

## ABERFORD AND DISTRICT PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Tuesday 16 May 2023.

Meeting held in the Oriel room, St Ricarius Church, Aberford commencing at 7pm.

Present: Cllr Mike Oakes (Chair)  
Cllr Sarah Bradley

Cllr Nancy Griffiths (Vice Chair)  
Cllr Ruth Reed

In attendance: Mr Peter Wigglesworth (Clerk/RFO)  
Four members of the public

### 1. Election of Chair

**RESOLVED:** It was **AGREED** by all members that Cllr Mike Oakes be appointed Chair for the coming year.

**ACTION:** The declaration of acceptance of office will be signed by the new Chair before the Clerk.

### 2. Election of Vice Chair

**RESOLVED:** All members agreed that Cllr Sarah Bradley be appointed Vice Chair for the coming year.

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

Cllr Wilson was absent from the meeting.

### 4. Report for previous year

Cllr Oakes welcomed all councillors and went on to thank them for their individual and collective contributions throughout the year across the parish. He considered that, with the Covid pandemic relenting, good progress had been made, amongst other things, with the timely and professional review of Planning proposals, helping to improve the Leeds Fest traffic planning, Play Area renovation and plans for Main Street traffic safety improvements. Cllr Oakes also wished to personally thank Cllr Griffiths for her support as Vice Chair during the year.

Cllr Oakes then paid tribute to those members who had left the council, making special mention of the former Chair David Howson who had retired from the Parish Council after 54 years of distinguished service and Cllr Keith Dunwell who had similarly left after many years on the Parish Council. He also thanked Cllrs Bob Kitchen and Doug Bodey for their valued contributions.

### 5. Review of working and advisory groups

**RESOLVED:** Members had received the revised list of Sub-group appointments circulated by the clerk. It was **AGREED** by all members that the listing be adopted as drafted. All members also expressed the hope that representation can be expanded in the near future by the addition of new councillors. **ACTION:** Clerk to finalise the updated list, circulate and post on the Parish Council website.

### 6. Review of appointments to external organisations and additional responsibilities

**RESOLVED:** Members reviewed the revised list of appointments previously circulated by the clerk and all **AGREED** that the list be published as drafted. **ACTION:** Clerk to finalise the updated list, circulate and post on the Parish Council website.

### 7. Review of Internal Audit report

**RESOLVED:** Members reviewed the report prepared by Mr Brian Hopper as the PC's Internal Auditor. There were no issues or queries to raise and all Members thanked the clerk for his efforts in maintaining the accounts for the previous year.

### 8. Review and complete the required sections of the Annual Return for the year ended 31.03.23

a. **RESOLVED:** To consider, complete and sign Section 1 – Annual governance statement 2022/23.

b. **RESOLVED:** To review and sign Section 2 – Accounting statements 2022/23.

c. **RESOLVED:** To review and publish the proposed dates for posting the Notice of Public Rights. The proposed dates were **AGREED** by all members and the clerk was asked to make the necessary arrangements.

### 9. Review of Financial Regulations and Financial Risk Assessment

**RESOLVED:** members reviewed and **AGREED** the proposed minor amendments to the above documents.

**ACTION:** Clerk to finalise, circulate and post on the Parish Council website.

#### 10. Review of Standing Orders

Cllr Oakes referred to the revised document which he had prepared with the assistance of Cllr Wilson, based on the Leeds City Council template but with adjustments to reflect gender neutrality and customisation as appropriate to Aberford & District Parish Council. All members **AGREED** to adopt the revised document.

#### 11. Review of Asset Register as at May 2023

**RESOLVED:** To approve the asset register (previously circulated) as at 16 May 2023. The only change to the prior year had been the addition of a new laptop and printer.

#### 12. 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 (Clerk)

**RESOLVED:** After discussion it was **AGREED** by all members that this be dealt with on an ad hoc basis, with members being co-opted to attend YLCA Branch Meetings as and when required.

#### 13. Attendance record (May 2022 to April 2023)

Parish council monthly meeting attendance record														2022/23		
Councillor	17/5/22	21/6/22	19/7/22	16/8/22	27/9/22	18/10/22	15/11/22	20/12/22	17/1/23	21/02/2023	21/03/2023	18/04/2023	Total att	Possible	%	
David Howson	1	1	1	A	1	1	1	1	1	1	1	1	11	12	92	
Keith Dunwell	1	1	1	1	1	A	1	1	1	1	1	A	10	12	83	
Mike Oakes	1	1	A	1	A	A	1	1	1	1	A	1	8	12	67	
Nancy Griffiths	1	A	A	A	A	1	1	1	A	1	1	1	7	12	58	
Ruth Reed	1	1	1	1	1	1	1	1	1	1	1	1	12	12	100	
Sarah Bradley	A	1	1	1	1	1	1	1	1	A	1	1	10	12	83	
Doug Bodey	A	A	A	A	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	12	0	
Bob Kitchen	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1	1	1	1	1	5	5	100	
Tyler Wilson	0	0	0	A	1	0	0	1	1	1	0	1	5	12	42	
<b>Total Attendance</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>7</b>				

#### 14. 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 membership of the Society of Local Council Clerks if deemed appropriate

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

The following proposed meeting dates for Parish Council meetings June 2023-May 2024 were agreed by all;

20th June 2023  
 18th July 2023  
 15th August 2023  
 19th September 2023  
 17th October 2023  
 21st November 2023  
 19th December 2023  
 16<sup>th</sup> January 2024  
 20th February 2024  
 19th March 2024  
 16th April 2024  
 21st May 2024

All meetings to be held in the Oriel Room at St Ricarius Church commencing. After discussion it was **AGREED** by all that the meeting commencement time would remain at 7.30 pm.

There being no further points to raise, the Chair closed the annual meeting at 7.25pm.