

Skipwith Parish Council Annual Meeting Minutes on Monday 15th May 2023 at 8.00pm

Present: Councillors Mike Ward (MW), Sharon Worrall (SW), Kate Baxter (KB), Karen Thompson (KT), Jonathan Radway (JR), Andy Bushell (AB)

Parish Clerk: Isobel Greatrex (IG)

Apologies: Jeremy Gerken (JG)

Item No.	Discussion	Action by	Due Date
001	Election of Chairman MW (Chairman since March) 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 MW, 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 JG sent his apologies. The PC approved his reason for absence.		
004	Election of Vice-Chairman MW asked members if anyone wished to stand for the position of Vice-Chairman. As no-one else wished to stand, the PC agreed to defer the position and to review later in the year.		
005	Declaration of Vice Chairman's Acceptance of Office Position is currently vacant.		
006	Declarations of Acceptance of Office from Remaining Councillors These were signed in front of the Parish Clerk.		
007	To resolve to permit any councillor that is unable to sign their Declaration of Acceptance of Office at this meeting to sign their Declaration before or at the next ordinary meeting of the Council Resolved by the Parish Council.		
008	Election of Allotment Officer As no-one else wished to stand, MW volunteered to remain Allotment Officer.		
009	Election of Representatives SW and KB volunteered to represent the PC at the YLCA branch meetings		
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. This was approved. It was noted that the asset register stated that the bus shelter had been donated to the Parish Council many years ago. However, as there was no documentation available to confirm this (except for the Register spreadsheet) it was agreed to continue to obtain clarification from North Yorkshire 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 (except to change the meeting start time from 7.30pm to 8.00pm). MW reminded the members that the standing orders and financial regulations can be reviewed at any time during the year.</p>	IG	Asap
012	<p>Chairman's Report</p> <p>As MW had only stepped into the role of Chairman in March, his report was quite brief. He wished to thank IG for her work during the previous year and all those who served on the Parish Council throughout 2022/23. He stated that there were two main items he wished to acknowledge. Firstly, the establishment of the parcel of land given to the village as part of the planning agreement for one of the new housing developments. This had caused a lot of discussion during the previous year. Secondly, speeding throughout the village continued to be a matter of concern, especially around the Skipwith/North Duffield junction, as any further actions had come to a standstill due to Highways informing the Parish Council they would not take any further action. However, MW believed the PC could still take further steps, which needed to be explored.</p>		
013	<p>To approve the Certificate of Exemption 2022/23 for Skipwith Parish Council on page 3 of the Annual Governance and Accountability Return 2022/23</p> <p>RESOLVED that Skipwith Parish Council approved the Certificate of Exemption for 2022/23 for Skipwith Parish Council on page 3 of the Annual Governance and Accountability Return 2022/23.</p>		
014	<p>To note the Annual Internal Audit Report for 2022/23 included at page 4 of the Annual Governance and Accountability Return 2022/23</p> <p>RESOLVED that the Annual Internal Audit Report for 2022/23 included at page 4 of the Annual Governance and Accountability Return 2022/23 was noted.</p> <p>MW wished to express the PC's gratitude to Chery Westoby for conducting the audit.</p>		
015	<p>To approve Section 1 - Annual Governance Statement 2022/23 for Skipwith Parish Council on page 5 of the Annual Governance and Accountability Return 2022/23.</p> <p>RESOLVED that Skipwith Parish Council approved Section 1 Annual Governance Statement 2022/23 for Skipwith Parish Council on page 5 of the Annual Governance and Accountability Return 2022/23.</p>		
016	<p>To approve Section 2 - Accounting Statements 2022/23 for Skipwith Parish Council on page 6 of the Annual Governance and Accountability Return 2022/23</p> <p>RESOLVED that Skipwith Parish Council approved Section 2 Accounting Statements 2022/23 for Skipwith Parish Council on page 6 of the Annual Governance and Accountability Return 2022/23.</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 Governance Statement 2022/23 • Accounting Statements 2022/23 • Certificate of Exemption 2022/23 		

	<ul style="list-style-type: none">• 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 8.45pm.</p>		
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