

DRAFT

EARSWICK PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council (PC) held in Earswick Village Hall on 19th May 2025.

Present

Chairman:

Councillors:

D Jones

P Leveson

BS Wiseman

M Lumley-Holmes

C Ellis

B O'Connor

Clerk:

Members of the Public Present: - 1

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 Leveson was nominated as Vice Chairman and seconded by councillors present.

2. Councillors To Sign Declarations Of Acceptance Of Office & Register Interests

Councillor Jones signed the Chairman's Declaration of Acceptance of Office. Councillor Leveson signed the Vice-Chairman's Declaration of Acceptance of Office.

3. Apologies for Absence

None

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

The Parish Council (PC) agreed that the Clerk should continue to be able to authorise expenditure up to £1,000 excluding VAT for emergencies, and he 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

There were no working parties during 2024-5.

6. Review Of Insurance Cover

The 2 quotes received were discussed and it was agreed that we should renew cover with Clear Insurance Management at a cost of £1,005.40 p.a. with a Long-Term Undertaking (LTU) of 3 years. **Action BOC**

Chairman's Signature..... Date.....

7. Nominations of representatives to existing committees/groups

- a. The following were elected onto the listed committees/groups:
- Foss Internal Drainage Board – it was agreed that Cllrs Wiseman & Lumley-Holmes should continue to be the PC's representatives.
 - Ward Committee representation – no longer relevant
 - Yorkshire Local Council Association – Cllr Pat Leveson.
 - It was agreed that we do not need to appoint a Data Protection Officer as the duties are done by the clerk/responsible finance officer.
- b. The Parish Council agreed to continue supporting membership of the Society of Local Council Clerks, the Yorkshire Local Council Association and the River Foss Society
- c. The Parish Council (PC) agreed not to create further working parties at this stage.

8. Review of standing orders and financial regulations

The Parish Council reviewed the Standing Orders and agreed that no changes were required at present.

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

Not applicable.

10. Review of the Fixed Asset Register

The Fixed Asset Register dated January 2025 were reviewed and it was agreed that no changes required for the time being.

11. Establishing or reviewing the Council's complaints procedure

No changes required at this stage.

12. Establishing or reviewing the Council's procedures for handling requests made under Freedom of Information Act 2000 and the Data Protection Act 1998

No changes required at this stage.

13. Establishing or reviewing the Council's procedures for compliance with the General Data Protection Regulation (GDPR)

No changes required at this stage.

14. Establishing or reviewing the Council's policy for dealing with the press/media

No changes required at this stage.

Chairman's Signature..... Date.....

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

Parish Council meetings for 2025-6 will be held on the following dates starting at 7.30pm in the Earswick Village Hall unless otherwise stated:

- July 7th 2025
- September 8th 2025
- November 10th 2025
- January 12th 2026
- March 9th 2026

The meeting closed at 07:40 pm

Signed.....

Date.....

Chairman's Signature..... Date.....