

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 17th May 2022 in the Sports Hall starting at 19:30

Business Agenda

1. Election of Chairman and declaration of acceptance
2. Election of Vice Chairman
3. Councillors' Acceptances of Office - To permit any councillor that is unable to sign their Declaration of Acceptance of Office at this meeting, or who has not undertaken this task before this meeting, to sign their Declaration before or at the next ordinary meeting of the Council.
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 15th March 2022.
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
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 - update on highways and traffic issues
 - a. update on highways and traffic issues
 - b. Cobble gullies
 - c. Condition of the road outside the School
 - d. Safety improvements for the sewerage lane exit
 3. Village Green – update on agreed actions
 4. Green Council - update on issues, ideas and actions
 5. Queen's Jubilee - to discuss the celebrations

6. Display boards - to decide whether to purchase a board or boards

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 2021/22.
 3. To receive and approve the reports on the Council's financial position at 30th April 2022.
 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. HDC, Precept part 1	£1,755.00
Payments:	
b. Bank charge	£8.00
inc. VAT £0.00 (11/4/22)	
c. GH Smith & Son, Village history leaflets	£88.00
inc. VAT £0.00 (4/4/22, 63057)	
d. YLCA, Annual fee	£138.00
inc. VAT £0.00 (1/4/21)	
e. YLCA, Internal Audit review	£120.00
inc. VAT £0.00 (25/4/22, 56-2223)	
 6. To note and approve payment of the following by BACS: - None
 7. Additional items circulated at the meeting.

13. Planning
 1. New applications – to consider and decide upon the following planning applications:
 - a. 22/00796/MRC - Crayke Hall, Church Hill - Application for removal of condition no: 5 (retained cobbles) to previously approved application reference number: 21/02849/LBC for alterations and extension to Listed Building to connect dwelling to coach house - To confirm the response of “no objection”.
 2. Updates to applications – to receive the following planning decisions and information:
 - a. 21/02903/FUL - Plot 2 land adjacent Chapel Garth, Westway - Construction of a detached dwellinghouse and widening of the existing access to the highway - Granted.
 - b. 21/02306/FUL - Rose Cottage, Brandsby Street - Extension to garage to create an annexe and retrospective consent for conversion of garage and garden structures - Granted

14. New items and correspondence to note or for decision
 1. To consider quotes for the annual insurance and select a provider.
 2. To receive the Internal Auditor's report and observations together with the report and recommendations from the Audit Panel meeting held on 5th May 2022.
 3. To approve the following recommendations of the Audit Panel:
 - a. Updates to the Risk Register
 - b. Addition of the salt bin to the Asset Register
 - c. Audit Plan for 2022/23.
 4. Annual Governance and Accounting Return (AGAR)
 - e. 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
 - f. To accept the Internal Auditor's report for the AGAR
 - g. To review and complete the Annual Governance Statement as recommended by the Audit Panel

- h. To receive and accept the year-end financial statements presented by the Clerk and complete the Annual Accounting Statement as recommended by the Audit Panel
- i. 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

15. Items for the next agenda

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



S Sangster
Clerk to Crayke Parish Council