ESKDALESIDE CUM UGGLEBARNBY PARISH COUNCIL

Minutes of the proceedings of the **Annual Meeting of the Council be held at 6.30pm on Monday 16 May 2022 in the Joyce Sargeant Room of Sleights Village Hall** pursuant to summons.

NO public session prior to the meeting

PRIOR TO THE MEETING ALL COUNCILLORS SIGNED THE DECLARATION OF ACCEPTANCE OF OFFICE IN ORDER THAT THEY COULD TAKE UP THE OFFICE OF AND ACT AS A PARISH COUNCILLOR, AND ALL MEMBERS WERE PROVIDED WITH A ROI FORM TO COMPLETE.

Present:

Councillor A Watson (Chairman) in the Chair, Councillors R Cohen, M Gregory, A Harrison, L Jones, J Parkin P Perry, R Corner, C Stephenson, D Tate

Also present were V J Pitts (Clerk), NYCC County Cllr C Pearson & SBC Cllr P Trumper

1 ELECTION OF CHAIRMAN FOR 2022/23

i) To elect a Chairman for 2022/23: RESOLVED to elect Cllr A Watson

ii) Declaration of Acceptance of Office of Chairman to be signed: signed

2 TO RECEIVE APOLOGIES FOR ABSENCE

i) To receive apologies and approve if necessary: Cllr S Willmington

ii) To resolve to permit any councillor that is unable attend and sign their Declaration of Acceptance of Office at this meeting, or who has not undertaken this task before this meeting, to sign their Declaration before or at the next ordinary meeting of the Council in June: None as Cllr S Willmington had previously signed the DoA

3 ELECTION OF VICE-CHAIRMAN FOR 2022/23

To elect a Vice-Chairman for 2022/23

RESOLVED to elect Cllr L Jones

4 APPOINTMENT OF REPRESENTATIVES

To note that the below representatives/monitors do not have any individual decision making authority, and that in respect of attending third party meetings/forums it is the parish council that decides what issues can be raised by its representative

Consider and appoint representatives for:

i. Reviewing Planning Applications & Producing Summary for Parish Council Meetings: RESOLVED Cllr D Tate

ii. Monitoring of Footpaths and reporting issues to parish council clerk/meetings: RESOLVED Cllr D Tate

iii. Monitoring of Parish Council Assets: benches, noticeboards, public conveniences etc and reporting issues to parish council clerk/meetings: RESOLVED Cllr D Tate

iv. Parish Newsletter: Assisting Clerk with Production of Content: RESOLVED Cllr P Perry

v. Working Group consisting of 3 Cllrs to assist Clerk in monitoring Parish Plan Achievements, and giving feedback to parish council meetings for further decision/action: RESOLVED Cllrs R Cohen, A Harrison & J Parkin

vi. Liaison person between Sleights Primary School and Eskdaleside cum Ugglebarnby Parish Council (including Youth Advisor(s)): RESOLVED Cllr L Jones

vii. Monitoring/Mentor of Youth Advisor(s)L RESOLVED Cllr L Jones

viii. Poppy Wreath Layer at Remembrance Service: RESOLVED Cllr J Parkin

ix. Woodsmith Mine LGF Meetings – one Cllr to attend from up to 3 agreed potential representatives and to report back to parish council meetings: RESOLVED Cllrs D Tate, A Watson & S Willmington

x. Rural Affairs Forum (NYMNPA/NY Police) – to attend meetings and report back to parish council meetings: RESOLVED Cllr J Parkin

xi. Yorkshire Local Councils Association – Scarborough Branch Representative – to attend meetings and report back to parish council meetings: RESOLVED Cllr S WIllmington

5 FINANCIAL

To consider the following and decide actions where necessary

i) Appointment of Noel Stokoe as the Internal Auditor for the 2022/23 Financial Year: RESOLVED to appoint

ii) Review and approve Financial Regulations – no changes: RESOLVED to approve

iii) Review and approve the Financial & Governance Risk Assessment: RESOLVED to approve

iv) Review and approve the Asset Register - noted undertaken April 2022 meeting

v) Review, approve and sign the Annual Internal Control Checklist – RESOLVED to approve & sign

6 REVIEW OF POLICIES

To consider the following and decide actions where necessary

i) Review and approve Standing Orders – to approve the amendment to paras 18f & 18g in line with the new procurement thresholds at 1 January 2022 as regulated by the Public Contracts Regulations 2015: RESOLVED to approve
ii) Review and approve Complaints Procedure – no changes: RESOLVED to approve
iii) Review the Freedom of Information Policy – no changes: RESOLVED to approve
iv) Review and approve GDPR Privacy Policies – no changes: RESOLVED to approve
v) Review and approve the Publication Guide – no changes: RESOLVED to approve
vi) Review and approve Document Retention Policy – no changes: RESOLVED to approve
vii) Guidance for the Effective Management of Recording at Local Councils and Parish Meetings – no changes: RESOLVED to approve
viii) Review and approve COSHH Register – no changes since approved December 2017: RESOLVED to approve
ix) Review and approve Public Convenience Risk Assessment – cleaning/management & fire: no changes: RESOLVED to approve
x) Review and approve the Beacon Risk Assessment – no changes since last reviewed in Feb 2022: RESOLVED to approve
xi) Review and approve the Social Media Policy – no changes: RESOLVED to approve
xii) Covid19 Risk Assessments for Face to Face Meetings and Cleaning of Public Conveniences – no changes: RESOLVED to approve
xiii) Noted all other policies/procedures have not changed. RESOLVED to put statement on website that polices/procedures are reviewed at the Annual Meeting of the Council and for Clerk to publish their Control of Documents list, in order that anyone reviewing the website are aware that the parish council does review documents regularly
xiv) To review the Policy/Procedure List and decide if any further policies are required by Eskdaleside cum Ugglebarnby Parish Council: RESOLVED None.

7 REVIEW OF SUBSCRIPTIONS

To consider and approve the ongoing annual subscriptions to the following organisations

i) Yorkshire Local Councils Association: RESOLVED to approve
ii) Local Council Update: RESOLVED to approve
iii) Society of Local Council Clerks: RESOLVED to approve

8 MEETINGS FOR 2022/23

To consider the suggested dates and decide actions where necessary: RESOLVED to approve with the amendment that the 5 September 2022 meeting be held at Littlebeck Village Hall

9 DATE OF NEXT MEETING

The next meeting is immediately to follow the AMC with the ordinary meeting of Eskdaleside cum Ugglebarnby Parish Council and subsequently as agreed in the Meeting Schedule approved under Item 8

Meeting finished at 6.50pm

Chairman …….. Dated: ……..