

Skipwith Parish Council Annual Meeting Minutes on Monday 16th May 2022 at 8.00pm

Present: Councillors Jonathon Morgan (JM), Mike Ward (MW), Sharon Worrall (SW)

Parish Clerk: Isobel Greatrex (IG)

Apologies: Kate Baxter (KB)

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 KB 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 Councillor This was 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	To confirm the minutes of the Annual Parish Council Meeting held on 4th May 2021 as a true and accurate record The minutes were confirmed as a true and accurate record.		
009	Election of Allotment Officer As no-one else wished to stand, MW volunteered to remain Allotment Officer.		
010	Election of Representatives MW volunteered to represent the PC at the YLCA branch meetings. KB had previously noted she could be volunteered in her absence. 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.	IG	Asap
011	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. There were no changes from last year.		

012	<p>To review standing orders and any financial regulations It was agreed there was no requirement to make any amendments.</p>		
013	<p>Chairman's report The Chairman (JM) summarised the key events from the previous financial year.</p> <p>Thank you and recognition to:</p> <ul style="list-style-type: none"> * All of the Councillors for their continued support, who gave up their precious time and for their due diligence, all on a voluntary basis. * Claire Colthirst and Trevor Britain, who have decided to retire, for all their endeavours over the previous years. I hope that Trevor will still carry out the Master of Ceremonies role when Father Christmas visits Skipwith. * Richard Musgrave, County Councillor and Neil Reader, District Councillor for their continued support at all levels. * Isobel, our Parish Clerk who is unrivalled in her support, dedication and professionalism in her duties. <p>Back in the office</p> <ul style="list-style-type: none"> * July 2021 saw PC meetings return to the refurbished Village Hall making Zoom a distant memory. <p>Ongoing maintenance</p> <ul style="list-style-type: none"> * York Landscapes had really kept the village looking pristine, including the grass verges, Town End village Green and Scarrow Green. * Benches refurbishments were carried out by Trevor Britain, Phil Ansell, Kate Baxter and JMMDA. * JM stated that he was in positive dialogue with Yorvik Homes and Daniel Gath to restore the damage to the verges affected by their respective construction works. * Town End Pond. JM thanked KB who facilitated the work of the contractors, Hagraapat and Mark Headley. Thank you to Charlie Forbes Adam, who donated the funds to undertake the works. * Highway maintenance. JM thanked SW for her attention and patience with Highways and also for getting her own hands dirty! She and her husband regularly maintain the chicanes, which have made a safer, positive difference. <p>Infrastructure</p> <ul style="list-style-type: none"> * JM stated that the project for this year is to develop the area behind the bus shelter for which planning approval is awaited. <p>General Support</p> <ul style="list-style-type: none"> * The PC agreed to continue to subsidise the No.18 evening bus service. * The PC agreed to financially contribute to North Duffield School's Christingle Service at St Helens Church. * The Christmas lights switch on and event was supported well. JM wanted to especially thank Elaine Ward for her contribution, The Drivers, Delia Andrews, who played the piano and, of course, Father Christmas. * JM thanked KB and Claire Colthirst for the successful funding application for the AJ1 Safety Fund. 		

	<p>Looking Forward</p> <p>* Forthcoming Jubilee Celebrations on 3rd June organised by both Skipwith PC and the Village Hall Committee, with Elaine Ward directing. JM noted that help setting up on the morning of 3rd June would be appreciated.</p> <p>* In conclusion, JM welcomed the new residents of the newly completed housing developments within the Skipwith parish.</p>		
014	<p>To approve the Certificate of Exemption 2021/22 for Skipwith Parish Council on page 3 of the Annual Governance and Accountability Return 2021/22</p> <p>RESOLVED that Skipwith Parish Council approved the Certificate of Exemption for 2021/22 for Skipwith Parish Council on page 3 of the Annual Governance and Accountability Return 2021/22.</p>		
015	<p>To note the Annual Internal Audit Report for 2021/22 included at page 4 of the Annual Governance and Accountability Return 2021/22</p> <p>RESOLVED that the Annual Internal Audit Report for 2021/22 included at page 4 of the Annual Governance and Accountability Return 2021/22 was noted.</p>		
016	<p>To approve Section 1 - Annual Governance Statement 2021/22 for Skipwith Parish Council on page 5 of the Annual Governance and Accountability Return 2021/22.</p> <p>RESOLVED that Skipwith Parish Council approved Section 1 Annual Governance Statement 2021/22 for Skipwith Parish Council on page 5 of the Annual Governance and Accountability Return 2021/22.</p>		
017	<p>To approve Section 2 - Accounting Statements 2021/22 for Skipwith Parish Council on page 6 of the Annual Governance and Accountability Return 2021/22</p> <p>RESOLVED that Skipwith Parish Council approved Section 2 Accounting Statements 2021/22 for Skipwith Parish Council on page 6 of the Annual Governance and Accountability Return 2021/22.</p>		
	<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 2021/22 • Annual Governance Statement 2021/22 • Accounting Statements 2021/22 • Bank Reconciliation to 31 March 2022 • 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 		

	Meeting closed at 8.30pm.		
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