

# EAST COWTON PARISH COUNCIL

## Minutes of the Parish Council Annual Meeting

held online on Thursday 6<sup>th</sup> May 2021 at 7.30pm

- 2105.01 Present**  
Councillors: E. Simpson (ES); N. Smith (NS); P. Stephenson (PS); T. Wild (TW)
- In Attendance**  
County Councillor. A Wilkinson; District Councillor: S.Watson; Flood Warden: B. Denley; Clerk: J.Kilsby (JK).
- 2105.02 Election of Chairman**  
ES was elected Chairman for the next year, subject to signing the declaration of acceptance of office as soon as practicable and, in any event, before the next meeting.
- 2105.03 Apologies for Absence**  
Councillor A.Smith.
- 2105.04 Disclosure of Interests**  
None declared.
- 2105.05 Minutes of the Meeting Held on 29th April 2021**  
**It was resolved that** the minutes of the meeting of the Parish Council (PC) on 29th April 2021 circulated to councillors be signed by ES as a correct record as soon as practicable.
- 2105.06 Election of Vice Chairman**  
NS was elected Vice Chairman
- 2105.07 Appointment of Responsible Finance Officer (RFO)**  
**It was resolved that** JK be reappointed RFO
- 2105.08 Data Protection (DP)**  
**It was resolved that** the current arrangements for DP remain (as Minute 1906.08).
- 2105.09 Appointment of Internal Auditor**  
**It was resolved that** enquiries be made of the existing Internal Auditor as to her willingness to accept an appointment for a further year.
- 2105.10 Appointment of 2 Yorkshire Local Councils Associations (YLCA) Representatives**  
**It was resolved that** ES and AS be reappointed as YLCA representatives.
- 2105.11 Allocation of Special Responsibilities**  
**It was resolved that** responsibilities be allocated as follows:  
ES: Payroll; footpaths, ditches, highways and verges;  
NS: Finance; community and sustainability, excepting defibrillator;  
PS: Public spaces; to deputise for YLCA representatives as required;  
TW: Defibrillator; bus shelters

Chairman signed.....E.Simpson.....28<sup>th</sup> June 2021

JK: Computing records and website

For risk assessments and inspections as previously allocated (Minute 2101.07)

**It was further resolved that** the allocation of environmental responsibilities and for police liaison/crime prevention be deferred pending the appointment of a new councillor.

**2105.12 Meeting Dates**

It was resolved that, in light of the Covid 19 pandemic coupled with the legal requirement to return to face to face meetings, PC meetings in 2021/22 be reduced so far as practicable to alternate months.

**2105.13 Banking Arrangements**

**It was resolved that** ES, NS and PS remain as signatories for the bank account and that steps be taken to amend the mandate only to remove the previous Vice Chairman who is no longer a parish councillor.

**2105.14 Assets and Insurance**

**It was resolved that** the asset and risks registers be approved and the quotation to renew the existing policy be accepted and that the level of fidelity guarantee and insurance cover continue as previously. It was further resolved however that the risk register be reviewed again in the autumn of the current calendar year

**2105.15 Freedom of Information (FOI) and Data Protection Registers**

**It was confirmed that** there have been no FOI or DP requests/incidents necessitating any action/entries on the registers.

**2105.16 Policies and Procedures**

It was resolved that no revisions are required at the present time.

**2105.17 Subscriptions**

YLCA is the only current subscription and has already been paid for 2021/22. It was resolved that this subscription be reviewed before the end of the current calendar year as part of the PC's budget considerations

**2105.18 Budget**

**It was resolved that** the revised budget presented by JK be accepted save that the expenditure on playground repairs be increased to £375 and for work in the Millennium Wood to £600 and that the reserve for new playground equipment be decreased to accommodate those increases.

**2105.19 Public Participation**

AW provided a review on behalf of North Yorkshire County Council (NYCC) (appended).

SW confirmed that at Hambleton District Council normality is returning with staff returning gradually to the Council Offices; Treadmills is beginning to be occupied; works in Northallerton High Street whilst currently underway are being hindered by the discovery of concrete below the surface; construction of the new crematorium is taking place and staff are being recruited.

**2105.20 Next Meeting**

**It was resolved that** the next meeting of the PC will take place at 7.30pm on Monday 28<sup>th</sup> June 2021 in the main room of the Village Hall, a risk assessment to be prepared beforehand.

**2105.21 Any Other Business**

It was noted that ES has been in contact with NYCC concerning the damage to the manhole cover opposite the development on the corner of Conyers/Wycliffe Roads

**2105.22 Meeting Closed**

There being no further business, ES closed the meeting at 8.30 pm.