

Sancton Parish Council

**Minutes of the Annual Council Meeting held on Monday 13th May 2019 at 7.00pm
in Sancton Methodist Chapel, Rispin Hill, Sancton**

Present

**Cllr Derek Cary (Chairman)
Cllr Chris Shepherd**

**Cllr Anita Liley
Cllr Marilyn Wintersgill**

Cllr Pat Parvin

Ward Cllr Leo Hammond

130519/1 Election of Chairman and Chairman's Declaration of Acceptance of Office

Cllr Parvin nominated Cllr Cary for the position as Chairman and this was seconded by Cllr Wintersgill. No other nominations were received, and Cllr Cary was unanimously voted into office and the Declaration of Acceptance of Office signed.

130519/2 Election of Vice-Chairman

It was resolved that this position would not be filled.
Proposed: Cllr Shepherd, seconded: Cllr Liley.

130519/3 Apologies

S Wightman (see item 8).

130519/4 Declarations of Interest

- a) No declarations of interest by any member of the council in respect of the agenda items.
- b) No note dispensations given to any member of the council in respect of the agenda items.

130519/5 Minutes of Previous Meeting

The minutes of the meeting held on the 15th April 2019 were approved by members and signed by the Chairman.
Proposed: Cllr Shepherd, seconded: Cllr Liley.

130519/6 Public Participation

None present.

130519/7 Reports from Ward Councillor(s)

Ward Councillor Hammond updated the Parish Council on activities within East Riding of Yorkshire Council:

- Newly elected Ward Cllr Hammond outlined his background. Also serves on Yapham Cum Meltonby Parish Council. Attendance at future Wolds Weighton Ward PC's meetings will be split into three groupings (with Cllr Stathers and Cllr Rudd too).
- If the PC has unresolved issues or wishes to escalate a problem to ERYC, the PC should not hesitate to get in contact.
- Cllr Cary highlighted the allotments and back field as concerns. Clerk to forward their locations to Cllr Hammond.

130519/8 Councillor Vacancy

- a) It was resolved that candidate Sally Wightman should be put forward for selection.
Proposed: Cllr Liley, seconded: Cllr Parvin.

Signature _____ Date _____

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- b) Members unanimously voted that the candidate should be co-opted.
Proposed: Cllr Liley, seconded: Cllr Parvin.

130519/9 Internal Audit 2018/2019

Report from Public Sector Audit was received, and recommendations noted and approved.
Proposed: Cllr Shepherd, seconded: Cllr Wintersgill.

130519/10 Annual Governance Statement 2018/19

- a) The Chairman read out the Governance Statement for Member's consideration.
b) Members resolved the approval of the Governance Statement.
c) Governance statement was signed and dated by the Chairman and Clerk.

Proposed: Cllr Shepherd, seconded: Cllr Parvin.

130519/11 Annual Accounting Statement 2018/19

- a) The Chairman read out the Accounting Statement for Member's consideration.
b) Members resolved the approval of the Accounting Statement.
c) Accounting statement was signed and dated by the Chairman.

Proposed: Cllr Wintersgill, seconded: Cllr Parvin.

130519/12 Annual Governance and Accountability Return (AGAR) 2018/19

- a) Members considered 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 resolved the approval of the above statement.

- c) Certificate of Exemption was signed and dated by the Chairman and Responsible Financial Officer.

Proposed: Cllr Shepherd, seconded: Cllr Parvin.

130519/13 Election of Meeting Representatives

It was agreed that Cllr Liley and Cllr Shepherd will represent this council at ERNLLCA district committee meetings.

130519/14 Election of Committee Representatives

- a) Personnel Committee - the council considered and agreed its continuation with Cllr Liley as Chairman. Cllr Parvin and Cllr Wintersgill were appointed.
b) Sancton Hill 1 Community Benefit Fund Committee – Cllr Shepherd was appointed.

Proposed: Cllr Liley, seconded: Cllr Parvin.

Signature _____

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130519/15 Working Parties

- a) Recreation and Environment Working Party (Friends of Sancton) – Cllr Shepherd as Co-ordinator.
- b) Community Speed Watch Working Party – Cllr Shepherd as Co-ordinator.
- c) Cemetery Working Party – Cllr Wightman as Co-ordinator.

130519/16 Flag Flying Officer and Deputy

It was resolved to abolish these positions. Flag will be left permanently raised.
Proposed: Cllr Cary, seconded: Cllr Parvin.

130519/17 Policies and Procedures

- a) The NALC model Standing Orders (2018) were reviewed and adopted. Review 1 year.
Proposed: Cllr Parvin, seconded: Cllr Shepherd.
- b) The NALC model Financial Regulations (2016) were reviewed and adopted. Review 1 year.
Proposed: Cllr Liley, seconded: Parvin.
- c) The Asset Register was reviewed and approved. Review 1 year.
Proposed: Cllr Wintersgill, seconded: Cllr Shepherd.
- d) The Risk Assessment policies were reviewed and approved. Review 1 year.
Proposed: Cllr Parvin, seconded: Cllr Liley.
- e) The Tree Management policy was adopted. Review 2 years.
Proposed: Cllr Liley, seconded: Cllr Shepherd
- f) The Financial Reserves policy was adopted. Review 2 years
Proposed: Cllr Parvin, seconded: Cllr Wintersgill.
- g) The Health and Safety policy was reviewed and approved. Review 1 year.
Proposed: Cllr Parvin, seconded: Cllr Shepherd.
- h) The Health & Safety Guidelines for Councillors and Volunteers was reviewed and approved. Review 1 year.
Proposed: Cllr Parvin, seconded: Cllr Shepherd.
- i) The Cemetery Regulations and Fees documents – deferred until June 2019.
- j) The Flag Flying policy - abolished.
Proposed: Cllr Liley, seconded: Cllr Shepherd
- k) The GDPR documents/policies were reviewed and approved. Review 1 year.
Proposed: Cllr Parvin, seconded: Cllr Liley.
- l) The Data Protection policy was reviewed and approved. Review 2 years.
Proposed: Cllr Wintersgill, seconded: Cllr Shepherd
- m) The Complaints Procedure was reviewed and approved. Review 2 years.
Proposed: Cllr Liley, seconded: Cllr Shepherd
- n) The Equal Opportunities policy was reviewed and approved. Review 2 years.
Proposed: Cllr Parvin, seconded: Cllr Shepherd
- o) The Press and Media policy was reviewed and approved. Review 2 years.
Proposed: Cllr Parvin, seconded: Cllr Liley.
- p) The Recording of Meetings policy was reviewed and approved. Review 2 years.
Proposed: Cllr Parvin, seconded: Cllr Wintersgill.
- q) The Member/Officer protocol was reviewed and approved. Review 2 years.
Proposed: Cllr Parvin, seconded: Cllr Liley.
- r) The Co-option Procedure was reviewed and approved. Review 2 years.
Proposed: Cllr Shepherd, seconded: Cllr Parvin.
- s) The Model Publication Scheme was reviewed and approved. Review 2 years.
Proposed: Cllr Parvin, seconded: Cllr Shepherd.
- t) The Freedom of Information Procedure was reviewed and approved. Review 2 years.
Proposed: Cllr Shepherd, seconded: Cllr Parvin.

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- u) The Play Areas Inspection Regime was reviewed and approved. Review 2 years.
Proposed: Cllr Liley, seconded: Cllr Wintersgill.
- v) The adoption of the General Power of Competence was approved. Review 1 year.
Proposed: Cllr Liley, seconded: Cllr Wintersgill.

130519/18 Highways/Footpaths

Cllr Wintersgill reported that a resident had expressed concern regarding the difficulty of negotiating footpaths with a mobility scooter due to parked cars. Agenda June 2019.

130519/19 Police Matters/Crime/Neighbourhood Watch

- Neighbourhood Watch – resident has been followed into the village and then approached by an unknown person(s). Potential ‘car-jacking’?
- PCSO’s have been unsuccessful in tackling the drug use that is occurring at the rear of Jackson Terrace.
- Market Weighton police surgery at Sancton Village Hall due soon.

130519/20 Planning

- a) Applications made to East Riding of Yorkshire Council:
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
DECISION: No comment or objection.
Proposed: Cllr Wintersgill, seconded: Cllr Parvin.
- b) No decisions made by East Riding of Yorkshire Council.
- c) No planning applications received after the agenda had been posted.

130519/21 Play Area

- a) The Councillor weekly inspection reports were received and noted.
- b) Action regarding its maintenance – following concerns raised by Cllr Wintersgill at last month’s meeting, Cllr Shepherd confirmed that the scramble net was secure, and no further action needed.

130519/22 Recreation & Environment Working Party (Friends of Sancton)

- a) No update from Cllr Shepherd.
- b) Work to be carried out over the next month:
 - Cemetery consecration stones to be jet-washed.
 - Budget of £50 for plants for the village tubs was resolved.
Proposed: Cllr Shepherd, seconded: Cllr Liley.
 - New dog-walkers signage will be put up.

130519/23 Grounds Maintenance Contracts/Open Space Management

- a) Action regarding the village field – none.
- b) Action regarding the cemeteries and closed churchyard – Cllr’s Liley, Wightman and Wintersgill have met to discuss a memorial wall. Complaint regarding the grave digger’s damage to an existing grave has been resolved to the family’s satisfaction.
- c) Any action regarding Gravel Pits – none.
- d) Any action regarding the pond area – it was agreed for R Shucksmith to undertake pond maintenance at a cost of £60.00. Cllr Shepherd to liaise.

Signature _____ Date _____

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Proposed: Cllr Shepherd, seconded: Cllr Liley.

- e) Action with other open space management issues - none.

130519/24 Accounts

The April/May 2019 accounts for payment and bank statements (see also Financial Reports) were approved by members and signed by the Chairman.

- 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.

Proposed: Cllr Parvin, seconded: Cllr Wintersgill.

130519/25 Village Car Park

Deferred. Awaiting reply from Mr David Atkinson and Lord Manton.

130519/26 Correspondence

Correspondence received, noted and action required:

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

130519/27 Minor Items

- a) Correspondence received following publication of the agenda:
ERNLLCA – ‘Being a Good Councillor’ training days. £18.75pp. It was agreed for Cllr’s Parvin and Wintersgill to attend.
- b) No points from Councillors, questions or items of interest to note.

130519/28 Agenda for next and future meetings

None.

130519/29 Next Meeting

The date and time of the next monthly meeting is, subject to any change, Monday 17th June 2019 at 7pm.

Meeting closed at 8.55pm

Signature _____

Date _____