

Sancton Parish Council

Chairman - Mr Derek Cary

Parish Clerk – Mrs Louise Ward

9 New Road, Worlaby, Brigg, North Lincolnshire, DN20 0PE

Telephone: 07907 792801

Email: clerk@sanctonparishcouncil.gov.uk

Website: www.sanctonparishcouncil.gov.uk

9th May 2022

Dear Councillor,

You are summoned to attend the Annual Council meeting of Sancton Parish Council which will be held on **Monday 16th May 2022**. Proceedings will commence at 7pm, 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.

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 11th April 2022.
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. Internal Audit 2021/2022
To receive report from Public Sector Audit. To note any recommendations and agree any action.
9. Annual Governance Statement 2021/22
 - 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.
10. Annual Accounting Statement 2021/22
 - 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.
11. Annual Governance and Accountability Return (AGAR) 2021/22
An authority with either gross income or gross expenditure exceeding £25,000 is unable to certify itself exempt from a limited assurance review and must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
Members to resolve the submission of the AGAR as per the stated requirements.
12. Election of Meeting Representatives
To elect two Councillors to represent this council at ERNLLCA district committee meetings.
13. 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.
14. Policies and Procedures
 - a) To review and approve the NALC model Standing Orders (July 2020).
 - b) To review and approve the NALC model Financial Regulations (2019).
 - c) To review and approve the Asset Register and any changes to insurance policy.
 - d) To review and approve the Risk Assessment policies.
 - e) To review and approve the Health and Safety policy.
 - f) To review and approve the Health & Safety Guidelines for Councillors and Volunteers.
 - g) To review and approve the Cemetery Regulations and Fees documents.
 - h) To review and approve GDPR documents/policies.
 - i) To review and approve the adoption of the General Power of Competence.

15. Highways/Footpaths

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

16. Police Matters/Crime/Neighbourhood Watch

To discuss the latest police report and any other matters.

17. Planning

- a) 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.
- b) Update on the alteration works on the wall on Low Street.

18. Play Area

To discuss and resolve any action regarding its maintenance.

19. Grounds Maintenance Contracts/Open Space Management

To discuss and resolve any action regarding:

- a) Village field.
- b) Cemeteries, closed churchyard and Catholic cemetery.
- c) Gravel Pits.
- d) Pond area.
- e) Car park.
- f) Other open space management issues.

20. Accounts

To approve and sign the April/May 2022 accounts for payment and bank statements (see also Financial Reports).

20/04/2022	MD Signs Ltd	Sancton map and lectern (including installation)	£1032.00
05/05/2022	Public Sector Audit	Independent review of council's internal controls and audit report	£395.00

21. Grant Applications

To discuss and resolve any action:

- a) ERYC – The Queen's Platinum Jubilee Community Fund 2022.
- b) Sancton Hill Wind Farm Fund – notice board and lectern application

22. Parish Map

To discuss and resolve any action.

23. Jubilee Celebrations

To discuss and resolve any action.

24. Festive Lighting

To discuss and resolve any action.

25. Correspondence

Correspondence received and to resolve any action:

- i. Pocklington Police Station - Change of date for Police Surgery at Market Weighton Library.
- ii. ERYC - Queen's Platinum Jubilee Fund – application update.
- iii. ERNLLCA April 2022 newsletter.

- iv. SSE Renewables - Dogger Bank Wind Farm Converter Station - UPCOMING TRANSFORMER DELIVERIES.
- v. Cllr Leo Hammond - HEY LNP Update - Funding for trees, trees and more trees.
- vi. ERYC - Humberside Fire and Rescue Service Advice on Lighting Jubilee Beacons.

26. 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.

27. Agenda for next and future meetings

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

28. Next Meeting

To confirm the date and time of the next monthly meeting as, subject to any change, Monday 20th June 2022 at 7pm.