

ABERFORD AND DISTRICT PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Tuesday 15 May 2018 at the Oriel Room, St Ricarius Parish Church, Aberford at 7.00pm

Present: Cllr David Howson (Chairman) Cllr Dave McCready
Cllr Karen Baxter Cllr Mike Oakes
Cllr Keith Dunwell Cllr Marolyn Piper
Cllr Paul Hancock Cllr Ruth Reed
Cllr Andrew Hogg

In attendance: Mrs Natalie Goonesinghe (Clerk/RFO), Cllr Ryan Stephenson and three members of the public.

1. **Election of Chairman**

It was proposed by Cllr Reed, seconded by Cllr Baxter and **RESOLVED** that Cllr David Howson be appointed Chairman for the ensuing year. The declaration of acceptance of office was signed by the Chairman before the Clerk.

2. **Election of Vice Chairman**

It was proposed by Cllr Piper, seconded by Cllr Baxter and **RESOLVED** that Cllr Ruth Reed be appointed vice chairman for the ensuing year.

3. **To receive apologies and approve reasons for absence**

No apologies received.

4. **Chairman's report for the previous year**

The Chairman thanked Cllr Reed for the help she has given in her role as Vice Chairman over the past few years, and thanked the Clerk for her work and support given to the Chairman.

He also thanked the two members who resigned during the year, noting in particular the help received from former member Daniel Overend on projects such as the LeedsFest and the good working relationship between him and Cllr Hogg. The Chairman is hopeful the two vacancies will soon be filled.

He thanked the Save Parlington group who've worked tirelessly and have been a tremendous support to the PC and to the ward councillors.

The Chairman thanked the Neighbourhood Development Plan Management Group and said after over six years of hard work the project is nearing the end.

He also thanked the three members of the public who regularly attend the PC meetings for showing their support over the years.

5. **Review of working and advisory groups**

Members reviewed the list of groups which have been updated following the resignation of former councillor Claire Knowles. Members **RESOLVED** to agree no further changes are required and the list was signed off by the Chairman.

6. **Review of appointments to outside bodies/representatives on external groups**

Members reviewed the list of groups which have been updated following the resignation of former councillor Claire Knowles. Members **RESOLVED** to agree no further changes are required and the list was signed off by the Chairman.

7. **To appoint an Internal Auditor**

Members **RESOLVED** to appoint Mrs Pamela Harrison as the PC's Internal Auditor.

8. **Review financial regulations and financial risk assessment**

i. **RESOLVED:** To adopt the Financial Regulations in their current format.

ii. **RESOLVED:** To adopt the Financial Risk Assessment in its current format.

9. **Review of Asset Register**

RESOLVED: To approve the asset register for 15 May 2018 (see appendix 1).

10. **Review and complete the required sections of the Annual Return for the year ended 31.03.18**

a. **RESOLVED:** To consider, complete and sign Section 1 – Annual Governance Statement 2017/18.

b. **RESOLVED:** To review and sign Section 2 – Accounting Statements 2017/18.

c. **RESOLVED:** Members agreed the dates for posting the Notice of Public Rights (04.06.18–13.07.18).

11. To appoint up to two councillors to attend the YLCA Branch Meetings and for them to represent the council as voting representatives at the meetings

RESOLVED: To appoint Cllr Dunwell and Cllr Hancock as the PCs representatives.

12. Attendance record

NOTED: The attendance record for 16 May 2017 to 17 April 2018 as follows:

<u>Councillor</u>	<u>Expected</u>	<u>Present</u>	<u>Apologies Accepted</u>	<u>No Apologies Received</u>
Keith Dunwell	12	9	3	n/a
Paul Hancock	12	12	n/a	n/a
Andrew Hogg	12	11	1	n/a
David Howson	12	11	1	n/a
Daniel Overend	5	2	3	n/a
Marolyn Piper	12	9	3	n/a
Ruth Reed	12	12	n/a	n/a
Mike Oakes	12	10	2	n/a
Dave McCready	12	9	3	n/a
Karen Baxter	12	7	4	1
Claire Knowles	12	1	n/a	3

Notes:

Cllr Overend resigned 09.10.17

Cllr Knowles resigned 08.05.18

13. Review of the council's membership of other bodies:

RESOLVED:

1. To continue membership of Yorkshire Local Councils Association
2. To continue membership of Community First Yorkshire
3. To approve the Clerk's continued membership of the Society of Local Council Clerks

14. Dates and times of ordinary meetings for the year ahead

RESOLVED: To agree that the ordinary meetings of the Parish Council for the ensuing year be held on the third Tuesday of each month, commencing at 7.30pm, in the Oriel Room, St Ricarius Parish Church, with the exception of June (12.06.18) and July (24.07.18).

15. Close of meeting

The Chairman closed the annual meeting at 7.25pm.

APPENDIX 1

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ABERFORD AND DISTRICT PARISH COUNCIL ASSET REGISTER

As at 15 May 2018

Description	Acquisition cost (if known)	Annual Return Value	Insurance Value	Notes
1 <u>Land</u>				
Three plots of land held by the Parish Council and used for the benefit of all residents. The plots remained following the Enclosure Acts and were granted to the Parish Council by the High Court many years ago. No development value attaches to any of the plots.				
a An area around the bus turning circle at the north end of the village. Nominal value.		1.00		
b Pump Hill "village green". Nominal value.		1.00		
c Land at Beckside which was the old ford, extending both sides of Cock Beck upon the east side of the bridge and incorporating the Play Area on the north bank of Cock Beck. Nominal value.		1.00		
2 <u>Market Cross</u>				
Listed pre-1644 stone pillar. Restored by public subscription in 1911. Sited close to the entrance of Aberford Parish Church. Nominal value.		1.00		
3 <u>Street Furniture</u>				
a Stone trough.		1,302.80	1,302.80	1
b i. 17 benches.		4,406.73	4,406.73	1
i. 3 benches purchased 2016	1,152.96	1,152.96	1,152.96	1
c Noticeboards:			2,060.00	1
i. Noticeboard near junction of Bunkers Hill & Parlinton Lane.		350.00		1
ii. Noticeboard by St John's Garth.		350.00		1
iii. Noticeboard on Pump Hill. Purchased December 2014.	1,964.74	1,964.74		1
d 3 grit boxes. Nominal value £1 each.		3.00		
e 4 village name stones. Purchased November 2002.	3,896.00	3,896.00		
4 <u>Play Area</u>				
a Play area equipment.		37,587.36	37,587.36	2

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	b	Gates and fencing.		6,867.10	6,867.10	3
5	<u>Speed Warning Signs</u>					
		2 vehicle activated speed signs. Purchased September 2008.	7,330.08	7,330.08	9,009.08	1
6	<u>Jubilee Field</u>					
	a	MUGA and tennis court, with 3m high fencing, chicane entrance and access gates. Acquired June 2013.	39,214.00	39,214.00	42,006.04	2
	b	6 pieces outdoor gym equipment. Acquired May 2013 with the assistance of the Well Being Fund.	7,321.95	7,321.95	8,982.01	2
	c	6 benches. 5 purchased June 2013. 1 acquired November 2014.	2,018.80	2,018.80	1,799.62	1
	d	3 bins. Acquired June 2013.	796.45	796.45	708.06	1
	e	Church gate. Acquired June 2013.	650.00	650.00	669.50	3
	f	Bowling club security gates. Acquired June 2013.	2,650.00	2,650.00	2,729.50	3
	g	Fencing from car park. Acquired June 2013.	5,600.00	5,600.00	5,998.72	3
	h	Commemorative plaque. Purchased July 2013.	235.20	235.20		
	i	Ping! table tennis table. Acquired September 2014.	650.00	650.00	669.50	4
	j	Ludis table tennis table. Acquired December 2014.	3,468.00	3,468.00	3,572.04	4
	k	5 a-side football posts. Acquired November 2014.	750.00	750.00	772.50	4
	l	5 a-side football nets. Acquired November 2014.	350.00	350.00		
7	<u>Pump Hill</u>					
		Fencing. Installed 2009.	3,436.08	3,436.08	3,000.00	3
8	<u>Books</u>					
		Arnold Baker on Local Council Administration, 9th edition. Purchased February 2014.	63.00	63.00		
9	<u>Miscellaneous</u>					
		2 x banners "Aberford & District Parish Council: Working for our Community". Purchased April 2016	130.00	130.00		
	TOTAL		81,677.26	132,548.25	133,293.52	

APPENDIX 1

Notes

The Clerk took advice from YLCA in May 2017 and in conjunction with Section 5 of Governance & Accountability (2017) to ensure proper practices are used for recording the values of assets, both on the asset register and on the Annual Return (item 5.146 states depreciation does not apply to local authorities). Assets previously recorded on a current value basis; valued at acquisition value from the y/e 31.03.17 onwards.

- 1 Insured under Street Furniture. Total sum insured £20,439.25
- 2 Insured under Playground Equipment (inc installation). Total sum insured £88,575.41
- 3 Insured under Gates and Fences. Total sum insured £19,264.82
- 4 Insured under Sports Equipment. Total sum insured £5,014.04

Chairman:

Clerk:

Reviewed at the Annual Meeting of the Parish Council on 15th May 2018.

