

Skipwith Parish Council Annual General Meeting Minutes on Monday 13th May 2019 at 7.00pm

Present: Councillors Mike Ward (MW), Jonathon Morgan (JM), Claire Colthirst (CC), Trevor Britain (TB), Sharon Worrall (SW)

Parish Clerk: Isobel Greatrex (IG)

Item No.	Discussion	Action by	Due Date
10	Election of Chairman MW (previous year's Chairman) welcomed everyone to the meeting and asked Members to elect a Chairman. TB nominated JM and SW seconded. JM accepted the position.		
11	Declaration of Chairman's Acceptance of Office This was signed and received.		
12	Election of Vice-Chairman JM nominated MW and CC seconded. MW accepted the position.		
13	Declaration of Vice Chairman's Acceptance of Office This was signed and received.		
14	Declaration of Acceptance of Office from Remaining Councillors These were signed and received.		
15	New/Refresher Councillor Training IG shared the dates of the forthcoming training available from the YLCA. JM to confirm a suitable date to IG.	JM	Asap
16	AGM Minutes from 2018 The minutes were confirmed as a true and accurate record. MW proposed and TB seconded.		
17	Election of Allotment Officer MW volunteered to remain Allotment Officer. TB proposed and CC seconded.		
18	Election of Representatives SW and MW volunteered to represent the PC at the YLCA branch meetings. TB proposed and CC seconded. No representatives were appointed to North Duffield & Skipwith Playing Field Association, although this would be borne in mind during the forthcoming year. It was agreed the PC should ask a current member if they would represent the PC on the Benevolent Fund committee.	IG	Asap
19	To list property in ownership of the Parish Council and inspect any deeds and trust investments in the custody of the Council A list of assets is to be compiled. IG to ask for assistance from a previous councillor.	IG	By 1 st July

20	<p>To review standing orders and any financial regulations As these were reviewed fairly recently, it was agreed there was no requirement to review them again at this current time.</p>		
21	<p>Chairman's report Previous Chairman (MW) summarised the key events from the previous financial year:</p> <ul style="list-style-type: none"> • He thanked IG for providing stability and support for the PC. • Notable items for the year were that the annual accounts reflected the main expenditure had been to update all the street lighting and that a donation from JM's company, JMDSA, for the conversion of the phone box to accommodating a defibrillator was very much appreciated. <p>Ongoing Matters</p> <ul style="list-style-type: none"> • North House Farm Development – Planning approval is subject to a final sign off, although three properties are already in advanced construction. • There has been no significant work on the Park Farm development site or on Red House Farm site, which have both acquired planning permission. • Recreation Area/Meadow – Progress has been made regarding the land donated by Escrick Park who has accepted the Parish Council's (PC) proposal to establish a wild flower meadow, being the residents' preference. The intention is to substantially complete implementation in the current twelve months. • Highway Safety – The PC remains very aware that the speed of vehicles is a genuine and significant area of concern for parishioners. It is the case that the PC is extremely limited by statute as to what direction they can take. However, every opportunity is taken to raise the issue with the District and County Councillors, Highways and YLCA membership. The PC has supported the action taken by a number of residents on York Road. The PC intends to make the most of the options which will be available from Spring 2019 as a result of changes to the Vehicle Activated Signage (VAS) policy by the County Council. • Town End Pond – The efforts of residents last Autumn with the ongoing maintenance of the pond reflected our community spirit. The PC continues to seek more permanent solutions to matters relating to the pond. It has increased the grass cutting schedule with a view to enhancing the village green, Town End pond and Scarrow Green pond. • Councillors – It is pleasing to note that four PC members have put themselves forward for a further period of service. MW thanked them for their ongoing time and support and also thanked both Noel McCool and Mark Elwars, who did not seek re-election. MW continued to say that whilst there had been difference of opinions regarding procedures between Noel and himself, he acknowledged that during Noel's second term as a PC member, he did, again, play a significant part in all matters. MW particularly wanted to highlight the time Noel gave to the annual maintenance of the Christmas lights, upgrading the street lights and the development of the recreation area as MW felt that these items were especially worthy of the PC's thanks. 		

22	<p>To note the Annual Internal Audit Report for 2018/19 included at page 3 of the Annual Governance and Accountability Return 2018/19 RESOLVED that the Annual Internal Audit Report for 2018/19 included at page 3 of the Annual Governance and Accountability Return 2018/19 was noted.</p>		
23	<p>To approve Section 1 - Annual Governance Statement 2018/19 for Skipwith Parish Council on page 4 of the Annual Governance and Accountability Return 2018/19. RESOLVED that Skipwith Parish Council approved Section 1 Annual Governance Statement 2018/19 for Skipwith Parish Council on page 4 of the Annual Governance and Accountability Return 2018/19.</p>		
24	<p>To approve Section 2 - Accounting Statements 2018/19 for Skipwith Parish Council on page 5 of the Annual Governance and Accountability Return 2018/2019 RESOLVED that Skipwith Parish Council approved Section 2 Section 2 - Accounting Statements 2018/19 for Skipwith Parish Council on page 5 of the Annual Governance and Accountability Return 2018/2019.</p>		
25	<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 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 2018/19 • Section 1 – Annual Governance Statement 2018/19 • Section 2 – Accounting Statements 2018/19 • Bank Reconciliation to 31 March 2019 • Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015. <p>Meeting closed at 7.50pm.</p>		