**CHAPEL HADDLESEY PARISH COUNCIL**

**MINUTES OF A PARISH COUNCIL MEETING HELD ON**

**Thursday 20th May 2021**

**At 7.30pm in the Church Community Hall**

**21011: Statutory annual meeting business**

1. Cllr P Brunyard was elected as the chairman of the council for the year 2021/22
2. Cllr J Smith was elected as the vice chairman of the council for the year 2021/22
3. The new chairman's acceptance of office was received.
4. The new vice chairman's acceptance of office was received.

**21012:** Present: Cllrs P Brunyard, A Chambers, B Hansen, M Langhan, J Smith

a**)** Apologies: Cllr R Harrison

b) No requests for dispensation were received from councillors with a declarable pecuniary interest.

c) Members were reminded to update their register of interests if there are any changes.

d) Members acceptance of office declarations were received

**21013:** The minutes of the meeting held on 15th April 2021 were approved. The minutes of the 2020 Annual Parish Meeting were noted.

**21014:** **Actions for Annual Meeting**

A. **Election of representatives to other bodies**

a) Doorstep green – Cllrs J Smith and B Hansen

b)   Yorkshire Local Councils Assn Selby Branch – Cllr A Chambers

c) Community Engagement Forum – Cllr A Chambers

d)   Any other body requiring representation - None

B. **To elect members of committees**

1. Detail and Policy Committee – Cllrs P Brunyard, J Smith and M Langhan
2. Staffing committee – Cllrs J Smith, A Chambers, and B Hansen
3. Appeals committee – Cllrs P Brunyard, A Chambers and R Harrison

C. **Review** of the list of assets. The list of assets was reviewed and approved. The bus shelter was added to the list of assets.

D. **Procedures** due for revision. It was resolved to review the Code of Conduct this year.

**21015:** Comment and concerns from the public - None

**21016: Finance**

**A. Bank balances:**

1. Current Account balance as at a 20.05.21 = £6697.38

2. Savings Account balance as at 20.05.21 = £4280.96

End of year accounts were distributed to councillors and discussed. No comments or concerns. Accounts approved.

**B. Payments**

**Payments made** under Clerks delegated powers**:**

1. Information Commissioner £40.00
2. North Yorkshire County Council £418.26
3. Ecotricity £9.57

      There were no payments required for approval.

**C. Receipts**

1. The council noted the receipt of the Precept (1st half) £2460.14

2. The council noted the VAT refund from HMRC £419.22

**D. Annual Audit**

1. Resolved that Chapel Haddlesey Parish Council is exempt from external audit for fiscal year 2020/21 as its annual turn-over does not exceed £25,000. The Certificate of Exemption was completed, approved and signed by the Chairman and RFO.
2. Resolved that Chapel Haddlesey Parish Council approve Section 1 - Annual Governance Statement 2020/21 for Chapel Haddlesey Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21. The Annual Governance Statement was approved and signed by Chairman and Clerk.
3. Resolved that Chapel Haddlesey Parish Council approve Section 2 - Accounting Statements 2020/21 for Chapel Haddlesey Parish Council on page 6 of the Annual Governance and Accountability Return 2020/21. The Accounting Statement was approved and signed by the RFO and Chairman.
4. Resolved that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Chapel Haddlesey Parish Council will publish the following documents on a public website:
5. Certificate of Exemption
6. Annual Internal Audit Report 2020/21
7. Section 1 – Annual Governance Statement 2020/21
8. Section 2 – Accounting Statements 2020/21
9. Analysis of variances
10. Bank Reconciliation to 31 March 2021
11. Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015

**21017:** **Planning.**

1. None

**21018: Highways Issues and North Yorkshire County Council**

1. Bus Shelter. Council noted the completion of the bus shelter. The council expressed their gratitude to Cllr B Hansen for providing the materials and Allan Smith for volunteering to carry out the construction.
2. Bus Stop. There have been concerns again regarding the surface water adjacent to the bus stop on the west side of the A19. Clerk had reported this to NYCC Highways last year and Highways said that they would look at revising the drainage at the bus stop, to date nothing has been done. Clerk had emailed NYCC and again reported the problem to Highways.
3. Safety Barriers on A19 bridge. The new barriers have now been installed to both sides of the A19 on the northern approach to the bridge.
4. River bank repairs by Environment Agency. The remedial repairs to the north side of the river bank east of the bridge are to begin towards the end of June for a period of approximately three months. Clerk has requested details from EA.

**21019: Correspondence:**

1. None

**21020: Minor items (previously delegated to the clerk) and items for the next agenda**

1. Newsletter. No further details.

**21021: Meetings in 2021:**

To note meetings through 2021 as follows: 15th April, 20th May, 15th July, 16th September, 11th November, 9th December (Budget Meeting).

**Signed:-  P. Brunyard  Chairman/Clerk**

**Ashmore**

**Chapel Haddlesey**

**email:**haddleseypc@gmail.com

**Date: 15.07.21**