

Sancton Parish Council

**Minutes of the Annual Parish Council meeting held on Monday 18th May 2020 at
7.00pm
Via Zoom, a Video Conferencing website.**

Present

Cllr Derek Cary (Chairman)

Cllr Anita Liley

Cllr Chris Shepherd

Cllr Pat Parvin

Cllr Sally Wightman

Cllr Marilyn Wintersgill

Ward Cllr Leo Hammond

180520/1 Election of Chairman and Chairman's Declaration of Acceptance of Office

Cllr Shepherd nominated Cllr Cary for the position as Chairman and this was seconded by Cllr Liley. No other nominations were received, and Cllr Cary was unanimously voted into office. It was agreed that the Declaration of Acceptance of Office would be signed as soon as is practicable.

180520/2 Election of Vice-Chairman

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

180520/3 Apologies

None.

180520/4 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.

180520/5 Minutes of Previous Meeting

The minutes of the meeting held on the 20th April 2020 were approved by members. It was agreed that they would be signed by the Chairman as soon as is practicable.
Proposed: Cllr Wightman, seconded: Cllr Parvin.

180520/6 Public Participation

None present.

180520/7 Reports from Ward Councillor(s)

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

- Sancton allotments – a new Officer has been assigned to the matter. The possible tree planting scheme proposed for the site has been put on hold now that the garage area has become surplus to the ERYC's requirements. They are now looking at the feasibility of joining both sites together and will decide on the way forward once that work is completed.
- COVID 19 update – there are 9 East Riding hubs working in co-ordination with the Smile Foundation. There has been massive community support e.g.

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residents assisting with the delivery of prescriptions and food to the vulnerable. Currently, 46% of hospital beds are vacant. There has not been a massive outbreak in this region. Cllr Shepherd outlined the PC's response to the pandemic. Cllr Cary thanked Cllr Shepherd for his continuing role as the village co-ordinator.

- Cllr Hammond will confirm when the road markings are scheduled to be painted this year.

180520/8 Internal Audit 2019/2020

Report from Public Sector Audit was noted. The recommendation to adopt the revised NALC Standing Orders (July 2018) and Financial Regulations (2019) was agreed. The recommendation to routinely inspect ALL land/assets and evidence this was deferred until September 2020.

180520/9 Annual Governance Statement 2019/20

- a) The Chairman read out the Governance Statement for Member's consideration.
- b) Members resolved the approval of the Governance Statement.
- c) It was agreed that the Governance Statement would be signed and dated by the Chairman and Clerk as soon as is practicable.
Proposed: Cllr Shepherd, seconded: Cllr Parvin.

180520/10 Annual Accounting Statement 2019/20

- a) The Chairman read out the Accounting Statement for Member's consideration.
- b) Members resolved the approval of the Accounting Statement.
- c) It was agreed that the Accounting Statement would be signed and dated by the Chairman as soon as is practicable.
Proposed: Cllr Wintersgill, seconded: Cllr Parvin.

180520/11 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 2016.
 - 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:

- 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.

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- b) Members resolved the approval of the above statement.
- c) It was agreed that the Certificate of Exemption would be signed and dated by the Chairman and Responsible Financial Officer as soon as is practicable.
Proposed: Cllr Shepherd, seconded: Cllr Parvin.

180520/12 Election of Meeting Representatives

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

180520/13 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.

180520/14 Policies and Procedures

- a) The NALC model Standing Orders (July 2018) were reviewed and adopted.
Proposed: Cllr Parvin, seconded: Cllr Wightman.
- b) The NALC model Financial Regulations (2019) were reviewed and adopted.
Proposed: Cllr Liley, seconded: Cllr Parvin.
- c) The Asset Register was reviewed and adopted.
Proposed: Cllr Parvin, seconded: Cllr Wightman.
- d) The Risk Assessment policies were reviewed and approved.
Proposed: Cllr Shepherd, seconded: Cllr Parvin.
- e) The Health and Safety policy was reviewed and approved.
Proposed: Cllr Parvin, seconded: Cllr Wightman.
- f) The Health & Safety Guidelines for Councillors and Volunteers was reviewed and approved.
Proposed: Cllr Shepherd, seconded: Cllr Parvin.
- g) The Cemetery Regulations were reviewed and approved. The cemetery fees for non-residents were amended in line with ERYC's 2020 charges.
Proposed: Cllr Shepherd, seconded: Cllr Parvin.
- h) The GDPR documents/policies were reviewed and approved.
Proposed: Cllr Parvin, seconded: Cllr Shepherd.
- i) The adoption of the General Power of Competence was approved.
Proposed: Cllr Wintersgill, seconded: Cllr Parvin.

180520/15 Coronavirus (COVID-19)

See item 180520/7.

180520/16 Highways/Footpaths

Goldie Bank slippage outstanding – Cllr Hammond will investigate the matter.

180520/17 Police Matters/Crime/Neighbourhood Watch

None.

180520/18 Planning

- a) No applications made to East Riding of Yorkshire Council.
- b) Decisions made by East Riding of Yorkshire Council.
- c) No planning applications received after the agenda had been posted.

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180520/19 Play Area

Area still closed and locked. Grass has been cut.

180520/20 Grounds Maintenance Contracts/Open Space Management

- a) Action regarding the village field - none.
- b) Action regarding the cemeteries and closed churchyard – grass recently cut.
- c) Any action regarding Gravel Pits – overhanging branches on bridleway. Clerk to check to see if it is a Parish Path.
- d) Action regarding the pond area – recently cleaned.
- e) Action with other open space management issues - none.
- f) Auditor’s recommendation of the introduction of formal inspection reports for all land and assets – see item 180520/8.

180520/21 Accounts

The April/May 2020 accounts for payment and bank statements (see also Financial Reports) were approved by members. It was agreed that the documents would be signed by the Chairman as soon as is practicable.

- 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).

Proposed: Cllr Wightman, seconded: Cllr Liley.

180520/22 Mobile Phone Contract

- The Clerk confirmed that the BT Cloud Phone service and associated broadband/telephone service has been scheduled to be cancelled as of 15th June 2020, coinciding with the expiration of the current contract.
- Mindful of the vagaries of the mobile phone network in the Clerk’s home village, the Three network would work well. The best SIM only deals are with Smarty: £6 per month, unlimited calls/texts and 1GB or £10 per month, unlimited calls/texts and 30GB. As data is not a significant requirement it was agreed that the £6 package was adopted.
Proposed: Cllr Wightman, seconded: Cllr Parvin.
- The Clerk has an Iphone 5 that is no longer required, and it was agreed that this will be used for the new mobile phone service.

180520/23 Village Car Park

The planning application has been submitted to ERYC and is out for consultation replies.

180520/24 Correspondence

Correspondence received, noted and action agreed:

- 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 – Clerk to research further.

Signature _____ Date _____

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180520/25 Minor Items

- a) Correspondence received following publication of the agenda:
- ERNLLCA newsletter.
 - Humberside Police newsletter.
 - Greg Knight MP COVID-19 update.
 - ERYC COVID-19 update.
- b) No points from Councillors, questions or items of interest to note.

180520/26 Agenda for next and future meetings

All asset checklist – September 2020.

180520/27 Next Meeting

The date and time of the next monthly meeting is, subject to any change, Monday 15th June 2020 at 7pm, via Zoom.

The meeting closed at 9pm.

Signature _____ Date _____