

Skipwith Parish Council Annual Meeting Minutes on Tuesday 4th May 2021 at 7.00pm (conducted via Zoom)

Present: Councillors Jonathon Morgan (JM), Mike Ward (MW), Claire Colthirst (CC), Trevor Britain (TB), Kate Baxter (KB)

Parish Clerk: Isobel Greatrex (IG)

Apologies: Sharon Worrall (SW)

Item No.	Discussion	Action by	Due Date
001	Election of Chairman JM (previous year's Chairman) welcomed everyone to the meeting and asked Members if anyone wished to stand for the position of Chairman. As no-one else wished to stand, the PC agreed to re-elect JM, who accepted the position for the forthcoming year.		
002	Declaration of Chairman's Acceptance of Office This was signed in front of the Parish Clerk.		
003	To receive apologies and approve reasons for absence SW sent her apologies. The PC approved her reason for absence.		
004	Election of Vice-Chairman JM asked Members if anyone wished to stand for the position of Vice-Chairman. As no-one else wished to stand, the PC agreed to re-elect MW, who accepted the position for the forthcoming year.		
005	Declaration of Vice Chairman's Acceptance of Office This was signed in front of the Parish Clerk.		
006	Declaration of Acceptance of Office from Remaining Councillors These were signed in front of the Parish Clerk. SW had confirmed by email that she wished to stand as Councillor yet again. IG had asked her to sign the Declaration of Acceptance in front of herself at SW's earliest convenience.		
007	Annual Parish Council Meeting Minutes from 2019 The minutes were confirmed as a true and accurate record. CC proposed and MW seconded.		
008	Election of Allotment Officer As no-one else wished to stand, MW volunteered to remain Allotment Officer. KB proposed and CC seconded.		
009	Election of Representatives MW, KB and TB volunteered to represent the PC at the YLCA branch meetings. JM proposed and CC seconded. It was agreed the PC should ask if the two current members on Skipwith Benefactors Fund committee would continue to represent the PC on said committee. JM proposed and TB seconded.	IG	Asap
010	To list property in ownership of the Parish Council and inspect any deeds and trust investments in the custody of the Parish Council A list of assets had been circulated prior to the meeting. MW observed that the total paid for the assets should be net of VAT and any grants obtained and include any installation costs. He also noted that the 99 years lease of the meadow should be added. It was agreed that IG should amend the Register accordingly. There are no deeds or trust investments in the custody of the Council.	IG	Asap

011	<p>To review standing orders and any financial regulations</p> <p>It was agreed there was no requirement to make any amendments.</p>		
012	<p>Chairman's report</p> <p>The Chairman (JM) summarised the key events from the previous two financial years, as there had not been an Annual Parish Council Meeting in 2020 due to the pandemic:</p> <ul style="list-style-type: none"> • He thanked IG for providing stability and support to the PC. • He thanked the PC for their ongoing support in these unusual times and for being active in their duties throughout the lockdowns. • He also wished to thank County Councillor, Richard Musgrave for all his support and facilitating the grants toward the installation of the lifesaving defibrillator and the traffic calming measures installed in 2020 in the village and to District Councillor, Neil Reader for his continued support and guidance during the last two years. • In addition, he thanked Charlie and Ros Forbes Adams from Escrick Estate for their various interventions, including the pond to pond ecology report, installation of the permissive footpath on part of York Road and their support regarding the forthcoming maintenance work on Town End pond. • Notable items for the financial year 2019/20 year were the full installation of new LED street lighting, rectification of the church floodlights (thanks to Noel Mc Cool) and tree surgery works to remove the willow tree on Town End pond, which had become a health and safety problem. • Even though it was not a PC led event, a poignant remembrance event with tea on the Green was held for Sue Kotek, who was a previous Parish Chairman and Councillor. This was enjoyed by a large turnout from the village community on a sunny afternoon in September, resulting in a generous donation to St Leonards Hospice. • The PC continued to support North Duffield School's Christingle service at St Helen's church, along with a further contribution to keeping the invaluable No. 18 evening bus service running through the village. • Finally, the notice board had a new coat of paint, along with the telephone box to make it ready for the imminent installation of the defibrillator. • 2020/21 saw the Parish Council introduce a planned maintenance contract with Yorkshire Landscapes for regular grass cutting to make the village look pristine. In addition, Scarrow Green was restored to its former glory, allowing its natural beauty to shine through once more. JM wished to thank Phil Ansell for refurbishing the bench. • A large investment commenced with the implementation of traffic calming measures through the installation of chicanes to the North and South sides of the village. JM took the opportunity to particularly thank Sharon Worrall for all her hard work and the time she has spent in delivering this project to help keep the village as safe as possible. A thank you must also go to County Councillor, Richard Musgrave, in supporting this project. 		

	<p>Thank you to Kate Baxter for her perseverance with the AJ1 Safety Fund application and in attaining a grant of £1,680 towards the costs of the chicanes. Going forward this year, the PC is also looking to integrate further safety measures, as advised by NYCC Highways, at the North Duffield junction.</p> <ul style="list-style-type: none"> • North House Farm development by Orchard Homes concluded and Park Farm and Red House Farm housing developments have begun in earnest. • Although Christmas 2020 was unusually quieter than normal due to the pandemic the PC still managed to install some new Christmas lights to cheer our spirits, which were subsequently left on for Thursday evenings, as a mark of respect and a thank you to all the NHS staff and key workers, who have been so important to us in this last year. A big thank you to Claire Colthirst for project managing all this. As well as the lights another little festive cheer appeared in the reconstruction and update of the crib and Nativity. Thank you to Elaine Ward and her team of volunteers for all their hard work and production of this. <p>Ongoing Matters for 2021/22</p> <ul style="list-style-type: none"> • Highway Safety – The PC remains very aware that the speed of vehicles is a genuine and significant area of concern for parishioners. As previously mentioned, the PC is looking forward to further installation works by NYCC / Highways at the North Duffield junction. • Town End Pond – further maintenance is planned for September 2021 by Hagrapat who will endeavour to clean the pond. Thank you to Kate Baxter for coordinating this. • The Asset Register is being further developed and various parcels of lands have been confirmed as part of the PC land ownership – The PC is also aware of another piece of land under its ownership adjacent to the allotments and it is continuing to progress researching the particulars. • Councillors – it is pleasing to note that five PC members have put themselves forward for a further period of service. • And finally, as we get back to some sort of normality, the Parish Council will look towards carrying out its future meetings back at the refurbished village hall following current health and safety guidelines. 		
<p>013</p>	<p>To approve the Certificate of Exemption 2020/21 for Skipwith Parish Council on page 3 of the Annual Governance and Accountability Return 2020/21 RESOLVED that Skipwith Parish Council approved the Certificate of Exemption for 2020/21 for Skipwith Parish Council on page 3 of the Annual Governance and Accountability Return 2020/21.</p>		
<p>014</p>	<p>To note the Annual Internal Audit Report for 2020/21 included at page 4 of the Annual Governance and Accountability Return 2020/21 RESOLVED that the Annual Internal Audit Report for 2020/21 included at page 4 of the Annual Governance and Accountability Return 2020/21 was noted.</p>		

015	<p>To approve Section 1 - Annual Governance Statement 2020/21 for Skipwith Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21.</p> <p>RESOLVED that Skipwith Parish Council approved Section 1 Annual Governance Statement 2020/21 for Skipwith Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21.</p>		
016	<p>To approve Section 2 - Accounting Statements 2020/21 for Skipwith Parish Council on page 6 of the Annual Governance and Accountability Return 2020/21</p> <p>RESOLVED that Skipwith Parish Council approved Section 2 Accounting Statements 2020/21 for Skipwith Parish Council on page 6 of the Annual Governance and Accountability Return 2020/21.</p>		
017	<p>To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities</p> <p>RESOLVED that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code, Skipwith Parish Council will publish the following documents on a public website:</p> <ul style="list-style-type: none"> • Annual Internal Audit Report 2020/21 • Annual Governance Statement 2020/21 • Accounting Statements 2020/21 • Bank Reconciliation to 31 March 2021 • Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015 and the Transparency Code for Smaller Authorities <p>Meeting closed at 7.45pm.</p>		