

## EARSWICK PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in Earswick Village Hall on 25th May 2015.

<b><u>Present</u></b>	<b>Chairman:</b>	<b>D Jones</b>
	<b>Councillors:</b>	<b>B S Wiseman</b>
		<b>P Leveson</b>
		<b>G Offler</b>
	<b>Clerk:</b>	<b>J Fisher</b>

**Members of the Public Present:- I. Jones, W Gambold, J Gambold, M Woodward, B A Woodward, P Young, D Ridley, J S Williams, S Mcenaney, K Stranger, T Rigg, J Townsend.**

1. **Election of Chairman**

Councillor Jones opened the meeting as current chairman and invited nominations for the position of Chairman. Councillor Jones was nominated and seconded by councillors present. Councillor Wiseman was nominated as Vice Chairman and this proposal was seconded.

2. **Chairman and Vice Chairman to Sign Declarations Of Office**

Councillor Jones signed the Chairman's Declaration of Acceptance of Office and Councillor Wiseman signed the Vice Chairman's Declaration of Acceptance of Office.

3. **Apologies for Absence** None.

4. **Co-option of Parish Councillor**

Meeting attendees were informed that there are seven seats on Earswick Parish Council (PC). Only six candidates had been nominated at the May Election which left one seat which was advertised by the PC. Mr Graham Tate had applied and he was duly elected at the meeting.

It was reported that two of the candidates nominated at the Election had subsequently decided they did not wish to join the PC. The issue of the remaining two seats on the PC will be included on the next PC meeting agenda. **Action: JF**

5. **Declarations of Office**

Cllrs Jones, Wiseman, Leveson, Offler and Tate signed their Declarations of Acceptance of Office.

The PC wished to formally thank Kate Pace for her hard work as a former Parish Councillor.

Members of the PC also thanked Cllr Jones for all his hard work as Chairman to the PC.

6. **Review of delegation arrangements to the Parish Clerk for emergency expenditure and planning applications**

The PC agreed that the current arrangements should remain in place ie the Clerk is able to authorise expenditure up to £200 for emergencies, and she is able to notify City of York Council of the PC's decisions on planning applications after consulting Councillors.

7. **Review of the Terms of Reference for committees**

The Chairman reported there is nothing to record as there are no PC committees.

8. **Nominations of representatives to existing committees/groups**

The following Cllrs were elected onto the following committees/groups

- **Village Hall Committee - Cllr Gill Offler**
- **Scented Garden committee – Cllr Sian Wiseman**
- **Environment Group – Cllrs Gill Offler and Graham Tate.**

9. **Appointment of any new committees, confirmation of the terms of reference, the number of members and receipt of nominations to them.**

A motion to set up a Neighbourhood Plan Working Party (NPWP), on behalf of the PC, was discussed. Under standing order 18, the terms of reference had been circulated to the PC prior to the meeting. The PC agreed to set up a NPWP, agreeing to the terms of reference (TOR) which include details on:

- Membership of the NPWP
- Roles and Responsibilities of the NPWP
- NPWP Chairman
- Frequency, timing and procedure of meetings
- Application of Terms of Reference

The Working Party will consist of 9 members which will comprise three Parish Cllrs (Cllrs Jones, Wiseman and Tate) and six residents. Three members will represent Fosslands Estate, three members will represent the Old Village and the remaining three will represent Strensall Rd, Garden Village and Willow Grove. For the sake of fairness, the split was decided on a ratio of approximately one member to forty households. Originally the intention was to have a Cllr from the Willow Grove area but this is no longer possible following recent withdrawals from joining the PC. The PC will contact a number of residents who had asked to join the NPWP to see if they are still interested in joining and agree to accept the TORs. **Action: JF/DJ**  
The Chair of the NPWP will not be a Cllr.

10. **Review of standing orders and financial regulations**

Standing Orders and Financial Regulations were reviewed in July 2014 and the PC agreed they required no changes at this time.

11. **Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.**

The PC has no arrangements with other local authorities.

12. **Nomination of representatives to other bodies (and review of arrangements for reporting back)**

The PC resolved that the following Cllrs be representatives on the following bodies:

- **Burial Authority – Cllrs Leveson and Offler**
- **Foss Internal Drainage Board – Cllrs Wiseman and Tate**
- **Ward committee representation – Cllrs Jones and Wiseman**
- **Graffiti cleaner – Cllr Jones**
- **City of York Joint Standards Committee – Cllr Wiseman**

- **YLCA – Cllr Leveson**

**13. Review of the Fixed Asset Register (FAR)**

The Youth Shelter was taken down in April so will be removed from the FAR. Stretching posts currently showing on the FAR were removed a few years ago so they too will be removed from the FAR.

Following Mr McTurk's comments on the annual accounts, the replacement cost and value of the benches acquired in 2011 will be reduced from £1,888 to £1,490, in line with the treatment of all the other assets on the FAR.

**Action: JF**

**14. Review and confirmation of arrangements for insurance cover in respect of all insured risks**

The PC is insured with Zurich Municipal until 31<sup>st</sup> May 2016. This policy includes insurance cover for the Village Hall (VH) and certain items for the Scented Garden Committee (SGC). The PC will reclaim the proportion of insurance costs relating to both from the VH Committee and the SGC.

**Action: JF**

The PC agreed no changes are required.

**15. Review of the Council's and/or employee's membership of other bodies** The PC agreed to continue its membership of the Society of Local Council Clerks (SLCC).

**16. Establishing or reviewing the Council's complaints procedure** The PC discussed this at a meeting in Jan 2014 and agreed, as there is no legal requirement, no procedure would be implemented. The PC agreed no change.

**17. Establishing or reviewing the Council's procedures for handling requests made under Freedom of Information Act 2000 and the Data Protection Act 1998** The procedures are contained within the PC's Standing Orders and the PC agreed no changes are required.

**18. Establishing or reviewing the Council's policy for dealing with the press/media** The procedures are contained within the PC's Standing Orders and the PC agreed no changes are required.

**19. Reviewing or setting the dates, times and place of ordinary meetings of the Parish Council for the remainder of 2015**

As the Annual Meeting of the PC was held on the 25<sup>th</sup> May 2015, the PC decided to cancel the meeting proposed for June 15<sup>th</sup>. Parish Council meetings will be held on the following dates:

- July 13<sup>th</sup>
- September 14<sup>th</sup>
- October 12<sup>th</sup>
- November 9<sup>th</sup>
- December 7<sup>th</sup>

**20. Clerk's finance report to include:- authorisation of expenditure, agreeing the end of year accounts to 31st March 2015, discussion and agreeing any action required following the Internal Auditor's examination of the annual accounts**

The following payments were authorised:  
£112.50 to Huntcatchkill for qtr of mole contract;

£100 to Mr & Mrs Beaumont for annual lease of bus stop;  
£300 to St John's Ambulance for First Aid Course;  
£54.50 to M Whittaker for erection of VH notice board;  
£9.00 to J Fisher for ink;  
£9.98 to J Fisher for wallets & laminates;  
£9.00 to J Fisher for stationery;  
£50 to J Fisher for re-imburement of telephone charges; £27 to Rural Creative for extra web storage; £20.81 to J Fisher for stamps & envelopes.

An invoice for £100 from Mr Whittaker for removal of the vandalised noticeboard will be included on the next PC meeting agenda. **Action: JF/DJ**

The 2014-15 Earswick Parish Council accounting statements and annual governance statement were approved. The PC expressed its thanks to Mr McTurk for completing the Internal Audit. It was noted that next year the PC will not require an external auditor. **Action: JF**

The Chairman initialled the Clerk's contract of employment, para 10.3.3, to formally approve the £50 telephone reimbursement as recommended by Mr McTurk in his audit observations.

Provision of a contract/service level agreement with Andy Jones (web provider) and Mike Harding (web domain host) will be included on the next PC meeting agenda. Cllr Jones agreed to contact them. **Action: JF/DJ**  
Cllr Jones reported that Andy Jones will be able to recover the PC website should it crash. Also, the Neighbourhood Plan will be placed on a separate website.

Responsibility for the Scented Garden hedge will be included for discussion at the next PC meeting. **Action: JF**

The meeting closed at 8.30pm

Signed.....

Date.....