ESKDALESIDE CUM UGGLEBARNBY PARISH COUNCIL

Minutes of the **Annual Meeting of the Council held at 6.30pm on Monday 15 May 2023 in the Joyce Sargeant Room of Sleights Village Hall** and pursuant to summons

Councillor L Jones (Vice-Chairman) in the Chair, Councillors M Gregory, A Harrison, J Parkin, R Corner, D Tate, M Warner & S Willmington

Also present were V J Pitts (Clerk)

No Public Session was held.

In the absence of the current Chairman, current Vice Chairman Cllr L Jones chaired the meeting for the first agenda item

1 ELECTION OF CHAIRMAN FOR 2023/24

i) To elect a Chairman for 2023/24: RESOLVED Cllr A Watson

ii) Declaration of Acceptance of Office of Chairman to be signed: RESOLVED that the DoA to be signed when Cllr AW next present at a meeting

RESOLVED for Cllr L Jones to Chair the meeting

2 TO RECEIVE APOLOGIES FOR ABSENCE & APPROVE IF REQUIRED

i) To receive apologies and approve if necessary

Apologies received from Cllr A Watson and P Perry. Cllr S Willmington not present.

3 ELECTION OF VICE-CHAIRMAN FOR 2023/24

To elect a Vice-Chairman for 2023/24: RESOLVED for Cllr L Jones. Cllr L Jones continued to Chair the meeting.

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 DT

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

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

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

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 AH, JP & MW

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

vii. Monitoring/Mentor of Youth Advisor(s): Cllr LJ

viii. Poppy Wreath Layer at Remembrance Service: Cllr JP

ix. Woodsmith Mine LGF Meetings – one Cllr to attend from up to 3 agreed potential representatives and to report back to parish council meetings : Cllr DT, SW & AW

x. Rural Affairs Forum (NYMNPA/NY Police) – to attend meetings and report back to parish council meetings once Forum is set up: Cllr JP

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

xii NYMNPA Northern Area Parish Forum Meeting – to attend meetings and report back to parish council meetings: Cllr AH

5 FINANCIAL

To consider the following and decide actions where necessary

i) Appointment of Noel Stokoe as the Internal Auditor for the 2023/2024 Financial Year: RESOLVED

ii) Review and approve Financial Regulations – updated with amendment to mandatory Procurement Threshold Change 21/12/22 from £25k to £30k (inc VAT) for advertising on Contracts Finder: RESOLVED to approve

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

iv) Review and approve the Asset Register - undertaken April 2023 meeting: Noted

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 – updated with amendment to mandatory Procurement Threshold Change 21/12/22 from £25k to £30k (inc VAT) for advertising on Contracts Finder: RESOLVED to approve

ii) Review and approve Complaints Procedure – no changes: RESOLVED

iii) Review the Freedom of Information Policy – no changes: RESOLVED

iv) Review and approve GDPR Privacy Policies – no changes: RESOLVED

v) Review and approve the Publication Guide – updated with change from SBC to NYC for access to Electoral Register plus minor grammatical improvements: RESOLVED to approve

vi) Review and approve Document Retention Policy – no changes: RESOLVED

vii) Guidance for the Effective Management of Recording at Local Councils and Parish Meetings – no changes: RESOLVED

viii) Review and approve COSHH Register – changes approved at 6/3/23 meeting: noted

ix) Review and approve Public Convenience Risk Assessment – cleaning/management & fire: updated latest fixed electrical test target date: RESOLVED to approve

x) Review and approve the Beacon Risk Assessment – no changes since last reviewed in Feb 2022: RESOLVED

xi) Review and approve the Social Media Policy – no changes: RESOLVED

xii) Covid19 Risk Assessments for Face to Face Meetings and Cleaning of Public Conveniences – no changes: RESOLVED

xiii) Note all other policies/procedures have not changed: noted

xiv) To note Policy/Procedure Review Timeline List will be updated to reflect above: noted

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 2023/2024

To consider the suggested dates and decide actions where necessary:

Cllr S Willmington arrived

RESOLVED to approve proposed list

9 DATE OF NEXT MEETING

The next Parish Council 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

Monday 5 June 2023 6.30pm—Littlebeck Village Hall
Monday 3 July 2023 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 4 September 20236.30pm—Littlebeck Village Hall
Monday 2 October 2023 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 6 November 2023 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 4 December 2023 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 8 January 2024 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 5 February 2024 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 4 March 2024 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 8 April 2024 6.30pm-7.00pm for the Annual Parish Meeting with speaker to be confirmed followed at 7.00pm for the ordinary Eskdaleside cum Ugglebarnby Parish Council Meeting— JS Room Sleights Village Hall—NO PUBLIC SESSION
Monday 13 May 2024 6.30pm for the Annual Meeting of the Council, followed immediately by the ordinary Eskdaleside cum Ugglebarnby Parish Council Meeting, —Joyce Sargeant Room, Sleights Village Hall —NO PUBLIC SESSION

Meeting finished at 6.45pm

Chairman: ……. Dated: ……..