

CRAYKE PARISH COUNCIL

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Minutes of the Annual Meeting of Crayke Parish Council held on Tuesday 18th May 2021

21.27 Present

Councillors: C Merritt (Chair), N Northeast, S Featherstone, J Porter, L Hartley, N Jackson,
T Moverley

Public: 0

21.28 Election of Chairman

Councillor Merritt was elected as Chairman and signed the Acceptance of Office.

21.29 Election of Vice Chairman

Councillor Hartley was elected as Vice Chairman.

21.30 Apologies for absence

NYCC: C Patmore

Hambleton: P Thompson

21.31 Declarations of interest

None

21.32 Councillor Appointments

It was **resolved** to approve the following appointments:

1. Bank account signatories - Councillors Merritt, Jackson and Featherstone.
2. Audit Panel - Councillors Merritt, Hartley and Moverley with the remit to fulfil the Audit Plan.
3. Representatives to the Crayke Parochial Charities - Councillors Featherstone and Moverley
4. Co-opted School Governor representing the Council - Councillor Jackson
5. Yorkshire Local Councils Association – Councillor Hartley was appointed as second Council representative; Councillor Merritt, as Chairman, is ex officio the lead representative.
6. Council representative on the Defibrillator Management Group - Councillor Porter
Council representatives on the Crayke Good Neighbour Scheme - Councillors Merritt and Porter.

21.33 Previous Minutes

With the following amendment to item 21.20.1, it was **resolved** to approve the minutes of the meeting of the Council held on 16th March 2021 as a true record:

21.20.1 Village Plan

- a. *It was agreed to investigate methods for carrying out an audit of trees in the village*
- b. *It was **resolved** to authorise Councillor Merritt to spend up to £76 on 250 History Trail leaflets.*

21.34 Open Forum

No matters were raised for discussion.

21.35 Community, District and County Matters

1. Hambleton District Local Plan (standing item)
The Plan is still going through examination by the government Inspector. The status of the Plan can be found at <https://www.hambleton.gov.uk/local-plan-1> .
2. Easingwold and Villages Community Forum
Owing to the coronavirus restrictions the Forum has not met.
3. Other matters of interest
None were raised.

21.36 Matters in hand

1. Village Plan
Councillor Hartley noted that many of the projects on the plan were in progress and several had already been completed. An update on progress with the plan had been presented to the Annual Parish Meeting which preceded the Council meeting.
2. Traffic Matters
 - a. 30mph zone - We are still waiting to hear what decision has been made following the statutory consultation which ended on 1st March.
 - b. Speed sign - The vehicle activated sign has been in use since 5th March. The Chairman gave a summary of the latest data. See the Appendix below.
3. Village Green
 - a. We have not been able to make any progress with establishing responsibility for repairing the entrance to the track at the top of the Green.
 - b. It was **resolved** to authorise the Chairman to commission a grass cut if one is needed before the next meeting.

21.37 Village matters

1. The meeting discussed the problems with parking by the school. It was agreed that the Council would assist the School in investigating measures to manage the problem.
2. The School's plan for a 1-mile track was also discussed.

21.38 Financial matters

- 1 It was confirmed that all the bank payments made since the last meeting up to the end of 17th May, were properly authorised.
- 2 It was **resolved** to receive and approve the financial report for the year 2020/21.
- 3 It was **resolved** to receive and approve the reports on:
 - the financial position at 30th April 2021
 - the current budget position.
- 4 It was **resolved** to continue the use of BACS for payments to creditors and to continue the use of Direct Debit for the annual payment of the Information Commissioner's charge.
- 5 The following receipts and previously approved charges or payments made since the last meeting were noted:
Receipts:
 - a HMRC, VAT refund £1,183.04

- | | | |
|-----------------|--|-----------|
| b | HDC, Precept part 1 | £1,704.00 |
| c | Northern Powergrid, Wayleave | £23.38 |
| <u>Payments</u> | | |
| d | GH Smith, History Trail Leaflets
inc. VAT £0.00 (23/3/21, 10653) | £69.00 |
| e | Paperwise, Destruction of confidential waste,
inc. VAT £7.40, (19/4/21), 5161) | £44.40 |
| f | YLCA, Annual fee,
inc. VAT £0.00 (1/4/21) | £136.00 |
| g | ICO, Annual fee,
inc. VAT £0.00 (14/5/21, DD) | £35.00 |
| 6 | It was resolved to approve the following payments, to be made by BACS: | |
| 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: | |
| a | It was resolved to make the donation of £100 to Easingwold Community Library by cheque, using Section 137. This incorporates the budgeted amounts from this year and last year. | |

21.39 Planning

- 1 New Applications:
 - a. 21/00250/LBC – Crayke Hall, Church Hill - 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 - it was **resolved** to confirm the response of “no objection”.
- 2 Updates to Applications:
 - 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.

21.40 New items and correspondence to note or for decision

- 1 The Internal Auditor’s checklist and observations were discussed and the Clerk’s responses to the observations were approved.
The report from the Audit Panel meeting held on 10th May 2021 was discussed and it was **resolved** to approve the recommendations in the report. See Appendix below.
- 2 The proposed Audit Plan for 2021/22 was discussed. With the inclusion of two additional checks, the Plan was approved. See Appendix below.
- 3 Annual Governance and Accounting Return (AGAR)
 - a. It was **resolved** to submit a Certificate of Exemption from an External Audit.
 - b. It was **resolved** to approve the Internal Auditor’s report for the AGAR.
 - c. Each of the statements on the Annual Governance Statement was considered and affirmed. It was **resolved** to approve the completed Statement.
 - d. It was **resolved** to approve the year-end financial statements and Annual Accounting Statement as presented.
 - 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

- 4 Asset Register - it was **resolved** to approve the addition of the Mobile Vehicle Activated Sign and ancillary equipment.
- 5 Records Management Policy - it was **resolved** to adopt the model Policy provided by the YLCA.
- 6 Defibrillator - it was **resolved** to approve the purchase of a set of defibrillator pads at a total cost of £43.20 inc. VAT of £7.20.

21.41 Items for the next agenda:

1. Village events

21.42 Next Meeting

It was confirmed that the next meeting of the Council will be on Tuesday 20th July 2021 starting at 19:30 in the Sports Club.

Appendices

1 - Report on Moveable Vehicle Activated Sign (MVAS) 16th May 2021

The Moveable Vehicle Activated Sign (MVAS) was installed on Friday 5th March and active from that day.

It was installed at the junction of West Way with Easingwold Road and Stillington Road, pointing South (incoming traffic). Between Saturday 20th March and Saturday 3rd April, the sign was rotated to face uphill(North), then returned to facing South. It remained there until Saturday 10th April, when it was moved to the post by the Crayke village sign on Easingwold Road, near the Sports Ground, facing West (incoming traffic).

All data have been downloaded and saved, and selective analyses made using the supplied software.

Three representative periods have been chosen for initial comparison:

1. Week 8-14 March (Westway pointing South)
2. Week 22-28 March (Westway pointing North)
3. 2 Weeks 26 April to 9 May (Easingwold Rd pointing West)

Some key statistics:

	8-14 March	22-28 March	26 April to 9 May
Average weekday vehicle count	2,345	2,029	1,179
Average 7-day vehicle count	1,951	1,646	993
Average speed	25.7	24.77	24.61
Average 85%ile speed	32.2	32.3	29.6
Average daily Count over speed limit	483	398	240
% over speed limit	21.6 to 26.4	13.3 to 28.8	10.5 to 13.4
Average speed	33.2 to 33.5	33.4 to 33.7	32.9 to 33.2
Max speed	50 mph	50 mph	45 mph

Key observations:

- Approximately 1,000 to 2,000 vehicles per day entering Crayke from each direction
- Average speeds are comfortably within the speed limit
- Nevertheless, 200 to 500 vehicles per day exceeding the speed limit, but mainly slightly (by around 3 to 4 mph)
- Peak traffic times are 8 to 9 am and 3 to 6 pm
- About 1/3 to 1/2 as many vehicles at weekends as weekdays.

The MVAS does not take photographs nor record vehicle registrations.

2 - Audit Panel

Report from the Year End Review Meeting on 10th May 2021

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

The Panel met remotely to carry out the checks on Council Business as laid out in the 2020/21 Audit Plan and to review the 2020/21 Annual Return.

1. 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 the Council's Financial Regulations and regulatory requirements. The Clerk's salary and allowances were found to be in accordance with the agreed scales and PAYE and NI requirements are properly applied.

2. Risk

The Panel confirmed that the appropriate insurances are in place, and that the Council is registered with the Information Commissioner. The Risk Register was reviewed. It was **agreed** to add: "Council checks that there is an appropriate legal power before approving a payment", as an additional mitigation to Risk 15 - *Legal Powers - Ultra-vires payments*. The levels of insurance cover were reviewed. It was agreed they are appropriate. The Asset Register was reviewed. It was **agreed** to add the MVAS and ancillary equipment to the Register, at a value of £3,464. The Health and Safety policy was reviewed. No changes were required.

3. Governance / Council Business

Council Business and Administration

The Panel found that meetings had been publicised, managed and reported in accordance with Standing Orders and the regulations. The Panel was satisfied that Council business is carried out in accordance with Standing Orders and Financial Regulations. It was noted that the Minutes for the meeting in November 2020 have not been signed.

Internal Auditor's Comments

The Auditor's report was discussed and, based on her observations, the following actions were **agreed**:

- when agreeing the budget, record that the payment to Easingwold Library is made using S137
- when approving a payment, Council will also specify how it will be made
- when appointing the Audit Panel at the Annual Meeting, to record that its purpose is to carry out the checks in the Audit Plan
- when agreeing the budget, identify expected uses of any amount of the reserve that is beyond the Precept + Defibrillator and CGNS funds
- to adopt the Record Management policy recommended by the YLCA
- change the description of the year-end financial report on the website to identify that it includes a list of all the Council's financial transactions for the year.

The Panel discussed the Auditor's observation regarding the purchase of the MVAS and concluded that it was not relevant because Council had used the powers under Crime Prevention and Traffic rather than Section 137 as she had assumed.

In making the decision Council had noted that the advice from the NYCC with regard to the legal authority for the purchase of a MVAS is different to that of the YLCA and that the YLCA has stated that *“It is for a council to choose which opinion it will rely on and to remember there is a risk assessment exercise to be done in this regard in relation to the appropriate use of public funds.”*

Internal Controls

The Panel reviewed the Council’s internal controls and considered that they adequately meet regulatory requirements.

A minor amendment for the Audit Plan for 2021/22 was **agreed**: to consider items for the Internal Auditor at the half-year meeting rather than at year-end.

2. Annual Governance and Accounting Return (AGAR)

The Auditor’s year-end report 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. 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.

3. Any item members wish to discuss

There were no other matters raised for discussion.

4. Recommendations

The Panel recommends that Council:

- a. 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
- b. approves the proposed amendment to the Risk Register and implements it at the Annual meeting
- c. approves adding the MVAS and ancillary equipment to the Asset Register
- d. implements the six actions recommended by the Clerk from the review of the Internal Auditor’s observations
- e. adopt the Audit Plan for 2021/22
- f. approves a Certificate of Exemption for 2020/21
- g. affirms the statements in the Annual Governance Statement for 2020/21
- h. approves the draft Accounting Statement 2020/21.

3 - Audit Plan - Year 2021/22

1. Council

Each Meeting

Consider the Bank and Budget reports

March

Appoint the Internal Auditor.

May

Approve the Governance and Accounting statements for the Annual Return.

May (Annual) Meeting

Appoint 3 members to Council's Audit Panel

Receive Report of the Internal Auditor and agree necessary action

Approve Annual Governance and Accounting Returns.

September

Receive Report of the External Auditor and agree necessary action.

November Meeting.

Approve budget and set Precept.

2. Audit Panel

a. Meet twice a year in April/May and October/November

b. At each meeting:

Finance

- Monitor payment and procurement practices to ensure against fraud, and that financial regulations are being adhered to.
- Check that accounting records are maintained and are accurate.
- Check the monthly finance reports against the bank accounts.
- Check that all payments are supported by invoices or receipts, have been approved by Council and recorded in Minutes along with the method of payment.
- Check that all cheques are signed by 2 signatories.
- Record keeping is adequate and accurate.
- VAT is recorded separately and is reclaimed.
- Any use of Section 137 is Minuted and that the annual limit is not exceeded.

Risk Management

- Appropriate insurances are in place – *public liability, employer's liability, councillor's indemnity, assets.*
- ICO registration is maintained.

Governance / Council Business

- Meetings are managed and recorded correctly, e.g., publicised and papers distributed within the statutory timescale, agendas meet requirements, decisions recorded, minutes verified and signed
- Regulatory requirements are being met – elections, appointment of Councillors
- Carried out in accordance with Standing Orders, Financial Regulations etc.

Matters for the Internal Auditor

- To decide if there any particular matters to ask the internal auditor to look at.

c. Annually

Finance

- Salary and allowances are in accordance with the agreed scales, PAYE and NI requirements are properly applied

Governance / Council Business

- Review effectiveness of Internal Audit and Internal Control Procedures (using criteria set out in 'Governance and Accountability for Local Councils').
- Review the auditor's comments

Risk Management

- Review Risk Register, - risks are fully identified, controls are adequate and are operated
- Review the level of insurance cover
- Review the Asset Register, – additions or deletions, values
- Review Health and Safety requirements.

d. Financial Year-End

Annual Governance and Accountability Return

- Review the details of the Certificate of Exemption and decide whether to recommend that Council signs the Certificate.
- Review the Governance Statements and decide on the appropriate response to recommend for each one.
- Review the draft Accounting Statement to check it is accurate and decide whether to recommend Council accepts it.