

CRAYKE PARISH COUNCIL

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DRAFT Minutes of the Annual Meeting of Crayke Parish Council held on Tuesday 17th May 2022

22.27 Present

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

Public: 3

22.28 Election of Chairman

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

22.29 Election of Vice Chairman

Councillor Hartley was elected as Vice Chairman.

22.30 Councillors' Acceptances of Office

It was resolved to permit any councillor who 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.

22.31 Apologies for absence

It was resolved to accept the explanation of absence from Councillor Moverley
NYCC - N Knapton

22.32 Declarations of interest - None

22.33 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 Hartley if required
5. Yorkshire Local Councils Association – Councillor Hartley was appointed as second Council representative; Councillor Merritt, as Chairman, is ex officio the lead representative.
6. Other village bodies - none required.

22.34 Previous Minutes

It was **resolved** to approve the minutes of the meeting of the Council held on 15th March 2022 as a true record.

22.35 Open Forum

The meeting was advised that the Friends of St Monica's will consider providing grants for projects which promote health and well-being.

22.36 Community, District and County Matters

1. Representation from NYCC - it was decided to ask our NYCC Councillor to provide an information briefing when they are unable to attend our meetings. Action: Merritt
2. The meeting discussed changing the meetings to the 2nd Tuesday of the month. It was decided to keep to the current arrangement for the next two meetings but investigate the availability of the Sports Club on the 2nd Tuesdays. Action: Merritt

22.37 Matters in hand

1. Village Plan – The History Group has printed another batch of the history trail leaflets and has been given some display boards.
2. Traffic matters - update on highways and traffic issues
 - a. The Chairman gave the meeting a report of the meeting of the School Governors and a Highways engineer about the problems caused by parking around the school entrance. A crossing and a footpath from the Sports Club car park were suggested but were not considered viable.
Following the meeting Highways have provided options for road marking schemes for consideration. These will be discussed in detail at another meeting with Highways and residents in the area will be consulted.
 - b. At the meeting with Highways the Chairman will also raise the issues of cobble gullies and the sewerage lane exit.
3. Village Green – It was resolved to authorise the Chairman to commission a grass cut when the daffodils have died down.
4. Green Council
 - a. Councillor Hartley gave an update on progress with the Council's environmental agenda and presented the latest version of the leaflet which will be distributed in the village.
 - b. It was resolved to authorise Councillor Porter to spend up to £70 on printing the leaflets.
5. Queen's Jubilee
There are several events organised within the village. Councillor Featherstone will set up the beacon to be lit on Thursday 2nd June at 21:45.
There was a proposal to replace the bench to the right of the steps up to the church from the Village Green with a new bench commemorating the jubilee. The Chairman agreed to write to the Mr Withers, the chairman of the Churton Hall Fund Trustees regarding funding.
Action: Merritt
6. Display boards - these are available thanks to the gift to the History group.

22.38 Village matters

- a. The Clerk reported on progress with opening a new bank account.
- b. A resident has reported that Jack Lane is becoming overgrown. Councillor Featherstone agreed to investigate. Action: Featherstone

22.39 Financial matters

- 1 It was confirmed that all the bank payments made since the last meeting up to the end of 16th May were properly authorised.
- 2 It was **resolved** to receive and approve the financial reports for the year 2021/22.
- 3 It was **resolved** to receive and approve the reports on:

- the financial position at 30th April 2022
- the current budget position.
- 4 It was resolved to continue to pay invoices by bank transfer whenever possible.
- 5 The following receipts and previously approved charges or payments made since the last meeting were noted:
 - 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 The following already approved expenditure items were noted:
 - a. Bank charge £8.00
inc. VAT £0.00 (12/5/22)
 - b. Information Commissioner's charge £35.00
inc. VAT £0.00 (13/5/22)

22.40 Planning

1. New 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 - It was resolved to confirm the response of "no objection"
2. Updates to applications
 - 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

22.41 New items and correspondence to note or for decision

- 1 It was resolved to authorise the Clerk to take insurance with the most appropriate provider when the current policy expires at the end of the month.
- 2 The reports from the Internal Auditor and the Audit Panel were approved.
- 3 It was resolved 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.

22.42 Annual Governance and Accounting Return (AGAR)

- 1 It was resolved to submit a Certificate of Exemption from an External Audit as recommended by the Audit Panel.
- 2 It was resolved to approve the Internal Auditor's report for the AGAR.

- 3 Each of the statements on the Annual Governance Statement was considered and affirmed. It was resolved to approve the completed Statement.
- 4 It was resolved to accept the year-end financial statement presented by the Clerk and to complete the Annual Accounting Statement as recommended by the Audit Panel.
- 5 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

22.43 Items for the next agenda:

1. Standing Orders

22.44 Next Meeting

1. It was confirmed that the next meeting of the Council will be on Tuesday 19th July 2022, starting at 19:30 in the Sports Club.

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