

## Minutes of the Meeting of Crayke Parish Council held on Tuesday 21<sup>st</sup> May 2019 at Crayke Sports Hall

### Actions

#### 19.027 Present

Councillors: C Merritt, N Jackson, L Hartley, S Featherstone, J Porter, T Moverley

Public: 2

District & County Councillors: N Knapton (HDC)

#### 19.028 Election of Chairman

Councillor C Merritt was unanimously elected as Chairman and signed the declaration of acceptance.

#### 19.029 Election of Vice Chairman

Councillor L Hartley was unanimously elected as Vice Chairman and signed the declaration of acceptance.

#### 19.030 Apologies for absence

C Patmore (NYCC)

#### 19.031 Vacancy for a Councillor

No parishioner has come forward to fill the vacancy.

#### 19.032 Declarations of interest

None

#### 19.033 Councillor appointments

The following appointments were agreed:

Bank signatories – Councillors Featherstone, Jackson, Merritt, Moverley

Audit Advisory Panel – Councillors Merritt, Hartley and Moverley

Council representatives to the Crayke Parochial Charities – Councillors Featherstone and Moverley

Co-opted School Governor representing the Council – Councillor Jackson

YLCA – Councillor Hartley was appointed as second Council representative;

Councillor Merritt, as Chairman, is ex officio the lead representative.

Other village bodies - none

#### 19.034 Previous Minutes

It was **resolved** to approve and sign the minutes of the meeting of the Council held on 19<sup>th</sup> March 2019 as a true record.

#### 19.035 Open Forum

There was a discussion about ways of getting more parishioners to attend Council Meetings. A variety of suggestions were put forward including having a speaker at each meeting and / or a special topic; a Parish Newsletter delivered to every household.

Sewage works – Council was asked about progress on the developments, the Chairman said his understanding is that the construction equipment will be moved off this month and then there will be a period of 2 or 3 months during which the new equipment will be commissioned and the site cleared and some re-instatement done.

**19.036** Community, District and County Matters

1. HDC Local Plan (standing item) – The Plan is progressing through the statutory process but there were no developments of particular interest to report.  
The latest information about the Plan is available on [www.hambleton.gov.uk/localplan/site/index.php](http://www.hambleton.gov.uk/localplan/site/index.php)
2. Easingwold and Villages Community Forum – The Chairman gave a verbal report of the last meeting on 4<sup>th</sup> April, two topics of note were:
  - Surgery appointments are now available on some evenings and at weekends but not many people know about the change so there will be more publicity
  - Parking in Easingwold Market Square – he highlighted a few points of interest from what had been an extensive discussion: enforcement is done by the team of Civil Enforcement Officers (aka Traffic Wardens) at Scarborough, they cover all of Hambleton, Ryedale and Richmondshire as well as Scarborough, the Police are only involved if the road is obstructed; parking on a footway is only illegal in London; a Disc scheme is currently being considered by a review jointly funded by ETC and HDC.
3. Other matters of interest
  - a. HDC – District Councillor Knapton reported that he had come from the first meeting of the newly elected District Council at which Councillor Kevin Hardisty had been elected as Chairman.

**19.037** Matters arising from the minutes

1. Matters related to fracking (standing item)  
The Inspector has still to publish her report from the hearings in January.
2. Village Plan  
Councillor Hartley gave a report on the Plan at the Annual Parish Meeting (APM) that preceded the Council Meeting; the report is attached to the Minutes of the APM.
3. Traffic Matters
  - a. General – in his report to the APM the Chairman included a summary of the current status of the various matters raised at Meetings during the past year. The report is attached to the minutes of the APM.
  - b. Speed monitoring – NYCC / Police partnership “95 Alive” Highways / Police have carried out monitoring on West Way but have yet to report back.
  - c. Vehicle activated signs – NYCC have not published the costs of the scheme yet, the Chairman agreed to ask Councillor Patmore (NYCC) for an update.
  - d. West Way – during the recent heavy rain water had burst through the road surface at the junction of West Way and Crayke Lane, in response to a video of the burst which was sent to Highways the Chairman and other parishioners met Highway engineers at the site on 17<sup>th</sup> May and they were given a verbal assurance that the drainage problem will be solved and the West Way will be re-surface during the year.
  - e. 30mph zone – Highways have acknowledged Council’s request to have the zone moved down to the entry to Crayke on the Stillington road. However, they have said they will not look into it until the results of 95 Alive’s speed monitoring are available.
4. Village Green  
Works at Bishop’s Cottage – The area of the Green opposite the Cottage

Merritt

that the builders used is still in a poor condition and needs some repair; the Chairman agreed to write to the owners about it.

Merritt

#### 5. Litter Pick

The Litter Pick on 23<sup>rd</sup> March had been very well supported, 22 people had volunteered and 25 bin bags of rubbish were collected.

**19.038** To receive and decide necessary action resulting from verbal reports from the Clerk or Councillors on matters in hand  
The Clerk reported that our registration with the Information Commissioner's Office was renewed on 14<sup>th</sup> May.

#### 19.039 Financial matters

1. The Chairman reported that he had examined the bank records for the period 22<sup>nd</sup> April to 18<sup>th</sup> May and that the transactions carried out in that time had been previously authorised by Council.
2. It was **resolved** to receive and approve the financial reports for the year ending 31<sup>st</sup> March 2019.
3. It was **resolved** to receive and approve:
  - the report on the Council's financial position as at 21<sup>st</sup> April 2019
  - the Budget report
4. The following were noted:
 

Receipts:

a. AONB, Grant for the Natural Heritage survey	£750.00
b. HDC, Precept 1 <sup>st</sup> half year	£1,575.50
Payments & Charges:	
c. YLCA, subscription for 2019/20 inc. VAT £0.00 (3/4/19)	£130.00
d. ICO, annual fee inc. VAT £0.00 (14/5/19, DD)	£35.00
5. It was **resolved** to approve the following payments:
 

a. Hambleton Community Action, Internal Audi review inc. VAT £0.00 (1/5/19, 124)	£100.00
b. HDC, election expenses inc. VAT £0.00	£100.00
c. Easingwold Library, donation for this year and last	£100.00
6. Additional items circulated at the meeting:
 

a. ML Dawson, grass cutting inc VAT £25.00 (6/5/19)	£150.00
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#### 19.040 Planning

1. New Applications:
  - a. 19/00633/FUL – Oakdene Farm, Rookery Lane - Change of use of agricultural land to equestrian to allow the construction of an equestrian arena including access track – it was **resolved** to confirm the response of “no objection”
  - b. 19/00510/MRC – Bishop's Cottage, Church Hill - Variation of condition 2 (approved drawings) for previously approved application 17/00866/LBC - amended drawings received by Hambleton District Council 1st March 2109 – it was **resolved** to confirm the response of “Council does not object to this application as it reduces the impact of the earlier application to which Council did object. However, Council has concerns that the building contractor doing the development caused damage to the Village Green in the recent works and we wish to have written assurances that any more work done will not involve a repeat of any damage to the Green.”
2. Updates to Applications:
  - a. 18/02593/FUL – Halfway House, Daffy Lane - Retrospective application

- for a replacement gate for access to dwelling house – Granted
- b. 19/00456/CAT – Chapel Garth, West Way – Works to remove trees in a Conservation Area - Granted

**19.041** New items and correspondence to note or for decision

1. Audit Panel – it was **resolved** to accept the report and recommendations from the Panel’s meeting on 15<sup>th</sup> April 2019. The report is attached.
2. Annual Governance and Accounting Return (AGAR)
  - a. It was **resolved** to submit a certificate of exemption as recommended by the Audit Panel
  - b. It was **resolved** to approve the Internal Auditor’s report
  - c. It was **resolved** to approve the Annual Governance Statement
  - d. It was **resolved** to approve the year-end financial statements and the annual Accounting Statement
  - e. It was **resolved** 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
3. Asset Register – it was **resolved** to approve the amendments recommended by the Audit Panel
4. Insurance – three quotes were considered and it was **resolved** to accept the quote from Inspire (AXA) for a 3 year term
5. Health and Safety Policy – it was **resolved** to approve the policy as presented
6. YLCA training – it was **resolved** to fund new councillor training
7. Neighbourhood Watch – because they have a small budget and very few transactions Crayke Good Neighbourhood Scheme’s (CGNS) current banker is no longer willing to hold their account. They have asked the Council to accept their funds (currently £243) as a donation in return for agreeing to cover the very small annual running costs. It was **resolved** to accept the funds if CGNS would agree to the arrangement that:  
the funds will be subsumed into the Council funds and be managed according to Financial Regulations  
however, Council will treat the funds received as a ring-fenced amount only to be used for approved CGNS matters  
and once the ring-fenced fund is exhausted the arrangement will end and Council will consider new arrangements to support CGNS.

**19.042** Items for the next agenda.

Defibrillators – Council’s responsibilities with regard to both

**19.043** It was confirmed that the next meeting of the Council will be on Tuesday 16<sup>th</sup> July 2019 starting at 19:30 in the Sports Hall.

**Abbreviations**

E&VCF – Easingwold and Villages Community Forum	SHSGAG – South Hambleton Shale Gas Advisory Group
ETC – Easingwold Town Council	HDC – Hambleton District Council
NYCC – North Yorkshire County Council	YLCA – Yorkshire Local Councils Association
M&WJP – Minerals and Waste Joint Plan	AONB – Howardian Hills Area of Outstanding Natural Beauty

## Appendix

### Audit Panel

#### Report from the Year End Review Meeting on 15<sup>th</sup> April 2019

Present: C Merritt (Chair), L Hartley, T Moverley, Clerk

The Panel met to carry out the checks on Council Business as laid out in the 2018/19 Audit Plan and to review the 2018/19 Annual Return.

#### 1. Review of the Draft Audit Plan for 2019/20

The audit plan for 2019/20 was approved as presented.

#### 2. Checks As Per The Audit Plan

##### 1. Finance

The Panel reviewed the financial reports produced during the year along with the bank statements and payment records and found that the finances have been managed in accordance with regulatory requirements.

##### 2. Risk Management

###### a. Risk Register

The Risk Register was reviewed and the following amendments were agreed:

Risk No.	Management
10 – Council records, paper	Replace: “Historically interesting records are kept in a filing cabinet held by the Vice Chairman.” With “Historically interesting records are kept in a filing cabinet held by a nominated Councillor.
19 – Freedom of Information	Replace “Council are aware that this is an entitlement and that where the research for the information requires 15 hours work or more a fee may be charged” With “Council are aware that this is an entitlement and that a fee can be charged for providing information in response to a request; the amount of the fee would be determined in accordance with the Fees Regulations.
21 – Accident to contractor &	Add “To confirm each year that the grass cutting contractor has the necessary insurances in place”

###### b. Health and Safety Policy

The Clerk presented a draft policy which was accepted without change. It was noted that, as Council only has only one employee, Council is not required to have a Health and Safety policy though it is good practice to.

###### c. Asset Register

The Register was reviewed and it was agreed to add the defibrillator.

d. ICO registration

The Panel confirmed that we are registered with the ICO.

3. Governance / Council Business

The Panel found that meetings had been publicised, managed and reported in accordance with Standing Orders and the regulations. Also, that the appointment of Councillors had been carried out and recorded correctly.

**3. Annual Governance and Accounting Return (AGAR)**

The Auditor's report from last year was considered, no issues had been raised.

After reviewing the guidance notes for completing the AGAR, it was agreed that Council could certify itself as exempt from a limited assurance review.

The Annual Governance Statement was considered and it was agreed the Council could confirm all the points in the Statement.

The Clerk presented a draft of the Accounting Statement which was approved.

The Panel had no specific points or questions for the Internal Auditor to look into.

**4. Any item members wish to discuss**

There were no other matters raised for discussion

**5. Recommendations**

The Panel recommends that Council:

- a. adopt the 2019/20 Audit Plan
- b. notes that all the checks were carried out as per the Audit Plan and no irregularities were found in the management of the Council's business
- c. accepts the proposed amendments to the Risk Register
- d. adopts the draft Health and Safety Policy
- e. accepts the Asset Register as amended
- f. approves a Certificate of Exemption for 2018/19
- g. affirms the statements in the Annual Governance Statement for 2018/19
- h. approves the draft Accounting Statement