

Minutes of the Annual Meeting of Stainforth Parish Council held in Stainforth Village Hall on Tuesday, 14 May 2019 at 7.00pm. The public and press were invited and parishioner participation was at 7.00pm.

Present: Cllrs Blackburn (Chairman), Millen, Sharp and Warren. Also, the Clerk and one parishioner

1 To elect a Chairman

Cllr Blackburn was re-elected Chairman of the Council.

2 To receive the Chairman's Declaration of Acceptance of Office

Cllr Blackburn's Declaration of Acceptance of Office was received.

3 Apologies

The police had advised that they would not be able to attend but had sent the usual report.

4 To elect a Deputy Chairman

Cllr Sharp was re-elected Deputy Chairman.

5 Casual Vacancy – to consider co-option

A vacancy has arisen as a result of the resignation of Cllr Alan Otway. A parishioner, Mr Aaron Harrison had attended a recent meeting and had expressed interest in joining the Council. He fulfils the eligibility requirements and his co-option was briefly discussed.

Resolved: That Mr Aaron Harrison be co-opted to the Parish Council and his Declaration of Acceptance of Office was received, other documents being handed to him for completion in due course.

6 Code of Conduct - Localism Act 2011

- i) Register of Financial and Other Interests; Gifts and Hospitality – to consider any changes in members' Register of Interests - *none*
- ii) To record any Councillor's Disclosable Pecuniary Interest (DPI) in relation to items on this agenda - *none*
- iii) To consider any dispensations - *none*

7 Councillors and representatives/trustees to outside bodies

- i) Settle & District Aid in Sickness Fund - to appoint a representative

Resolved: That Cllr Blackburn be reappointed.

- ii) Yorkshire Local Councils Associations - branch meetings; to appoint two Councillors to attend and to represent the Council as voting representatives at those meetings

Resolved: That Cllr Blackburn be reappointed.

8 To consider payment of subscriptions to be paid annually

Resolved: That the following subscriptions be renewed for a further year:

**Yorkshire Local Councils Associations
Open Spaces Society
Yorkshire Dales Society**

9 To receive a list of assets held by the Council (Asset Register)

This had been circulated previously.

Resolved: That the Asset Register be received.

10 Policing

- i) To receive the monthly report. Two incidents as follows:
26.04.19 – Fraud – BT internet scam.
27.04.19 – Suspect Vehicle in Goat Lane – officers checked. All in order, person sleeping.
- ii) Homicide of Lamduan Armitage in 2004 at Horton-in-Ribblesdale, otherwise known as the 'Lady of the Hills'. Enquiry received and handled by the Chairman.

11 To approve the Minutes of the Meeting held on Tuesday, 9 April 2019

Resolved: That the Minutes be approved and signed by the Chairman as a true and correct record.

12 Matters Arising (information only)

- i) Additional parish councillors - advice from Solicitor to Craven DC/Monitoring Officer to the effect that this matter cannot be reconsidered until after the next ordinary day of election which will be 5 May 2022 – noted.
- ii) Dog bin request – further response to be followed up.

13 To receive the Minutes of the Annual Parish Meeting held on Tuesday, 9 April 2019

Resolved: That the Minutes of the Annual Parish Meeting be received and signed by the Chairman.

Continued/

Minutes of the Annual Meeting of Stainforth Parish Council held on Tuesday, 14 May 2019 con

14 Planning

a) **To consider applications received - none**

b) **To note any decisions received**

C/64/56F Conversion of existing garage to include second storey extension and internal alterations. 3 Joe's Close, Main Street, Stainforth. **Permission granted subject to certain conditions.**

c) **To receive any planning correspondence**

i) Neighbourhood Planning Programme. Update from MHCLG including that Government remained firmly committed to supporting Neighbourhood Planning – circulated and noted.

15 Finance

a) *Annual Governance & Accountability Return 2018/19*

i) To certify Stainforth Parish Council as exempt from external audit for the fiscal year 2018/19

Resolved: That Stainforth Parish Council is exempt from external audit for the year 2018/19 as its annual turnover does not exceed £25,000.

ii) To receive and note the Report of the Internal Auditor for 2018/19 as provided by Yorkshire Internal Audit Services

Resolved: That the Report of the Internal Auditor be received and noted.

iii) To note the Annual Internal Audit Report for 2018/19 as included at page 4 of the Annual Governance and Accountability Return 2018/19

Resolved: That the Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19 be noted.

iv) To approve Section 1 - Annual Governance Statement 2018/19 for Stainforth Parish Council on page 5 of the Annual Governance and Accountability Return 2018/19

Resolved: That Stainforth Parish Council approve Section 1 Annual Governance Statement 2018/19 for Stainforth Parish Council on page 5 of the Annual Governance and Accountability Return 2018/19.

v) To approve Section 2 - Accounting Statements 2018/19 for Stainforth Parish Council on page 6 of the Annual Governance and Accountability Return 2018/2019

Resolved: That Stainforth Parish Council approve Section 2 - Accounting Statements 2018/19 for Stainforth Parish Council on page 6 of the Annual Governance and Accountability Return 2018/20

vi) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities

Resolved: That, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Stainforth Parish Council will publish the following documents on a public website:

* Certificate of Exemption,

* Annual Internal Audit Report 2018/19,

* Section 1 - Annual Governance Statement 2018/19,

* Section 2 - Accounting Statements 2018/19, page 6

* Analysis of variances

* Bank Reconciliation to 31 March 2019

* Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

vii) To appoint an Internal Auditor for 2019/20

Resolved; That Yorkshire Internal Audit Services be appointed for the year 2019/20.

viii) To approve the Internal Audit fee for 2019/20. The Council had been informed that this would be £110.

Resolved: That this be approved for the year 2019/20.

b) *Payment of accounts* - To authorise payment as per schedule, including Clerk's remuneration for May, 2019

Resolved: That the accounts be paid, including the Clerk's remuneration for May, the 2018/19 internal audit fee of £100 and renewal of the stainforthpc.org domain and email account in the combined sum of £23.73 inc VAT all as per schedule.

c) *Council's insurance* – to receive information from the Council's broker and to consider renewal. The three-year agreement was drawing to a close and Came & Co had provided three alternative quotes all of which included a new £50 administration charge. The Clerk had obtained an alternative quote from Zurich Insurance in the sum of £325.10 (LTA), which was equally attractive but did not include an administration charge, the cover being the same or better.

Resolved: That the Ecclesiastical policy through Came and Co be cancelled at expiry on 31 May 2019 and replaced by a new policy with the Zurich Insurance Company over a three-year term (LTA).

d) *stainforthpc.org.uk* – to approve renewal of the domain and Email account hosted by UK2

Resolved: That these be renewed – see 15 (viii) b.

e) YLCA – launch of new Internal Audit service for councils and parish meetings – noted.

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- i) To receive reports of any defects for action. Defective lights reported on Main Street – to be monitored.

17 Highways

- i) To receive any reports for action – potholes below the Old Reading Room on Main Street – to be reported.
- ii) Holly House/Ivy House – public highway. This relates to parking and has exercised the parish council for sometime. Further consideration had been delayed until one of the Members was able to be present. The matter was again considered at this meeting and being unable to progress, it was agreed to file the papers for the present.
- iii) To receive the Monthly update from Area5, Skipton – received and circulated.

18 Repairs and Maintenance

- a) To receive any reports for action - *none*

19 To respond to correspondence received

- i) Litter by stile at Stainforth Force – letter from Dr Iain Connell. The letter had been acknowledged and circulated. Litter is regularly cleared and collected by the National Park, but is always worse at holiday time. The matter was discussed and though the position is regrettable, it was felt that all was being done that could be done..
- ii) YLCA – Training Programme, June - November 2019 – received and circulated.

20 To receive items of information

- i) YDNPA – Draft Agenda, Parish Forum Meeting, Austwick Parish Hall, 7.00pm, 14 May 2019
- ii) Magazine, 'Clerks & Councils Direct' – May, 2019

Resolved: That the items of information be received.

21 To arrange the next meeting of the Parish Council

Resolved: That the next Meeting of the Council be held in Stainforth Village hall on Tuesday, 11 June 2019 at 7pm.

There being no further business, the meeting was closed at 8.25pm.

PFL

15.5.19

