

STILLINGFLEET PARISH COUNCIL issued on 3 May 2024

OFFICIAL NOTICE OF THE ANNUAL MEETING OF STILLINGFLEET PARISH COUNCIL TO BE HELD AT 7.00pm ON THURSDAY 9 MAY 2024 IN THE VILLAGE INSTITUTE

Chairman: Cllr Juan Brooks
Clerk/RFO: Ruth Swales, Brookfield, The Green Stillingfleet YO19 6SG
clerk@stillingfleetparishcouncil.org

Meetings are open to the Press and Public except for any item labelled as part 2 under the Public Bodies (Admission to Meetings) Act 1960, Section 1.

- Any elector is entitled to attend this meeting and is invited to raise any concerns, questions or suggestions in the time set aside for public participation. The time limit for any such public participation is set at 15 minutes.
- Press and public may not speak when the council is in progress; when councillors are discussing council business nor when councillors are in the process of decision making.
- Listeners may however speak at the end of the meeting (for information only).
- Decisions cannot be made at this meeting on items not on the agenda.
- Councillors, Clerk, public and press are requested to sign the attendance sheet.

Councillors are summoned to attend this annual meeting of the Parish Council (detailed above) and to consider and resolve the business to be transacted on the agenda below.

A G E N D A

Statutory Annual Meeting business

24001 **Election of Chair and Vice-Chair** of the Parish Council

- a) Councillors to elect a chair for the year.
- b) Chair to sign acceptance of office; clerk to countersign.
- c) Councillors to elect a vice-chair for the year.
- d) Vice-chair to sign acceptance of office; clerk to countersign.

24002 **Welcome and Apologies:**

Chair to welcome all present to the meeting; to receive any apologies for absence, to record these in the minutes and to consider the approval of reasons for absence given by councilors.

24003 **Election of other offices of the Parish Council:** (see appendix 1)

- 24003.1 a) Council's Internal Controllers (2 Councillors)
- b) Village Institute Committee Representative
- c) YLCA Representatives (2 Councillors) (Elected Councillors attend YLCA Branch meetings and represent the Council as voting representatives at those meetings)

- d) To review the bank mandates and Bank Account signatories for the Parish Council accounts and the ByeLaw Charity Field. (3 Councillors for each).
- 24003.2 **Appointment of Lead Councillors** for:
Climate Change & the Environment; Police & Fire Service Matters; Lighting; Health & Wellbeing; Defibrillator maintenance; Communication & Community Involvement; Flood Wardens; Risk Assessment; Council Development.
- 24003.3 **Confirmation of Committees / Committee members:**
- To review the terms of reference of the following committees and confirm the Committee members: Village Green Committee; Planning Committee; Play Area Committee; Policy Committee; Staffing Committee; Charity Committee.
- 24004 **Review of Policies:**
To consider the adequacy of the Council's policies and **RESOLVE** to re-approve the following policies without any changes:
- Standing Orders • Financial Regulations • Councillors Code of Conduct • Publication Scheme • Security Incident Response • Subject Access Request • Records Management • Equal Opportunities • Freedom of Information • Council's Complaints Procedure.
- 24005 **Councillors' Declarations of Interests:**
Councillors to be asked to refresh their understanding of their registration of interests (as set out in NYC Standards Bulletin - appendix 2), to view their declarations of interest and advise the Clerk if there are any necessary amendments to the Register.
- 24006 **GDPR compliance:**
- 24006.1 To **RESOLVE** to approve and adopt the updated Data Protection Policy (appendix 3) which conforms to the NALC model policy.
- 24006.2 To ask Councillors to check their contact details and provide their continuing consent for these personal details to be held for the purposes of conducting council business.
- 24006.3 As Data Controller under the GDPR regulations, to **RESOLVE** to pay the annual data protection fee of £40 when due to the Information Commissioners Office (ICO).
- 24007 **Insurance:**
- 24007.1 To review the Council's insurance policy and **RESOLVE** to approve the insurance renewal quotation from Zurich Municipal for the year commencing 1 June 2024 which quotes a renewal premium of £654.44 (including IPT) – which includes all risk cover for all the playground equipment valued at £49,194 and is within budget. (Appendix 4)
- 24007.2 To confirm the adequacy of the Council's insurance cover which totals £69,644 compared to the latest value in the Council's Asset Register of £60,240.
- 24008 **Annual Risk assessment:**

To receive an update from Cllrs Daniel and Sears re the completion of the annual risk assessment.

24009 **Internal Control:**

24009.1 To formally review the internal control checklist (appendix 5) and consider if anything else needs adding in order that Council can certify the adequacy and effectiveness of the Council's internal controls.

24009.2 In reviewing the Audit Plan to **RESOLVE** to change the timing of the internal control checks from September & March to June & December.

24010 **Annual Governance and Accountability:**

24010.1 To note and approve the completion of the Council's bank reconciliation as at 31 March 2024 which will be duly posted on the website.

24010.2 To consider and note the Annual Internal Audit Report for 2023/24 (appendix 6) and approve the proposed action plan to address the observations. (appendix 7).

24010.3 To **RESOLVE** to approve Section 1 – Annual Governance Statement 2023/24 on page 5 of the AGAR 2023/24 (appendix 8)

24010.4 To **RESOLVE** to approve Section 2 – Accounting Statements 2023/24 on page 6 of the AGAR.

24010.5 To **RESOLVE** to approve the Explanation of Variances 2022/23 .v. 2023/24 (appendix 9)

24010.6 To **RESOLVE** to approve the publication of documents required by the Accounts & Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

24010.7 To note the dates of the period for the exercise of public rights will be 3 June 2024 to 14 July 2024. This notice to be published on the website on 10 May 2024.

Ordinary Meeting Business

24011 **Declarations of Interests:**

- i.) To receive, consider and decide upon any applications for dispensation
- ii.) To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests.

24012 **Public Participation:**

To receive any questions or concerns from members of the public.

24013 **Minutes from previous meetings:**

To **RESOLVE** to approve the minutes of the Annual meeting of the Parish and the Parish Council meeting both held on 4 April 2024. If approved, Chair to initial and sign as a true record.

24014 **Matters Arising from the last meeting:**

To receive information on the following ongoing issues and decide further action where necessary:

24014.1 **Green Management:**

Fallen Willow Tree: To receive an update re the removal of the fallen tree opposite Swallow House.

Spot weeding: To receive an update re the spot weeding to be undertaken by the Lower Derwent Conservation Group.

Annual Hay-making: To consider the quote(s) received in response to the invitation to tender for cutting and baling the Green in 2024 (Appendix 10) and decide upon the contract.

Drainage and Access Policies: To review the draft updated Drainage Policy and draft Access Policy; recommend any amendments as necessary prior to the Council resolving to formally adopt these policies with effect from May 2024. (See appendices 11 & 12).

24014.2 **Play Area:**

- To consider the proposed action plan to address the findings from the annual playground safety inspection: agree the assignment of actions and how the recommended future monitoring will take place. (Appendix 13).
- To consider and RESOLVE to approve the quotation from PlayScheme for £325 + VAT to undertake the maintenance work assigned to them. (Appendix 14).

24014.3 **Community Speed Watch:**

To receive an update from Cllr Foy regarding the request that NY resurrect the application for a Community Speed Watch initiative in our village and consider what budget might be available towards implementation of this initiative.

24014.4 **Village Infrastructure:**

Noticeboard: To receive an update from Cllr Brooks regarding the replacement of the noticeboard for the Parish Council & Village Institute noting that a locality grant might be available to match any funding by the Parish Council.

24014.5 **Community Engagement strategy:**

To progress the collection of Councillors' photographs and biogs for posting on the website.

24014.6 **Local Council Award Scheme:**

To note that Stillingfleet Parish Council has been awarded the foundation level of the Local Council Award Scheme showing that the council achieves good practices in governance, community engagement and council improvement. Please see attached letter from NALC Chair – appendix 15).

24014.7 **Migration to a Gov.uk domain:**

To note that the Clerk is in the process of obtaining a minimum of 3 quotes from Approved Registrars for various options to migrate to a gov.uk domain for both website and email hosting and that these quotes will be brought back to the August meeting for consideration of the next steps and approval of a budget for this purpose.

24015 Planning Matters: Revised Selby Local Plan:

24015.1 To note that SPC’s response to the 2nd consultation on the revised version of the Selby Local Plan has been submitted (appendix 16).

24015.2 To note receipt of the following **planning applications:**

- Application to convert existing residential ancillary buildings (former barns) into two dwelling houses at Hill Top Farm, Cawood Road, Stillingfleet (ref ZG2024/0242/FUL).

24016 Road Conditions at junction of Stewart Lane and The Green:

To consider the concerns expressed by a resident re the road conditions and verges of Stewart Lane and decide upon further action as appropriate.

24017 Financial Matters:

24017.1 Recent receipts:

To note the receipt of the following funds:

28.4.2024	1 st instalment of precept from NYC	£3,425.00
-----------	--	-----------

24017.2 Future receipts:

To note that the Council has agreed to enter into a wayleave agreement in return for £5,000 consideration with Quickline Communications Ltd and consider how these funds might be ear-marked upon receipt.

24017.3 Closing balances as at 30 April 2024:

To receive and note closing balances of:

Current account	£11,675.62
NS& I account	£ 245.32

24017.4 To consider and **RESOLVE** to approve the payment of the following invoices:

Invoice date	Details	VAT	Amount (inc VAT)
5.4.2024	Elkerlodge Bookkeeping – Annual Internal Audit	£42.00	£252.00
6.4.2024	Zurich Municipal annual insurance renewal		£654.44
	To note payment of Clerk’s salary and tax in accordance with the contract for March/April and payment for a further 5.5 hours of approved training/CPD and a further 6 approved additional hours re gov.uk migration, LCA application & play area inspection findings.		

24018 Dates of Meeting:

To note the next parish council meeting will be held on 1 August 2024 commencing at 7pm. Should Councillors have any agenda items for inclusion these should be submitted to the Clerk by 22 July.

Signed: Ruth Swales, Clerk to the Council,
clerk@stillingfleetparishcouncil.org

Appendices:

1. Election of offices
2. NYC Standards Bulletin – March 2024
3. Revised Data Protection Policy
4. Insurance schedule 1/6/24 – 31/5/25
5. Internal Control Checklist
6. Annual Internal Audit Report 2024
7. Proposed Action Plan to address audit findings
8. AGAR 2023/24
9. Explanation of Variances 2022/23 .v. 2023/24
10. Response to invitation to tender for the contract for haymaking
11. Draft updated Drainage Policy
12. Draft updated Access Policy
13. Play Area Maintenance Action Plan
14. PlayScheme quotation for maintenance work
15. Letter of congratulations from Chair of NALC
16. SPC's response to SDC's 2nd consultation on their Local Plan