

# Sancton Parish Council

Chairman - Mr Derek Cary

Parish Clerk – Mrs Louise Ward

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7<sup>th</sup> May 2019

Dear Councillor,

You are summoned to attend the meeting of Sancton Parish Council which will be held on **Monday 13<sup>th</sup> May 2019**. Proceedings will commence at **7.00pm**, at the Chapel, Rispin Hill, Sancton.

Members of the public and press are welcome to attend.

Mrs Louise Ward (Clerk to the Council)

## Public Participation

Members of the public may raise subjects that they wish to bring to the attention of the Parish Council. Items relating to matters on the Agenda will be taken first and the time will be restricted to 30 minutes maximum (standing order 3(f)) unless the council decides otherwise. Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes. Listeners should note that decisions cannot be made at this meeting on items not on the agenda.

## Recording of Meetings

This council supports the right of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded. The Public Participation period is not part of the council meeting as such and legal advice should be taken as to the recorders' rights to make any recording during that period.

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## AGENDA

1. Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office
2. Election of Vice-Chairman
3. Receive Apologies and Approve Reasons for Absence
4. Declarations of Interest
  - a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
  - b) To note dispensations given to any member of the council in respect of the agenda items listed below.
5. Minutes of Previous Meeting

To approve and sign minutes of the meeting held on the 15<sup>th</sup> April 2019.
6. Public Participation

7. Reports from Ward Councillor(s)

Ward Councillors to update the Parish Council on activities within East Riding of Yorkshire Council. Any items requiring an action must be raised under a separate agenda item.

8. Councillor Vacancy

- a) To discuss and resolve whether candidate Sally Wightman should be put forward for selection.
- b) Members to vote on whether the candidate should be co-opted.

9. Internal Audit 2018/2019

To receive report from Public Sector Audit. To note any recommendations and agree any action.

10. Annual Governance Statement 2018/19

- a) Members to consider the Governance Statement.
- b) Members to resolve the approval of the Governance Statement.
- c) Governance statement to be signed and dated by the Chairman and Clerk.

11. Annual Accounting Statement 2018/19

- a) Members to consider the Accounting Statement.
- b) Members to resolve the approval of the Accounting Statement.
- c) Accounting statement to be signed and dated by the Chairman.

12. Annual Governance and Accountability Return (AGAR) 2018/19

- a) Members to consider the conditions of the Certificate of Exemption:
  - The authority has been in existence since before 1st April 2015.
  - Neither received gross income, nor incurred gross expenditure, exceeding £25,000.

In relation to the preceding financial year (2017/18), the external auditor has not:

- Issued a public interest report in respect of the authority or any entity connected with it
  - Made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - Issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - Commenced judicial review proceedings under section 31(1) of the Act
  - Made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
  - The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.
- b) Members to resolve the approval of the above statement.
  - c) Certificate of Exemption to be signed and dated by the Chairman and Responsible Financial Officer.

13. Election of Meeting Representatives

To elect two Councillors to represent this council at ERNLLCA district committee meetings.

14. Election of Committee Representatives

To agree to formation/continuation of any committees and to further agree their Functions and Terms of Reference.

- a) Personnel Committee.
- b) Sancton Hill 1 Community Benefit Fund Committee.

15. Working Parties

To agree to formation/continuation of any working parties and to further agree their Functions and Terms of Reference.

- a) Recreation and Environment Working Party.

16. To appoint a Flag Flying Officer and Deputy

17. Policies and Procedures

- a) To review and approve the NALC model Standing Orders (2018).
- b) To review and approve the NALC model Financial Regulations (2016).
- c) To review and approve the Asset Register.
- d) To review and approve the Risk Assessment policies.
- e) To review and adopt the Tree Management policy.
- f) To review and adopt the Financial Reserves policy.
- g) To review and approve the Health and Safety policy.
- h) To review and approve the Health & Safety Guidelines for Councillors and Volunteers.
- i) To review and approve the Cemetery Regulations and Fees documents.
- j) To review and approve the Flag Flying policy.
- k) To review and approve GDPR documents/policies.
- l) To review and approve the Data Protection policy.
- m) To review and approve the Complaints Procedure.
- n) To review and approve the Equal Opportunities policy,
- o) To review and approve the Press and Media policy.
- p) To review and approve the Recording of Meetings policy.
- q) To review and approve the Member/Officer protocol.
- r) To review and approve the Co-option Procedure.
- s) To review and approve the Model Publication Scheme.
- t) To review and approve the Freedom of Information Procedure.
- u) To review and approve the Play Areas Inspection Regime.
- v) To review and approve the adoption of the General Power of Competence.

18. Highways/Footpaths

To receive notification of any issues and to resolve action required.

19. Police Matters/Crime/Neighbourhood Watch

To discuss the latest police report, Community Speed Watch Scheme and any other matters.

20. Planning

- a) To receive any applications made to East Riding of Yorkshire Council and resolve a comment:  
Application No: 19/01179/PLF  
Proposal: Change of use of agricultural land and the demolition of agricultural shed for the siting of 14 dog kennels for use as dog day care, existing barn to be retained for use as indoor exercise run in connection with dog day care with associated facilities, works and infrastructure  
Location: Manor Farm, Houghton Lane, Sancton, YO43 4RG  
Applicant: Mr Robert Rook
- b) To receive decisions made by East Riding of Yorkshire Council.
- c) To note any planning applications received after the agenda has been posted. To resolve their inclusion on the next agenda and request an extension to the consultation period from East Riding of Yorkshire Council.

21. Play Area

- a) To receive Councillor weekly inspection reports.
- b) To discuss and resolve any action regarding its maintenance.

22. Recreation & Environment Working Party (Friends of Sancton)

- a) To receive an update from Cllr Shepherd.
- b) To discuss and resolve work to be carried out over the next month.

23. Grounds Maintenance Contracts/Open Space Management

- a) To discuss and resolve any action regarding the village field.
- b) To discuss and resolve any action regarding the cemeteries and closed churchyard.
- c) To discuss and resolve any action regarding Gravel Pits.
- d) To discuss and resolve any action regarding the pond area.
- e) To discuss and resolve any action with other open space management issues.

24. Accounts

To approve and sign the April/May 2019 accounts for payment and bank statements (see also Financial Reports).

- a) Vision ICT Ltd – Biennial fee for .gov.uk domain renewal – June 2019 to May 2021 - £66.00.
- b) Sancton Methodist Chapel – hire charges May 2018 to April 2019 - £126.00.
- c) Public Sector Audit – internal audit YE March 2019 - £315.00.
- d) George Fillingham – play area grass cutting March 2019 - £40.00.

25. Village Car Park

To discuss and resolve any action.

26. Correspondence

Correspondence received and to resolve any action:

- i. ERNLLCA – Annual General Meeting 2019 – resolutions request.
- ii. The Sancton Hill Windfarm Tree Planting Fund – submission deadline 31<sup>st</sup> July 2019.
- iii. ERNLLCA – April 2019 newsletter.
- iv. ERNLLCA Member Council Development Programme 2019-2020.
- v. ERNLLCA – VE Day 75 – 20<sup>th</sup> May 2020.

27. Minor Items

- a) To note any matters of correspondence received following publication of the agenda.
- b) To take any points from Councillors, receive any questions and to note items of interest.

28. Agenda for next and future meetings

To determine any items Councillors wish to agenda for the next or future meetings.

29. Next Meeting

To confirm the date and time of the next monthly meeting as, subject to any change, Monday 17<sup>th</sup> June 2019 at 7pm.