

# EAST COWTON PARISH COUNCIL

Councillors are hereby summoned and Members of the Public invited to attend  
the meeting of the Parish Council  
on Thursday 6<sup>th</sup> May 2021  
online at 7.30pm  
in East Cowton Village Hall

## ANNUAL MEETING AGENDA ITEMS:

1. a) Election of Chairman for the forthcoming year  
b) The Chairman to sign the acceptance of office form
2. Apologies for absence
- 3.
4. Disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.  
*(The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.*  
*A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter)*
5. Minutes of the Meeting Held on 29<sup>th</sup> April 2021(circulated to councillors)  
*To determine whether the Minutes are an accurate record*
6. Election of Vice Chairman
7. To appoint the Clerk as Responsible Financial Officer for 2021/2022
8. Appointment of Data Protection Officer
9. Appointment of Internal Auditor
10. Appointment of 2 Yorkshire Local Councils Associations' representatives
11. To allocate special responsibilities to Councillors for 2020/21 from following list (Councillors may decide that not all are required):
  - Finance including internal controls, payroll, grants and funding
  - Police Liaison/Crime Prevention including speeding and parking
  - Footpaths, Highways, Ditches and Verges including their planters, benches and bins
  - Public spaces i.e. Parish Garden and Millennium Wood including their play equipment, benches and planters
  - Environmental including Litter and dog fouling Planning lead, Flood Warden, Emergency contact officer.
  - Bus shelter
  - Sustainability and well-being including defibrillator, surveys regarding local services and village liaison
  - Computing equipment, back ups and website
12. Agreement as to dates for meetings for the next 12 months

13. To agree the banking arrangements for the year and any change in nominated signatories.
14. To note the Asset Register and approve the Risk Register, level of fidelity guarantee and insurance cover and to consider the insurance premium quotation for the next year
15. To be advised of the position regarding any entries on the Freedom of Information and Data Protection Requests Registers
16. Review of Policies and Procedures including as to order of agenda items
17. Review of the Payment of Subscriptions
18. Review of the Budget for the Current Year
19. Public participation
20. Any other business (urgent or not requiring debate or decision)
21. Date and time of the next meeting:  
*Monday 28<sup>th</sup> June 2021 at 7.30pm in the Village Hall is proposed*

Mrs J Kilsby  
Clerk to the Parish Council

29<sup>th</sup> April 2021

## THE LINKS TO ATTEND THIS MEETING USING ZOOM ARE BELOW:

Join Zoom Meeting

<https://us04web.zoom.us/j/76740041294?pwd=a2syV1QyTG9hVIB0czBYOXFNWUNGdz09>

Meeting ID: 767 4004 1294

Passcode: EA5QeX

14. Asset Register

<b>Asset and Location</b>	<b>Acquired</b>	<b>Cost</b>
		<b>£</b>
Parish Garden/Play Area	Pre 1975	0.00
	10.07.1975	<b>22.40</b>
Additional area of garden by way of exchange	01.05.08	0.00
Playground equipment	18.07.2008	14,630.00
plus sand, gravel and terrazzino cubes	30.05.2008	156.31
plus fencing	23.06.08	2,950.00
less swings removed	Oct-18	-3,570.00
		<b>14,166.31</b>
Millennium Wood - HMLR Title No:NYK254268	2001	0.00
2 stone flower pots on stone flags	30.03.2006	<b>247.70</b>
9 other pots		0.00
Noticeboard outside Parish Garden	18.10.2010	<b>1,019.15</b>
plus 1 key squares (with Clerk)	12.10.11	<b>3.42</b>
Salt bins: Birkby La junction (with BRM in summer)	13.11.2010	<b>336.00</b>
Wycliffe/Conyers; Main St opp Wycliffe Rd; Pub	10.01.2011	<b>133.00</b>
carpk; o/s school; St Mary's Clo; Church		0.00
Bench o/s Parish Garden/play area	09.11.13	<b>90.00</b>
1 broken o/s village hall		0.00
2 benches approx opposite bus stops	14.04.14	<b>360.00</b>
Dog bin on Pepper Arden bridleway	18.05.2015	<b>310.15</b>
Litter bin (opposite Raby Lane)	01.10.2015	0.00
Dog Bin by Town End Farm	16.08.16	<b>266.50</b>
Benches in Parish Garden/play area	14.12.16	<b>328.50</b>
Dell Vostro 15 Laptop	09.01.17	<b>519.70</b>
Canon P-20811 Portable Scanner	10.04.17	<b>99.99</b>
with clerk		
Bus Shelter (near Beeswing)	21.02.18	<b>4281.94</b>
Double swing unit	29.06.18	<b>2750</b>
Defibrillator	19.03.18	<b>0</b>
Brick Bus Shelter (main Street near substation)	Nov-19	<b>0</b>
Dell Vostro 15 Laptop	09.01.17	<b>519.70</b>
Green Notice Board	Mar-21	<b>455.24</b>
		<b>£25,390.00</b>

Risk Register					
ITEM/AREA	HAZARD/RISK	RISK LEVEL	CURRENT CONTROL	FUTURE CONTROL	TARGET RISK LEVEL/DATE
Parish garden(adjacent play area)	Damage Injury to person	L	Quarterly Inspection, report filed by Clerk. Contractors cut grass and surface kept clear.	Existing procedures are adequate. Consider improving this small grassed area to provide pleasant seating area for visitors.	L
Millennium Wood	Damage to property, Injury to person	M	Quarterly Inspection to identify and remove any damaged or diseased branches, identify and remove saplings or other items which are a trip hazard. Inspect and maintain any seating. Report filed by Clerk.  Regular strimming to manage weed control.  Full use of wood restricted by requirement to maintain 3m strip adjacent Stell for dredging.	Current management plan in place to clear site of trip hazards and overgrown trees and shrubs. General improvement of area including planting of new hedging.	L
Pots/tubs	Damage or loss Injury to person	L	Annual inspection. Pots securely fixed to ground to avoid tipping. Avoid using plants which could be damaging to health. Appropriate safeguards taken to avoid damage to self by lifting (compost)	Existing procedure is adequate	L
Noticeboards/signage	Damage or loss Injury to person	L	Annual Inspection,	Existing procedure is	L

			report filed by Clerk. Permanent noticeboard is securely fixed, no perceived risks. Temporary folding signs displayed depending on circumstance and with regard to restrictions for visibility and safety, no perceived risk.	adequate	
Salt Bins	Loss or damage Injury to person or property	L	Annual inspection, report filed by Clerk. Monitor for deterioration and potential for replacement Plan and budget for fill (seasonal) Clean bin when needed	Existing procedures are adequate	L
Benches	Loss or damage Injury to person or property	L	Quarterly Inspection, report filed by Clerk. Maintain and repair, seasonal application of timber treatment and protection. Anchor feet to ground to avoid tipping	Existing procedures are adequate  Consider positioning of benches, remove surplus.	L
Dog/waste bins	Loss or Damage Injury to person	L	Annual Inspection, report filed by Clerk. Anchor to ground to avoid tipping. Maintain and repair, replace when necessary	Existing procedures are appropriate.	L
Laptop/scanner	Loss or damage Injury to person	L	Quarterly Inspection. Physical check of cables and connections. See also	Existing procedures are adequate	L

			Business Risk assessment.		
Bus Shelters	Damage Injury to person	L	Quarterly Inspection. Report filed by Clerk. Maintain and clean both, keep clear of unauthorised stickers, graffiti or posters, ensure seating is safe and undamaged. Maintain clear access to brick shelter whilst safely storing sand bags. Budget and plan for repainting of brick shelter.	Existing procedures are adequate.	L
Trees/Hedges	Damage/Vandalism Injury to person Damage to property	M	Quarterly inspection plus arborist. Internal report filed by Clerk. Visible inspection to identify any diseased or damaged branches which need to be removed. Trim hedges and trees as required by Highways Act. 1980 s 154. Height over footpath = 2.3m (7m 6") and Height over road = 5.2m (17')	Existing procedures are adequate but need to instruct arborist within next 3 months and agree schedule for future reports. Trimming required to maintain headroom	L
Parish garden(adjacent play area)	Damage Injury to person	L	Quarterly Inspection, report filed by Clerk. Contractors cut grass and surface kept clear.	Existing procedures are adequate. Consider improving this small grassed area to provide pleasant seating area for visitors.	L
Millennium Wood	Damage to property, Injury to person	M	Quarterly Inspection to identify and	Current management plan in place to	L

			<p>remove any damaged or diseased branches, identify and remove saplings or other items which are a trip hazard. Inspect and maintain any seating. Report filed by Clerk.</p> <p>Regular strimming to manage weed control.</p> <p>Full use of wood restricted by requirement to maintain 3m strip adjacent Stell for dredging.</p>	<p>clear site of trip hazards and overgrown trees and shrubs. General improvement of area including planting of new hedging.</p>	
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Current fidelity guarantee: £25k

Current insurance cover Public Liability £10m; Employer's liability £10m; All Risks £10k; Personal Accident £500k one person £2m every incident

Quotation to renew -no increase since inception in 2016/17

Pursuant to Minute 2007.09 and the amendment to the Financial Regulations as a result, the Parish Council is not obliged to seek alternative quotations. However, the Pariah Council should note the limited cover for assets under the All Risks cover and which is directed at the new bus shelter, the swing units and the balance for the multiplay

17 The only subscription that the Council pays is to Yorkshire Local Councils Associations and councillors will want to consider value for money. The subscription for 2021/22 was £218.00 and is based on population size.

18. The current year's budget as previously approved by councillors follows:

Budget as set in 2020/21

Actual to date

Budget

c/f including reserves on 1.4.21

£ 9,856.31

£ 8,707.00

**Income**

	£	7,351.00
Precept	£	6,704.00
VAT repayment - current year	£	645.00
Interest income	£	2.00
Other		
<b>Total Income and cash in hand</b>	<b>£</b>	<b>16,058.00</b>

**Expenses incl of VAT**

	£	
<b>1.Wages:</b>	<b>£</b>	<b>1,430.00</b>
Clerk	£	1,430.00
<b>2.Contractors:</b>	<b>£</b>	<b>3,780.00</b>
Grasscutting	£	2,000.00
Tree surgery	£	1,780.00
<b>3.Services:</b>	<b>£</b>	<b>230.00</b>
ROSPA	£	95.00
Auditors	£	135.00
<b>4.Sundries:</b>	<b>£</b>	<b>415.00</b>
Rock salt	£	100.00
Stationery and Postage	£	110.00
Plants/compost	£	50.00
Mileage and out of pocket exps	£	10.00
Telephone calls	£	5.00
Christmas Lights	£	-
Signs	£	40.00
Other -	£	100.00
<b>5.Insurance:</b>	<b>£</b>	<b>340.00</b>
Public liability/employer's	£	340.00
<b>6.Repairs/Maintenance:</b>	<b>£</b>	<b>260.00</b>
Playground repairs	£	100.00
Millennium Wood Maintenance	£	100.00
Parish Garden Maintenance	£	60.00
<b>7.Rental:</b>	<b>£</b>	<b>135.00</b>
Hall Rental	£	135.00
<b>8.Subscriptions/Training:</b>	<b>£</b>	<b>685.00</b>
YLCA/NALC subscription	£	300.00
First Aid Certificates	£	240.00
Training	£	100.00
Data Protection Registration	£	45.00
<b>9. Purchases from reserves</b>	<b>£</b>	<b>-</b>
<b>Total Expenses</b>	<b>£</b>	<b>7,275.00</b>
Increase to Reserves	£	1,048.00



**Total Expenses including increase to Reserves**

**£ 8,323.00**

**Reserves**

	<b>At 1.4.21</b>	<b>Budget Increase</b>
Legal (re Property)	£ 500.00	£ -
To cover unexpected expenses	£ 2,074.00	£ 50.00
VAS	£ 950.00	-£ 50.00
Replacement of new swing unit over 10 years	£ 276.00	£ 138.00
Replacement of old play equipment over 7 years	£ 1,500.00	£ 500.00
Replacement of laptop, scanner etc over 5 years	£ 500.00	£ 60.00
Replacement of bus shelter over 15 years	£ 755.00	£ 150.00
Replacement of fencing	£ 200.00	£ 200.00
Replacement, <b>repair, purchase</b> of other assets (bins, benches,etc..)	£ 980.00	£ -
	<b>£ 7,735.00</b>	<b>£ 1,048.00</b>