

# EAST COWTON PARISH COUNCIL

Councillors are hereby summoned and Members of the Public invited to attend  
the Annual and Ordinary meetings of the Parish Council  
on Monday 9<sup>th</sup> May 2022 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. a) To note composition of new council  
b) To ensure all Councillors have signed acceptance of office forms
3. Election of Vice Chairman
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. To appoint the Clerk as Responsible Financial Officer for 2022/23
6. Appointment of Internal Auditor
7. Appointment of Yorkshire Local Councils Associations' representatives
8. To allocate special responsibilities to Councillors for 2022/23 from the following list (Councillors may decide that not all are required):
  - Finance to liaise with RFO as required including internal controls, payroll, grants and funding
  - Police Liaison/Crime Prevention including Community Speedwatch
  - Footpaths, Highways, Ditches and Verges including their planters, benches and litter and grit bins
  - Public spaces i.e. Parish Garden and Millennium Wood including their play equipment, trees, benches and planters (separate councillors for each space may be appropriate)
  - Environmental including Litter and dog fouling, Planning lead, Flood Warden, Emergency contact officer.
  - Bus shelters
  - Sustainability and well-being including defibrillator, surveys regarding local services and village liaison
  - Computing equipment, back ups and website
  - Publicity including submission of items for Parish Magazine and for Facebook circulation
9. To check that all councillors have returned the Register of Councillors' Interests and other documentation necessary

10. To agree the banking arrangements for the year and any change in nominated signatories.
11. To consider the co-option of persons to the council and determine the procedure to be followed
12. **Annual Governance and Accountability Return 2021-22**  
*To receive a report from the Clerk, to consider the proposed dates for the exercise of public rights and to fix the next meeting for approval of the return accordingly*
13. **Agreement as to the pattern for dates for meetings for the next 12 months**
14. To note the Asset and Risk Registers and agree the level of fidelity guarantee and insurance cover for the next 12 months and determine the procedure for risk assessments and inspections for the future
15. To be advised of the position regarding any entries on the Freedom of Information and Data Protection Requests Registers
16. Review of any Policies and Procedures
17. Review of the Payment of Subscriptions and Other Dues

#### **ORDINARY MEETING AGENDA ITEMS (Not to be taken before 8.15pm):**

18. **Apologies for absence**
19. **A reminder regarding disclosure of personal and prejudicial interests from Councillors on matters to be considered at the meeting as Item 4 above.**
20. **Minutes of the meetings of the Council held on 14th March 2022** (circulated to councillors)  
*To determine whether the Minutes are an accurate record.*
21. **Chair's formal announcements on any matters not the subject of discussion or debate**
22. **Police Community Report**  
*Councillors to note report*
23. **Financial Accounts**
  1. *To authorise/draw cheques including for clerk's salary, grass-cutting, insurance, salt for grit bins, YLCA subscription*
  2. *To be updated as to the VAT reclaim*
24. **Insurance Renewal**  
*To consider quotation received*
25. **Queen's Jubilee**  
*To be appraised of the Make a Difference grant funding and requests for assistance with Jubilee celebrations including the provision of bunting*
26. **Planning applications**  
*Councillors to be updated regarding Minutes 2201.18 and 2203.17 and to determine further steps*

**27. Public participation**

**28. Any other business (urgent or not requiring debate or decision)**

*Primarily to inform the Clerk of matters to be included on the next agenda*

**29. Date and time of the next meeting:** *to be confirmed at the meeting*

Mrs J Kilsby  
Clerk to the Parish Council

3rd May 2022

**At the Chair's discretion and to reflect the level of public response, the running order of agenda items can be altered**

## SUPPORTING INFORMATION (numbering refers to agenda items)

1. A person who was Chair prior to 5 May but has not stood for election or has not been re-elected, will hold that office until the annual meeting and should attend the meeting to preside over the election of the new Chair. There might be some surprise that someone who is not re-elected is in the chair at the commencement of the meeting but this is right. In this situation, the former Chair does not have an ordinary/or first vote but if the votes are tied after this stage, he/she must use the casting vote. This is to ensure that the council is properly constituted by having a Chair;

Where a Chair has been returned as a councillor, he/she will preside over the election of the new Chair and in this situation may vote for him/herself in both the ordinary and casting vote if the latter is required.

11 Where a council is quorate it may co-opt additional councillors but remember to do this fairly to avoid unnecessary criticism. A template notice to invite people for co-option to these ordinary vacancies can be found on the YLCA website. Remember that the vacancies created by virtue of an uncontested election are termed 'ordinary' vacancies. Vacancies created in the four year term of office (or more in some circumstances), are called 'casual' vacancies.

Also remember that as it is the Council that is conducting the appointment, it has a duty to ensure that persons who are co-opted are eligible to hold public office in accordance with Section 80 of the Local Government Act 1972. A pro forma eligibility check to hand to applicants can be found on the YLCA website.

By law, the co-option process should be complete within 35 days of the election (the calculation does not include Saturdays, Sundays, Bank Holidays or days appointed for public thanksgiving or mourning). If the council fails to do this, the principal authority may (not a duty), order another election. The 35 days means that co-options should be complete by the end of June. Where a council has not attempted a co-option process in this time, the principal authority will probably call another election. Where a council has tried to co-opt but no one has come forward, the principal authority will acknowledge this and would normally be content that the Council keeps on trying to co-opt.

14

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 - £257.60

Pursuant to its Financial Policy, the Parish Council is not obliged to seek alternative quotations. However, the Parish 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

Asset and Location	Acquired	Cost
Parish Garden/Play Area	Pre 1975	£
Additional area (now outside fenced perimeter)	10.07.1975	22.40
Additional area of garden by way of exchange for a piece of #1 above	01.05.08	Unvalued land strip
Playground equipment at #1 above	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 all on Main Street		0.00
Noticeboard outside Parish Garden plus 1 key squares (with Clerk)	18.10.2010 12.10.11	<b>1,019.15</b> <b>3.42</b>
Salt bins: Birkby La junction (with BRM in summer)	13.11.2010	<b>336.00</b>
Wycliffe/Conyers;	10.01.2011	<b>133.00</b>
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 with clerk	09.01.17	<b>519.70</b>
Canon P-20811 Portable Scanner with clerk	10.04.17	<b>99.99</b>
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>
Green Notice Board	Mar-21	<b>455.24</b>

**25,390.00**

## EAST COWTON PARISH COUNCIL

### Risk Assessment and Management - General Assets /Physical Equipment October 2020

This assessment refers to the assets listed in the Asset Register of East Cowton Parish Council.

For multiples of the same asset, the risk assessment is a generic one.

A separate Risk Assessment has been completed for the Play Area ( the area of land which is contained within fencing and on which the play equipment is erected).

Asset inspections are completed and these written reports are held by the Clerk. Councillors are allocated specific assets for the purpose of asset inspection although this does not preclude those individual Councillors from the overall responsibility and awareness of identifying and reporting any matters arising day to day.

#### Assets

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	<p>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.</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>	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	<p>Annual inspection.</p> <p>Pots securely fixed to ground to avoid tipping. Avoid using plants which could be damaging to health.</p> <p>Appropriate safeguards taken to avoid damage to self by lifting (compost)</p>	Existing procedure is adequate	L
Noticeboards/signage	Damage or loss Injury to person	L	<p>Annual Inspection, report filed by Clerk. Permanent noticeboard is securely fixed, no perceived risks.</p> <p>Temporary folding signs displayed depending on circumstance and with regard to restrictions for visibility and safety, no perceived risk.</p>	Existing procedure is adequate	L
Salt Bins	Loss or damage Injury to person or property	L	<p>Annual inspection, report filed by Clerk. Monitor for deterioration and potential for replacement</p> <p>Plan and budget for fill (seasonal)</p> <p>Clean bin when needed</p>	Existing procedures are adequate	L
Benches	Loss or damage Injury to person or property	L	<p>Quarterly Inspection, report filed by Clerk. Maintain and repair, seasonal application of timber treatment and protection.</p> <p>Anchor feet to ground to avoid tipping</p>	<p>Existing procedures are adequate</p> <p>Consider positioning of benches, remove surplus.</p>	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 Business Risk assessment.	Existing procedures are adequate	L
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

## EAST COWTON PARISH COUNCIL

### Risk Assessment and Management - Play Area October 2020

The play area is located at Main Street, East Cowton adjacent the Village Hall and Community Shop. Weekly visual inspections of the play equipment and general area are undertaken in addition to monthly recorded inspections of the play equipment. Copies of the monthly inspection reports are



retained by the Clerk. Annual inspections (usually in September) are carried out by a professional agency (ROSPA) and copies are retained by the Clerk.

### Children's Play Area

ITEM/AREA	HAZARD/RISK	RISK LEVEL	CURRENT CONTROL	FUTURE CONTROL	TARGET RISK LEVEL/DATE
Entrance Gates	Personal injury and Injury to a third party	Low	<p>Gates previously altered in 2019 to create gaps at hinge and opening to avoid finger entrapment.</p> <p>Self closing gate springs ensure single gates are not left open.</p> <p>Integrity of timbers confirmed by regular inspections with any damage or disrepair reported to Parish Council for remedy.</p> <p>No risk perceived.</p>	<p>Existing procedures are adequate.</p> <p>Remedial work outstanding</p>	<p>Replace failing spring closer on gate adjacent shop. By Nov 30th 2020.</p> <p>Investigate and repair double access gate to ease operation. By 30 Nov 2020.</p> <p>Low</p>
General Surface	<p>Personal injury</p> <p>Risk to third parties.</p>	Low	<p>Site clear of any hazardous materials.</p> <p>Contractor engaged to cut grass and strim.</p> <p>Grass or safety matting in situ in accordance with safety requirements.</p> <p>No risk perceived.</p>	Existing procedures are adequate	Low

Litter Bins	Personal Injury Risk to health	Low	Bin emptied regularly.  Standard household recycling bin which is stable and not at risk of falling over.  Recycling waste accepted, no glass  Keeps litter off site to avoid health risks  No risk perceived.	Existing procedures are adequate.  Consider options to instal a general waste bin as public assume this bin is for general waste.	Low
Seating	Personal Injury	Low	Regular maintenance. Currently in good condition.  Avoid Strimmer damage.  Monitor for deterioration or damage to timber.  Anchor down to prevent the risk of bench falling over onto someone.	Existing procedures are adequate.  Remedial work outstanding	Instal concrete or similar base to avoid rotting of timber feet and strimmer damage.  Bench needs to be anchored down  Low
Signage/Info	Personal injury Risk to health	Low	General signage is fixed securely.  Labels firmly attached with contact details.  No dogs to avoid risk to health.	Existing procedures are adequate	Low
Covid-19 Signs	Personal injury Risk to health	Low	Currently displayed in accordance with govt guidelines to avoid risk to health. Firmly attached.  Regularly review current restrictions and take appropriate action.	Existing procedures are adequate	Low

Balance Beams	Personal injury  Entrapment	Med	Regular maintenance.  Avoid strimmer damage.  Currently in adequate condition, see remedial work recommended.  Set in grass for soft landing. No perceived risk.	Existing procedures are adequate.  To avoid further deterioration of timbers, remedial work recommended.	Replace 2 vertical supports which currently show signs of rot and strimmer damage. Before 30 Nov 2020.  Low
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Multiplay	<p>Personal Injury</p> <p>Risk to third party, property or individuals</p> <p>Entrapment</p>	Low	<p>Regular maintenance and inspections.</p> <p>Weekly visible inspections for obvious signs of damage or vandalism.</p> <p>Monthly written inspection report to identify any repairs or replacements to fixings, timbers or general structure. Annual inspection by ROSPA (usually Sept)</p> <p>Avoid strimmer damage</p> <p>Substantial repairs (Stage 1) completed in Oct 2020 to the platform and timbers adjacent the climbing wall/rope handles, this part of the Multiplay is now in good condition. Rotten and structurally unsound timbers have been removed and replaced. 4 steel post feet have been used to replace severely rotten vertical post timbers and will aid with the prevention of strimmer damage. Prior approval to the design and intended use of the steel post feet was obtained from ROSPA agent.</p> <p>All repairs have been completed using the same or improved specification to the originals.</p> <p>Further repairs (Stage 2) are required to remaining parts of the framework and deck although this part is considered to be in an adequate condition and early replacement of the deck is planned.</p> <p>Monitor softening of ply decks, bridge slats and climb wall as noted by ROSPA inspection September 2020.</p>	<p>Existing procedures are adequate.</p> <p>Completion of outstanding work to Stage 1 is required.</p> <p>Planned work for Stage 2 to be agreed.</p>	<p>Low</p> <p>Complete outstanding works (Stage 1) by 31 October 2020 and plan works (Stage 2) to achieve completion by 31 May 2021.</p>
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Rocker (Pig)	Personal injury Entrapment Risk to third party or individuals	Low	Regular inspection and cleaning.  Check for loose fittings or damage which could cause entrapment or injury.  Set on grass and matting so falling is on to soft ground to prevent injury.  No risk perceived	Existing procedures are adequate.	Low
Swing (2 Bay)	Personal injury third party or individual	Low	Regular inspection and cleaning.  Avoid strimmer damage  Grass and mat base for soft fall. Barriers installed to avoid risk of injury from running into swings.  New swing unit installed in 2018, 2 flat seats and 2 cradle seats split correctly in the 2 bays as per regulations.  Chains meet current regulations imposed to avoid strangulation.  No risk perceived.	Existing procedures are adequate.	Low

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 2022/23 was £221.00 and is based on population size.



## North Yorkshire Police Report

### East Cowton Parish Council on 14/03/2022

Statistics taken from	14 <sup>th</sup> February 2022 – 14 <sup>th</sup> March 2022
<b>Crime Type</b>	
Anti-Social Behaviour	2 Report
Total	2 Report
Arson	0 Reports
Burglary Dwelling	0 Reports
Burglary Commercial/Other	0 Reports
Criminal Damage	0 Report
Theft (inc Theft from Shop)	0 Reports
Violence against the person	0 Reports
Other crimes inc Drugs	0 Reports
Hate Crime	0 Reports
Robbery	0 Reports
Fraud	0 Reports
Total	0 Report

23

Invoice Date	Description	£	Authority
*April	J.Kilsby- Clerk's Wages	£ 122.67	Local Government Act 1972, s112(2)
May	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
2 May 2022	CE&CM Walker -grass cutting	£ 254.40	Highways Act 1980, s96 and Open Spaces Act 1906, s10(b)
23 April 2022	Zurich - insurance	£ 257.60	Local Government Act 1972, ss111(1),140; Employers Liability Compulsory Insurance Act 1969

NB \* denotes cheques have already been signed and despatched with Clerk/RFO using authority from Minute 2104.06 to write cheques for signature by 2 councillors