

# EAST COWTON PARISH COUNCIL

## Minutes of the Parish Council Annual Meeting

held in the Village Hall on Monday 9th May 2022 at 7.30pm

- 2205.01 Present**  
Councillors: E. Simpson (ES); J Green (JG); J.Shields (JS) and A Wragg (AWr)
- In Attendance**  
County Councillor. A Wilkinson; District Councillor: S.Watson; Clerk: J.Kilsby (JK);  
1 member of the public.
- Apologies for Absence**  
Not Applicable
- 2205.02 Election of Chairman**  
ES was elected Chairman for the next year, and signed the declaration of acceptance of office.
- 2205.03 Composition of New Parish Council (PC)**  
It was noted that 4 parish councillors have been elected unopposed to the PC and all signed acceptance of office forms.
- 2205.04 Election of Vice Chairman**  
JG was elected Vice Chairman
- 2205.05 Disclosure of Interests**  
None declared.
- 2205.06 Appointment of Responsible Finance Officer (RFO)**  
**It was resolved that** JK be reappointed RFO
- 2205.07 Appointment of Internal Auditor**  
It was noted that the present Internal Auditor will have served 3 years after completing her current audit and that the PC needs to appoint a new internal auditor.  
**It was resolved that** this matter be adjourned to a future meeting when councillors have had the opportunity to identify likely appointees.
- 2205.08 Appointment of 2 Yorkshire Local Councils Associations (YLCA) Representatives**  
**It was resolved that** ES and AWr be appointed as YLCA representatives.
- 2205.09 Allocation of Special Responsibilities**  
**It was resolved that** responsibilities be allocated as follows:  
ES: Payroll; bus shelters footpaths, Parish Garden and Millennium Wood;  
JG: Finance; community and sustainability, excepting defibrillator;  
JS: Publicity;  
AWr: Sustainability and well-being including the defibrillator and village liaison;

Chairman signed.....E Simpson.....23rd June 2022

JK: Computing records and website;  
 Brian Denley, with his consent, to be re-appointed Flood Warden for a temporary period only pending the co-option of further councillors;  
 SW, with his consent, to remain as community emergency response lead;  
 Other roles (footpaths, highways, ditches and verges including benches and planters; environmental including litter and dog fouling; planning lead; police liaison/crime prevention) to be allocated upon the co-option of further councillors

- 2205.10 Completion of Register of Councillors' Interests**  
**It was resolved that** JK should circulate to all councillors register of interests forms for completion and submission to Hambleton District Council (HDC) together with their election expense claim forms.
- 2205.11 Banking Arrangements**  
**It was resolved that** ES, remain a signatory for the bank account, that JG and AWR be added and that steps be taken to amend the mandate to remove previous signatories who are no longer parish councillors once the new signatories have been added.
- 2205.12 Co-Option**  
 It was noted that the PC has 35 days to co-opt additional councillors before a fresh election needs to be considered. **It was therefore resolved that** JK place a notice on the PC noticeboard and that JS prepare an insertion for the Parish Magazine.
- 2205.13 Annual Governance and Accountability Return 2021-22**  
**It was resolved that** this matter be brought back to the next meeting when the internal auditor's report will be available
- 2205.14 Meeting Dates**  
**It was resolved that** regular PC meetings in 2022/23 take place in alternate months commencing July 2022 with an additional meeting on 13<sup>th</sup> June 2022.
- 2205.15 Assets and Insurance**  
**It was resolved that** the asset and risks registers be approved and that the level of fidelity guarantee and insurance cover continue as previously. It was noted that the next asset inspection reports will be due in June and that the number of grit bins shown on the register has been reduced to correlate with the information provided by AW (Minute 2201.07). **It was resolved that** JK should write to North Yorkshire County Council (NYCC) to enquire whether or not a refund might be due to the PC for the salt which it had purchased to fill all the bins, including those maintainable by NYCC.
- 2205.16 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.
- 2205.17 Policies and Procedures**  
 It was resolved that no revisions are required at the present time.

**2205.18 Subscriptions**

YLCA is the only current subscription and has already been paid for 2022/23. **It was resolved that** councillors were in favour of retaining membership and that the subscription simply be reviewed before the end of the current calendar year as part of the PC's budget considerations.

**Minutes of the Parish Council Ordinary Meeting**  
held in the Village Hall on Monday 9th May 2022 at 8.15 pm

**2205.19 Present, In Attendance, Apologies and Disclosures of Interests**

As Minutes 2205.01 and 2205.05 above

**2205.20 Minutes of the Meeting Held on 14th March 2022**

**It was resolved that** the minutes of the meeting of the PC on 14th March 2022 circulated to councillors be signed by ES as a correct record.

**2205.21 Chairman's Formal Announcements**

None

**2205.22 Police Community Report**

The report appended to the agenda was noted together with the absence of an up to date report.

**2205.23 Financial Accounts**

**It was resolved that** cheques signed and drawn pursuant to the authority under Minute 2104.06 be authorised, namely:

Invoice Date	Description	£	Authority
April	J.Kilsby- Clerk's Wages	£ 122.67	Local Government Act 1972, s112(2)
13 March 2022	Amazon Toner – reimburse JKilsby	£ 42.62	Local Government Act 1972, s111(1)
1 April 2022	YLCA - subscription	£ 221	Local Government Act 1972 s143
4 January 2022	BRM Limited -salt	£ 102	Local Government Act 1972, s111(1) and s43(1) Highways Act 1980

**It was further resolved that** cheques be authorised for signature as follows:

Invoice Date	Description	£	Authority
May	J.Kilsby- Clerk's Wages	£ 122.67	Local Government Act 1972, s112(2)
2 May 2022	CE&CM Walker -grass cutting	£ 254.40	Highways Act 1980, s96 and Open Spaces Act 1906, s10(b)

It was confirmed that the VAT reclaim had been received in the full amount claimed of £448.20

**2205.24 Insurance Renewal**

**It was resolved that** renewal of the insurance policy be listed as an agenda item at the next meeting but that the PC did not require further quotations to be obtained councillors being satisfied that no increase in premium is proposed.

Chairman signed.....E Simpson.....23rd June 2022

**2205.25 Queen's Jubilee**

ES advised that the PC is to receive grant funding from HDC's Make a Difference Fund with the aim of using the sum for improvement of the area immediately outside of the Parish Garden to include a picnic table and to be devoted to the Queen's Jubilee.

**It was resolved** that pursuant to section 137 Local Government Act 1972 the PC should spend up to £200 (as provided for in its budget) on bunting to be used for the Jubilee and to be available for any future village events where bunting is appropriate.

**2205.26 Planning Applications**

It was reported that notice of a new application had been received subsequent to publication of the agenda (Ref 22/00810/FUL) and **it was resolved that** JK should contact HDC to request an extension of time for the PC to respond in circumstances where it would consider the matter as an agenda item at its next meeting.

ES reported as to the current position regarding correspondence with HDC under reference 22/00049

**2205.27 Public Participation**

AW and SW confirmed the current position in respect of the one year period of transition to a single unitary authority namely North Yorkshire Council.

**2205.28 Any Other Business**

**It was resolved that** the following items be included on the next agenda: Pathkeeper Scheme; experience of using the Parish Portal; registration of a community asset; co-option of additional councillors; volunteers including health and safety and insurance (JS to publicise in the meantime) as well as items mentioned above in Minutes 2205.09,24,25 and 26.

ES confirmed that she had reported the damaged Give Way sign and faded street sign for Raby Lane; had organised the despatch of a letter of congratulations to BRM Machinery Limited and encouraged the construction of a Bug Hotel in the Millennium Wood by local children.

**2205.29 Next Meeting**

**It was resolved that** the next meeting of the PC will take place at 7.30pm on Monday 13<sup>th</sup> June 2022 in the Village Hall

**2205.30 Meeting Closed**

There being no further business, ES closed the meeting at 8.40 pm.