

EARSWICK PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in Earswick Village Hall on 23rd May 2016.

<u>Present</u>	Chairman:	D Jones
	Councillors:	B S Wiseman
		P Leveson
		G Tate
		B O'Connor
	Clerk:	J Fisher

Members of the Public Present:- J McTurk, W Gambold, A Nichols, H Mead, P Sokolow, J Ridley, S McEnane, I Jones, H Tate, I Yeowart, S Yeowart, F Jones, R Ridley, T Bright, L Farrar, S Bright, B Rigg, T Rigg, J Townsend, K Stranger, A Charlesworth.

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**

Cllr Offler, Ward Cllr Doughty.

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

The Parish Council (PC) agreed that the current arrangements should remain in place ie the Clerk is able to authorise expenditure up to £500 for emergencies, and she is able to notify City of York Council of the PC's decisions on planning applications after consulting Councillors.

5. **Review of the Terms of Reference (TORs) for committees/working parties**

The Chairman proposed no changes to the Neighbourhood Plan Working Party (NPWP) TORs which was agreed by the other Councillors present. It was noted that the quorum for the NPWP had been changed from 7 to 4 at an earlier Parish Council meeting in January 2016.

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

The following were elected onto the listed committees/groups:

- **Village Hall Committee - Cllr Gill Offler**
- **Scented Garden committee – Cllr Sian Wiseman**
- **Burial Authority – Cllrs Gill Offler and Pat Leveson**
- **Foss Internal Drainage Board – Cllrs Sian Wiseman & Graham Tate**
- **Ward Committee – Cllrs Sian Wiseman and Barry O'Connor**
- **Yorkshire Local Council Assn – Cllr Pat Leveson**
- **Society of Local Council Clerks – Joanne Fisher.**

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

The Parish Council agreed to add 'and the Data Protection Act 1998' to the end of para 27a. Also, para 31a would be changed to read 'the Parish Council' instead of 'an appropriate councillor'.
Action: JF

8. **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.

9. **Review of the Fixed Asset Register**

The Fixed Asset Register had been circulated to the PC prior to the meeting and no changes were required. Both the YLCA and Internal Auditor had confirmed the security fencing acquired in 2015-16 had been correctly included in the Fixed Asset Register.

10. **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.

11. **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 change other than that given at item 7 above.

12. **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.

13. **Reviewing or setting the dates, times and place of ordinary meetings of the Parish Council**

Following the change of the Parish Council meeting to the 23rd May 2016, the PC decided to cancel the meeting proposed for June 13th. Parish Council meetings will be held on the following dates:

- July 4th
- September 12th
- October 10th
- November 7th
- December 5th

NB The Chairman briefly left the meeting to speak to the Police during which time the Vice Chairman chaired the meeting.

The meeting closed at 8.00pm

Signed.....

Date.....