**CHAPEL HADDLESEY PARISH COUNCIL**

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

**Wednesday 7th May 2025**

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

**25022: Statutory annual meeting business**

1. Cllr J Smith was elected as the chair of the council for the year 2025/26
2. Cllr P Brunyard was elected as the vice chair of the council for the year 2025/26
3. The new chair's acceptance of office was received.
4. The new vice chair's acceptance of office was received.

**25023:** a) Present: Cllrs P Brunyard, A Chambers, M Langhan, J Smith

 b) Apologies: None

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

d) Members were reminded to update their register of interests.

e) Members acceptance of office declarations were received

**25024:** The minutes of the meeting held on 12th March 2025 were approved. The minutes of the 2024 Annual Parish Meeting were noted.

**25025:** **Actions for Annual Meeting**

A. **To elect representatives to other bodies**

a) Doorstep green - Cllrs J Smith and B Hansen

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

c)   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 M Langhan

C. **To review** the list of assets. The list of assets was reviewed and approved.

D. **Procedures** It was resolved that the Financial Regulation and Standing Orders are due for revision this year.

**25026: To receive** comment and concerns from the public. None.

**25027: Finance**

**A. Bank balances:**

1. Current Account balance as at a 7.05.25 = £7300.74

2. Savings Account balance as at 7.05.25 = £4456.82

3. 2024/25 accounts were distributed to councillors and discussed. No comments or concerns. The accounts were approved.

**B. Payments**

 To note Bank Charges:

1. 27th March - £5.40
2. 27th April - £5.80

       Payments made under Clerks delegated powers**:**

1. Ecotricity £20.17 + VAT £1.01 = £21.18
2. Yorkshire Local Councils Associations £148.00
3. Information Commissioner’s Office £52.00
4. North Yorkshire Council £593.51 + VAT £118.70 = £712.21
5. S G Parkin Landscapes £555.00
6. Ecotricity £17.57 + VAT £0.88 = £18.45

      The following payment was approved:

1. Stationery expenses £6.96

**C. Receipts**

 1. The Council noted the receipt of the Precept £4500.00 (30th April 2025)

 2. The Council noted Interest on savings account £20.24 (7th March 2025)

**D. Annual Audit**

1. Resolved that Chapel Haddlesey Parish Council is exempt from external audit for fiscal year 2024/25. The certificate of Exemption was completed, approved and signed by the Chair and RFO.
2. Resolved that Chapel Haddlesey Parish Council approve Section 1 - Annual Governance Statement 2024/25 for Chapel Haddlesey Parish Council on page 5 of the Annual Governance and Accountability Return 2024/25. The Annual Governance Statement was approved and signed by Chair and Clerk.
3. Resolved that Chapel Haddlesey Parish Council approve Section 2 - Accounting Statements 2024/25 for Chapel Haddlesey Parish Council on page 6 of the Annual Governance and Accountability Return 2024/25. The Accounting Statement was approved and signed by the RFO and Chair.
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 2024/25
7. Section 1 – Annual Governance Statement 2024/25
8. Section 2 – Accounting Statements 2024/25
9. Analysis of variances
10. Bank Reconciliation to 31 March 2025
11. Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
12. The Council noted that the Clerk has appointed Mr A Wray as internal auditor. (Post meeting note: Due to ill health Mr A Wray was unable to carry out the internal audit and Mrs Helen Bennett has now been appointed.

**25028:** **Planning.**

1. Council noted that planning permission has been granted for erection of orangery following demolition of existing conservatory at The Old Stables, Millfield Road, Chapel Haddlesey.
2. Planning application for retention of fertilizer storage silos to replace previous dated tanks (retrospective) on land opposite Haddlesey Manor, Hirst Road, Chapel Haddlesey. Councillors considered the application and had no comments or concerns.
3. Planning application for demolition of existing single storey side extension, proposed two storey side extension and single storey rear extension at Millstones, Hirst Road, Chapel Haddlesey. Councillors considered the application and had no comments or concerns.

**25029: Highways Issues and North Yorkshire County Council**

1. Council noted that the clerk has reported the pavement pothole at the entrance to The White House/Longley Chase to North Yorkshire Highways. (Note that this has subsequently been repaired).

**25030: Correspondence:**

1. None

**25031: Minor items (previously delegated to the clerk) and items for the next agenda**

1. None

**25032: Meetings in 2025:**

To note meetings through 2025 as follows: 29th January, 12th March, 7th May, 16th July, 10th September, 5th November, 3rd December (Budget Meeting).

**Signed:-  P. Brunyard  (Clerk)**

**Ashmore**

**Chapel Haddlesey**

**email:**haddleseypc@gmail.com

**Date: 16.07.25**