

Minutes of Annual Meeting of the Parish Council 21 May 2019

Present: Cllrs David Howson; Ruth Reed; Nancy Griffiths; Paul Hancock; Andy Hogg; DaveMcCready.
Locum Clerk – M Farman; 4 residents; PC G Nottingham.

1. Election of Chairman

- Cllr D Howson was proposed, seconded and elected unanimously as chairman.
- Cllr Howson completed and signed the acceptance of office which was witnessed and signed by the locum clerk.

2. Election of Vice Chairman

- Cllr R Reed was proposed, seconded and elected unanimously as vice-chairman.
- Cllr Reed completed and signed the acceptance of office which was witnessed and signed by the locum clerk.
- All councillors present confirmed there were no changes to their declarations of interest, completed and signed the acceptance of office. The signatures were witnessed and signed

3. Apologies and reasons for absence

- Apologies and reasons for absence were received from Cllrs K Dunwell and M Oakes. Council considered the reasons given and **resolved** to accept them.
- Apologies were also received from Ward Cllrs R Stephenson and S Firth

4. Chairman's Report for previous year

- As per Annual Parish Meeting

5. Review of working and advisory groups

- Council discussed and **resolved**, as two councillors were absent, to put this as an item on the next agenda.

6. Review of appointments to external organisations and additional responsibilities

- Play area – Cllr P Hancock
Council resolved to leave further decisions to the next meeting

7. Appointment of an Internal Auditor

- The locum clerk reported that Mrs P Harrison would be carrying out the internal audit on Thursday 6th June.

8. Review financial regulations and financial risk assessment

- No amendments were made to the Financial regulations and the Financial Risk Assessment

9. Review of Asset Register as at May 2019

- Council **resolved** to accept the Asset Register as at May 2019

PC G Nottingham joined the meeting and was invited to give his report at this point in time:

1. No crimes for Aberford have been reported this month
2. Previous incidents:- Criminal damage – 2 incidents
Motor vehicle entry – 1 incident
Fly tipping – 3 incidents
Motor thefts – 6 incidents
Domestic burglaries – 6 incidents
Business burglaries – 2 incidents

10. Review and complete the required sections of the Annual Return for the year ended 31.03.19

- Council received the below reports and **resolved** acceptance
 - a. Section 1 – Annual governance statement 2018/19
 - b. Section 2 – Accounting statements 2018/19
 - c. Dates for posting the Notice of Public Rights on the PC noticeboards and website – council **resolved** to accept the dates suggested by PKF Littlejohn

11. Appointment of up to two councillors to attend the YLCA Branch Meetings and to represent the council

as voting representatives of the council

- Council **resolved** to appoint the clerk; councillors to remain the same as last year.

12. Attendance record (May 2018 to April 2019)

- The locum clerk read out the attendance record of councillors

Review of the council's membership of other bodies:

- d. Yorkshire Local Councils Association – provides useful and helpful support and advice to councils
- e. Community First Yorkshire – gives a clear picture of community activities and events across Yorkshire
- f. Society for Local Council Clerks – provides help, support and advice to clerks

13. Set the dates/times and place of ordinary meetings for the year ahead

- Meetings to be held on the third Tuesday of each month except for December, the date to be decided at a later meeting
- Meetings to start at 19:30
- Meetings to be held in the Oriel Room at St Ricarius Church

14. Planning matters – Council discussed application no. 19/02323/FU/NE and **resolved** to make no comments

15. Finance

- a. Council received report re balances as per attached sheet.
- b. Council **resolved** to accept the bank reconciliation as per attached sheet
- c. Council resolved to accept the accounts for payments of £1,150.97 as per attached sheet and to pay the ICO by direct debit
- d. Payments received - £847.00 as per attached sheet
- d. Council **approved** and signed the External Auditor's Accounting Statement for 2018-19

16. Councillors' Forum

- a. Dog fouling leaflets were distributed
- b. Complaints received about the daffodils being left to die back by the grass cutter
- c. Continuing problems with parking at Parlington Drive and flats
- d. Uneven pavement between Parlington Crescent and Park drive
- e. Damaged and abandoned green bin at Pump Hill – LS25 3AE
- f. Offer from Cllr PH to check cutting areas – accepted
- g. Nettles overgrowing path between the Royal Oak and North End of the village – Cllr DH to deal with

16a. Public comments

- a. Concern re damage to highway due to building works at Main Street North
- b. Concern re lack of grass cutting at verges – advised to contact the Parks department

17. Agenda items for the next meeting – Internal auditor's report

18. Closure of meeting. - The meeting closed at 20:15

19. Date, time and place of next meeting - Tuesday 18th June; 19:30; in the Oriel Room, St Ricarius Church.

Action points from the meeting

- Chairman – deal with nettles
- Cllr PH – check grass cutting areas
- Clerk – e-mail attendance record to councillors
- Clerk – contact Parks Dept to accept quote for dealing with knotweed
- Planters – Cllr MO to issue receipt
- Clerk – report abandoned green bin to LCC
- Clerk – report damage to highway

Signed:**Chairman.** **Date:**