of Committees / Committee members:**
- To review the terms of reference of the following committees and confirm the Committee members: Village Green & Environment Committee; Planning Committee; Play Area Committee; Policy Committee; Employment Committee; Charity Committee.
- 23004 **Review of Policies:**
In accordance with the annual statutory requirement, to consider the adequacy of the Council's policies and **RESOLVE** to re-approve the following policies without any changes:
- Standing Orders • Financial Regulations • Councillors Code of Conduct • Publication Scheme • Data Protection • Security Incident Response • Subject Access Request • Records Management • Equal Opportunities • Freedom of Information • Council's Complaints Procedure
- 23005 **GDPR requirements:**
- 23005.1 As Data Controller under the GDPR regulations, to **RESOLVE** to pay the annual data protection fee to the Information Commissioners Office (ICO) - the tier 1 fee for data controllers with up to 10 members of staff is £40.
- 23005.2 To ask Councillors to check their contact details and provide their continuing consent for these personal details to be held for the purposes of conducting council business.
- 23006 **Insurance:**
- 23006.1 To undertake a review of the Council's insurance policy and **RESOLVE** to approve the insurance renewal quotation from Zurich Municipal for the year commencing 1 June 2023 which quotes a renewal premium of £610 (including IPT) – which includes all risk cover for the playground valued at £42,000 and is within budget. (Appendix 2)
- 23006.2 To confirm the adequacy of the Council's insurance cover which matches the latest value in the Council's Asset Register.
- 23007 **Annual Risk assessment:**
To receive an update from Cllrs Daniel and Sears re the completion of the annual risk assessment.
- 23008 **Annual Governance and Accountability:**
- 23008.1 To receive an update from Cllrs Daniel and Foy re the completion of the Council's Internal Control Check for H2 2022/23.

- 23008.2 To formally review the internal control checklist (appendix 3) and consider if anything else needs adding in order that Council can certify the adequacy and effectiveness of the Council's internal controls.
- 23008.3 To note the completion of the Council's bank reconciliation as at 31 March 2023 which will be duly posted on the website.
- 23008.4 To consider and note the Annual Internal Audit Report for 2022/23 (appendix 4) noting there are no actions arising.
- 23008.5 To **RESOLVE** to approve Section 1 – Annual Governance Statement 2022/23 on page 5 of the AGAR 2022/23 (appendix 5)
- 23008.6 To **RESOLVE** to approve Section 2 – Accounting Statements 2022/23 on page 6 of the AGAR (appendix 6).
- 23008.7 To **RESOLVE** to approve the Explanation of Variances 2021/22 .v. 2022/23 (appendix 7)
- 23008.8 To **RESOLVE** to approve the publication of documents required by the Accounts & Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.
- 23008.9 To note the dates of the period for the exercise of public rights will be 5 June 2023 to 14 July 2023. This notice to be published on the website on 19 May 2023.

Ordinary Meeting Business

- 23009 **Declarations of Interests:**
To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests.
- 23010 **Minutes from previous meetings:**
To **RESOLVE** to approve the minutes of the Annual meeting of the Parish and the Parish Council meeting both held on 6 April 2023. If approved, Chairman to initial and sign as a true record.
- 23011 **Matters Arising from the last meeting:**
To receive information on the following ongoing issues and decide further action where necessary:
- 23011.1 **Play Area:**
- To receive an update regarding the invitation to tender for the grass cutting contract.
 - To receive an update regarding the further applications for grant funding for additional play equipment.
- 23011.2 **Green Management:**
- i To consider the response to the invitation to tender for cutting and baling the Green and **RESOLVE** to award the contract accordingly. (Appendix 8)

- ii To note that the 2023 annual claim form for payment under the Environmental Stewardship scheme has been submitted.
- iii To note that a query has been submitted to North Yorkshire Council to ascertain whether NY Highways need to give permission to the planting of daffodil bulbs on the verges of the B1222 on the approaches to the village.
- iv. To consider whether the PC should issue a reminder to property owners who place large stones on the grass verges outside their properties of their liability for any injury caused to pedestrians or cyclists as a result.

23011.3 **Village Infrastructure:**

To consider whether the PC should take any action to remind property owners that bins should not be left on the road either prior to and after emptying as it could create an access issue for agricultural vehicles.

23011.4 **Affordable Housing**

- To note that the landowner of the site at the rear of the Cross Keys pub has confirmed that they would have no interest in making the land available for affordable housing development.
- To note that Matthew Brown, Rural Housing Enabler, has been instructed to make similar enquiries on a no commitment basis regarding the alternative site previously identified as site 4 adjacent to homes on Cawood Road.

23012 **Parish Council Plan 2023/24:**

To **RESOLVE** to approve the Parish Plan for 2023/24. (Appendix 9)

23013 **Planning Matters:** (full details of each application can be found on the Selby DC planning public access site under each reference no.).

23013.1 To note the following **planning decisions:**

- Permission **GRANTED** to build new matching/symmetrical facades to both ranges, demolish the east range (garage and store) and rebuild to match proportions of the west range. To raise the roofs slightly of both ranges to provide standard ceiling heights in these parts of the dwelling and create new and enlarged openings internally and reconfigure the rear of the west range utility space on the ground floor at Rose Villa, The Green (Ref 2022/1384/LBC & 2022/1383/HPA).

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23013.2 To note receipt of the following **planning applications:**

- Application for approval to crown lift and laterally reduce to provide 6m height clearance over highway, lateral reduction of lowest branch on NE, removal of branch to east, crown thinning over garden, removal of lower branch to north, lateral reduction by 3m to lowest branch on west over garden to an oak tree at Lyndum, Church Hill (ref 2023/0297/TCA).
- Application for permission to erect a double garage with work from home office over at Stickle Barn, Haverland Farm, Stewart Lane – ref 2023/0193/HPA.
- Application for approval to replace the existing white painted timber frame French doors and fixed pane sidelights with new white powder coated aluminium frame bi-fold doors to the existing lounge area at Pear Tree House, 1 Dales Court (ref 2023/0296/HPA).

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23014 **Financial Matters:** To receive a report from the Clerk/RFO re recent receipts and closing balances.

23014.1 **Recent receipts:**

28.4.2023	1 st instalment of precept from North Yorkshire Council	£3,125.00
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23014.2 **Closing balances as at 30 April 2023:**

Parish Council current account	£10,688.35
Parish Council NS& I account	£ 243.44

23014.3 To **RESOLVE** to make the following **payments:**

Invoice date	Details	VAT	Amount (inc VAT)
6.4.2023	Elkerlodge Bookkeeping – Annual Internal Audit		£140.00
4.4.2023	Zurich Municipal annual insurance renewal		£610.28
18.4.2023	The Sign Maker re commemorative plaque	£15.70	£94.20
	Ruth Swales – reimbursement of expenses totalling £28.59 as follows:		
31.3.2023	Printer ink cartridge	£3.30	£19.79
20.4.2023	8 x 1 st class stamps		£8.80
18.5.2023	Ruth Swales salary (34.5 hours approved for March/April)		£371.23
18.5.2023	HMRC – Clerk’s tax (March/April)		£92.80
4.5.2023	Purely Payroll (March/April)		£12.05

23015 **Dates of future Meetings:**

23015.1 To note that the next meeting with John Cattanach, County Councillor will be on 3 July between 10am – 11.30am at Littlebeck House.

23015.2 To confirm the dates of the parish council meetings for this municipal year as follows (all meetings commencing at 7pm in the Village Institute):

- 3 August 2023, 5 October 2023, 14 December 2023, 1 February 2023, 4 April 2023.

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

Appendices:

1. Election of offices
2. Insurance schedule 1/6/23 – 31/5/24
3. Internal Control Checklist
4. Annual Internal Audit Report 2023
5. Annual Governance Statement 2022/23
6. Accounting Statements 2022/233

7. Explanation of Variances 2021/22 .v. 2022/23
8. Response to invitation to tender for the contract for haymaking
9. Parish Plan 2023/24