

Sancton Parish Council

Chairman - Mr Derek Cary

Parish Clerk – Mrs Louise Ward

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

Telephone: 01430 819118

Email: clerk@sanctonparishcouncil.gov.uk

Website: www.sanctonparishcouncil.gov.uk

11th May 2020

Dear Councillor,

You are summoned to attend the Annual Council meeting of Sancton Parish Council which will be held on **Monday 18th May 2020**. Proceedings will commence at 7pm, via Zoom, a Video Conferencing website. A Zoom account is not required to take part.

<https://us02web.zoom.us/j/7813588155?pwd=RGxvcFIDSkpybnRGY3QwMUJVaUtHUT09>

Meeting ID: 781 358 8155 Password: SanctonPC

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 20th April 2020.

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 2019/2020

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

9. Annual Governance Statement 2019/20

- 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 2019/20

- 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) 2019/20

- 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 (2018/19), the external auditor has not:

- a) Members to consider the conditions of the Certificate of Exemption:
 - 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.

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 2018).
- 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. Coronavirus (COVID-19)

To discuss and resolve any action.

16. Highways/Footpaths

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

17. Police Matters/Crime/Neighbourhood Watch

To discuss the latest police report and any other matters.

18. Planning

- a) To receive any applications made to East Riding of Yorkshire Council and resolve a comment.
- 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.

19. Play Area

To discuss and resolve any action regarding its maintenance.

20. 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.
- f) To discuss the auditor's recommendation of the introduction of formal inspection reports for all land and assets.

21. Accounts

To approve and sign the April/May 2020 accounts for payment and bank statements (see also Financial Reports).

- a) ERNLLCA – membership renewal 2020-2021 – £276.99.
- b) House of Flags – 500m Union Jack bunting (ERYC grant-funded) - £313.20.
- c) Public Sector Audit – 2019-2020 council review - £335.00.
- d) BT Cloud Phone – May 2020 - £90.34 (via Direct Debit).

22. Mobile Phone Contract

To discuss and resolve any action.

23. Village Car Park

To discuss and resolve any action.

24. Correspondence

Correspondence received and to resolve any action:

- i. ERYC - provision of services.
- ii. ERYC - VE Day 75th Anniversary Community Fund offer letter.
- iii. Beecan approval notification.
- iv. ERYC – burial grounds and cemeteries update.
- v. ERNLLCA April 2020 newsletter.

- vi. All Saints PCC – tree maintenance update.
- vii. ERYC - VE Day - Friday 8 May 2020.
- viii. Cllr Hammond – Sancton allotment update.
- ix. Cllr Stathers – ERYC update.
- x. Gigabit Broadband Voucher Scheme – Department for Digital, Culture, Media & Sport.

25. 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.

26. Agenda for next and future meetings

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

27. Next Meeting

To confirm the date and time of the next monthly meeting as, subject to any change, Monday 15th June 2020 at 7pm.