

EAST COWTON PARISH COUNCIL

Minutes of the Parish Council Meeting

held in the Village Hall

on Thursday 23rd June 2022 at 7.30pm

2206.04 Present

Councillors: E. Simpson (ES)(Chairman), J Green (JG), J. Shields (JS), A.Wragg (AWr)

In Attendance

Clerk: J.Kilsby (JK); T.Cramond (TC) and Y.Jolly (YJ) who were co-opted onto the Parish Council during the course of the meeting

Apologies for Absence

County Councillor A. Wilkinson, District Councillor S.Watson, Flood Warden B.Denley

2206.05 Disclosure of Interests

None.

2206.06 Minutes of the Meeting of the Parish Council (PC) on 9th May 2022

It was resolved that the minutes of the meetings on 9th May 2022 are approved and the Chairman duly signed them in order to verify approval.

2206.07 Chairman's Formal Announcements

None.

2206.08 Co-Option

It was resolved that Tracey Cramond and Yvonne Jolly be co-opted onto the PC and they both signed declarations of acceptance of office before participating in the meeting

2206.09 Annual Governance and Accountability Return 2021-22("AGAR")

1) To note the Annual Internal Audit Report for 2021/22 included at page 4 of the AGAR

Councillors were advised that the Internal Auditor had indicated her approval of the Council's internal controls and the contents of the Annual Internal Audit Report for 2021/22 included at page 4 of the AGAR were noted.

2) Approval of Responses for Section 1-Annual Governance Statement

Councillors acknowledged their responsibility for ensuring a sound system of internal control and **resolved that:**

1) There were in place arrangements for effective financial management during 2021/22, and for the preparation of the accounting statements.

2) An adequate system of internal control was maintained including measures designed to prevent and detect fraud and corruption and its effectiveness had been reviewed.

3) All reasonable steps were taken to assure the PC that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the PC to conduct its business or manage its finances.

4) A proper opportunity was provided during the year for the exercise of electors' rights in accordance with the Accounts and Audit Regulations.

Chairman signed.....E Simpson.....11th July 2022

- 5) An assessment had been carried out of the risks facing the PC and appropriate steps taken to manage those risks including the introduction of internal controls and/or external insurance cover where required.
- 6) Throughout the year an adequate and effective system of internal audit of the accounting records and control systems was maintained.
- 7) Appropriate action on all matters raised in reports from audit was taken.
- 8) Consideration had been given as to whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, had a financial impact on the PC and, where appropriate, included them in the accounting statements.
- 9) The website is up to date and information required by the Transparency Code has been and will be published

It was **resolved that** Section 1- Annual Governance Statement 2021/22 on page 5 of the AGAR be completed accordingly and **further resolved that** the Chairman and Clerk should sign it to signify the PC's approval

3) To Approve Section 2-Accounting Statements

- 1) Councillors considered the accounting statements for the PC for the year 2021/22 prepared and signed by JK as Responsible Financial Officer (RFO)
- 2) **It was resolved that** the PC approved Section 2- Accounting Statements 2021/22 on page 6 of the AGAR.
- 3) **It was resolved that** the Chairman should sign the accounting statements to signify approval by Councillors.

4) Consideration of the Certificate of Exemption

It was resolved that the PC is exempt from external audit for the year 2021/22 and that the Certificate of Exemption should be signed and returned to PKF Littlejohn LLP.

5) To Ensure Signature

Arrangements were made for ES and JK to sign the AGAR accordingly

2206.10 Approval of the Publication of Documents

It was resolved that in accordance with The Accounts and Audit Regulations 2015, The Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities that the PC will publish the following documents on its website as seen and approved by councillors:

- Certificate of Exemption
- Annual Internal Audit Report 2021/22
- Section 1- Annual Governance Statement 2021/22
- Section 2- Accounting Statements 2021/22
- Analysis of Variances
- Bank Reconciliation to 31 March 2022
- Notice of the Period for the exercise of public rights
- Lists of expenses and of public land
- Other information required by Regulation 15(2) Accounts and Audit Regulations 2015

It was further resolved that the dates for the exercise of public rights should be as proposed by the RFO namely Monday 27 June to Friday 5 August 2022.

2206.11 Financial Accounts

a) Councillors **received and approved** statements of account for the current year to 6th June and agreed the balances on the PC's bank accounts which had been verified by ES pending online banking access being given to JG, as follows:

Community (Current) Account: £12647.32
 Less unrepresented cheques -£ 122.67
 Premium (Deposit) Account: £ 2988.69

Total: £15513.34

b) **It was further resolved that** the payments by cheque listed below be ratified:

Invoice Date	Description	£	Authority
13.05.22	One Stop Promotions - bunting (reimburse ES)	£ 189.00	Local Government Act 1972, s137
19.05.22	Green Frog - bedding plants (reimburse ES)	£ 22.00	Highways Act 1980, s115B and Open Spaces Act 1906, s10(b)
21.05.22	Sam Turner & son -teak oil for benches (reimburse ES)	£ 24.95	Public Health Act 1875 s 164; Local Govt Act 1972 Sched 14 para 27; Local Government (Miscellaneous Provisions) Act 1976 s19; Parish Council Act 1957 s.1
01.06.22	CE&CM Walker - grasscutting May	£ 254.40	Highways Act 1980, s96 and Open Spaces Act 1906, s10(b)
-June 2022	Clerk's wages gross (June)	£ 122.67	Local Government Act 1972, s112(2)
23.04.22	Zurich Insurance	£ 257.60	Local Government Act 1972, ss111(1),140; Employers Liability Compulsory Insurance Act 1969
13.06.22	Wilko paper and stamps (reimburse Clerk)	£ 22.12	Local Government Act 1972, s111(1)

c) The PC continues to wait for Barclays Bank to process the changes requested to the bank mandate

d) The PC was informed that in response to the request for a refund made pursuant to Minute 2205.11 North Yorkshire County Council (NYCC) had established that the map identifying the grit bins on its website was erroneous and that it is only responsible for those two bins at the top of Golden Acres, meaning that no refund is due, as the PC is indeed responsible for filling all other bins.

e) No further action has been taken pursuant to the grant awarded but **it was resolved that** the matter should be listed for inclusion on the next agenda.

2206.12 Insurance

The insurance policy with Zurich Municipal having been renewed on the same terms as previously **it was resolved that** consideration be given at the next meeting to requesting a change in the cover provided by the All Risks section of the policy to ensure that the current replacement cost of both the bus shelter and swing unit are covered rather than their purchase prices and that ES should obtain updated figures for this purpose.

2206.13 Special Responsibilities of Councillors for 2022/23

It was resolved that responsibilities be allocated as follows:

TC - Environmental (including Litter and Dog Fouling); planning lead; Grants and Fundraising.

JG - Finance; Grants and Fundraising.

YJ - Footpaths (including planters and benches).

JS - Publicity; Bus Shelters; Police Liaison.

ES - Play Area (including Noticeboard); Millennium Wood (MW); Trees.

Chairman signed.....E Simpson.....11th July 2022

AWr ; Community Liaison/Well-being (including Defibrillator); Grants and Fundraising.
It was further resolved that JK contact SW as to the necessity for appointment of a flood warden by the PC as opposed to under the Resilience Plan.

2206.14 Asset Inspections

It was resolved that these be undertaken ready for review at the meeting in July; the inspection forms to be returned to JK in readiness

2206.15 Registration of a Community Asset

ES reported the expiry of the registration in respect of The Beeswing and confirmed that she had spoken to the landlady regarding its renewal. **It was resolved that** steps for renewal be explored by JG and AWR and the matter be relisted for consideration at the next meeting.

2206.16 Planning applications

It was resolved that the ongoing issues arising from the planning situation in respect of Manor House Farm be listed on the next agenda so that the views of the public could be gauged in circumstances where it may be that no further correspondence by the PC is required.

2206.17 Public Participation

ES reported that the Path Keeper Scheme has begun and that the Community Speed Watch programme has restarted, both in the hands of volunteers. The MW remains closed for work to be undertaken and needs volunteers. Work is required to the climbing frame in the Play Area but there are 2 volunteers for this.

2206.18 Date and time of the next meeting

It was resolved that the next meeting of the Parish Council will take place on Monday 11th July 2022 at 7.30pm in the Village Hall

2206.19 Any Other Business

It was resolved that councillors will meet outside the Church at 7pm Wednesday 6th July 2022 to walk through the village and acquaint themselves with the PC's responsibilities/assets.

It was further resolved that at the next meeting the Budget be added to the agenda together with correspondence in relation to drainage for the Bungalow Farm development and discounted solar panels for community purchase **and in the meantime that** the correspondence be circulated including to the landowner and that AWR consider the position regarding the solar panels

2206.20 Meeting Closed

There being no further business, ES closed the meeting at 9.10 pm.