

# CRAYKE PARISH COUNCIL

Parish Clerk, c/o Knott Lodge, Knott Lane, Easingwold, York YO61 3LX

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## Annual Meeting of Crayke Parish Council to be held on Tuesday 18<sup>th</sup> May 2021 in the Sports Hall starting at 19:30

### Business Agenda

1. Election of Chairman and declaration of acceptance
2. Election of Vice Chairman and declaration of acceptance
3. Councillors' Acceptances of Office
4. Apologies - To receive and note apologies for absence and consider reasons given for non-attendance.
5. Declaration 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.
6. Councillor appointments:  
To appoint:
  1. Councillors to be signatories for the bank account and to confirm them as authorised signatories
  2. The members of the Audit Advisory Panel
  3. Two Councillors to the Crayke Parochial Charities
  4. A Council representative on the School Governing Board
  5. Two Councillors as representatives at YLCA branch meetings
  6. Councillors to other village bodies
7. To approve the minutes of the meeting of the Council held on 16<sup>th</sup> March 2021.
8. Open Forum. (Please note this will be limited to 20 minutes)  
An opportunity for parishioners to seek information or to question the Council on any matter in respect of the Parish.
9. Community, District and County matters
  7. HDC Local Plan (standing item) – update on progress
  8. Easingwold and Villages Community Forum –update with latest information from the Forum
  9. Other matters or events of interest
10. To receive information on the following matters in hand and decide further action where necessary
  1. Village Plan – update on progress
  2. Traffic matters
    - a. update on highways and traffic issues
    - b. speed monitoring
  3. Village Green – update on agreed actions
11. To receive and decide necessary action resulting from verbal reports from the Clerk or Councillors on matters of interest or concern.

## 12. Financial Matters

1. To confirm that all payments from the bank account made since the last meeting up to the close of the day prior to this meeting were properly authorised.
2. To receive and approve the financial reports for the year 2020/21.
3. To receive and approve the reports on the Council's financial position at 30<sup>th</sup> April 2021.
4. To approve the continued use of BACS for payments to creditors
5. To note the following receipts and previously approved charges or payments made since the last meeting:-

### Receipts:

- |                        |           |
|------------------------|-----------|
| a. HMRC, VAT refund    | £1,183.04 |
| b. HDC, Precept part 1 | £1,704.00 |

### Payments:

- |   |         |
|---|---------|
| c. GH Smith, History Trail Leaflets<br>inc. VAT £0.00 (23/3/21, 10653)              | £69.00  |
| d. Paperwise, Destruction of confidential waste<br>inc. VAT £7.40, (19/4/21), 5161) | £37.00  |
| e. YLCA, Annual fee<br>inc. VAT £0.00 (1/4/21)                                      | £136.00 |
| f. ICO, Annual fee<br>inc. VAT £0.00 (14/5/21, DD)                                  | £40.00  |
6. To note and approve payment of the following:

a. YLCA, Internal Audit review inc. VAT £0.00 (29/4/21, 93-2122)	£200.00
b. Came & Co, Insurance for 2021/22 inc VAT £0.00 (1/6/21, 4176989)	£364.45
c. S Sangster, Zoom subscription for May inc. VAT £2.40 (10/5/21, INV85275438)	£14.39
  7. Additional items circulated at the meeting.

## 13. Planning

1. New applications – to consider and decide upon the following planning applications:
  - a. 21/00250/LBC – Crayke Hall, Church Hill - Oakdene Farm, Rookery Lane - Listed Building Consent for the retention of 2no windows and replacement of 4no windows to the front elevation with the replacement of 1no window to the gable end - To confirm the response of “no objection”.
2. Updates to applications – to receive the following planning decisions and information:
  - a. 21/00376/FUL - The Nook, Brandsby St. - Build a driveway to provide off-road parking. Drop kerb outside the house to provide vehicle access to driveway, re-tarmac affected area - Granted.

## 14. New items and correspondence to note or for decision

1. To receive the Internal Auditor's checklist and observations together with the report and recommendations from the Audit Panel meeting held on 10<sup>th</sup> May 2021.
2. To approve the Audit Plan for 2021/22 as recommended by the Audit Panel.
3. Annual Governance and Accounting Return (AGAR)
  - a. To consider whether to request an External Audit review, at a cost of £200, or to submit a Certificate of Exemption from an External Audit review as recommended by the Audit Panel
  - b. To receive the Internal Auditor's report for the AGAR
  - c. To review and complete the Annual Governance Statement as recommended by the Audit Panel
  - d. To receive and accept the year-end financial statements and complete the Annual Accounting Statement as recommended by the Audit Panel
  - e. 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

4. Asset Register - to approve the addition of the VAS and ancillary equipment as recommended by the Audit Panel.
5. Records Management Policy - to approve the adoption of the model Policy provided by the YLCA as recommended by the Audit Panel.

15. Items for the next agenda

16. To confirm the date of the next meeting of the Council as Tuesday 20<sup>th</sup> July 2021 starting at 19:30.



S Sangster  
Clerk to Crayke Parish Council