**CHAPEL HADDLESEY PARISH COUNCIL**

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

**Thursday 9th May 2019**

**At 7.00pm in the Church Community Hall**

The Vice Chairman, Cllr J Smith, chaired this meeting.

**19021: Statutory annual meeting business**

1. Cllr P Brunyard was elected as the chairman of the council for the year 2019/20
2. Cllr J Smith was elected as the vice chairman of the council for the year 2019/20
3. The new chairman's acceptance of office was received.
4. The new vice chairman's acceptance of office was received.

**19022: Present:** Cllrs P Brunyard, A Chambers, M Langhan, J Smith

a**)** Apologies - None

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

c) Chairman reminded members to update their register of interests. A new form from Selby DC was distributed to Councillors.

d) Member’s acceptance of office declarations were received.

**19023:** The minutes of the meeting held on 14th March 2019 were approved. The minutes of the 2018 Annual Parish Meeting were noted.

**19024: Councillor Co-option(s)**

1. Council voted unanimously to co-opt Barry Hansen and Rachel Harrison to the Parish Council. Form 2 completed by both and Register of Interests to be completed.

**19025:** **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. **Election of 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, R Harrison

C. **Review** of the list of assets. The list of assets was reviewed and approved. No changes to previous year.

D. **Procedures.** It was resolved that no procedures are due for revision this year.

**19026: Comments and concerns from the public** - None

**19027: Finance**

**A. Bank balances:**

1. Current Account balance as at 09.05.19 = £7559.66

2. Savings Account balance as at 09.05.19 = £4269.95

**B. Payments**

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

1. Selby District Council £213.97
2. YLCA (membership) £121.00
3. Autella Payroll Services £26.00
4. Ecotricity £18.47
5. Acorn Lighting Services £104.40 (cheque made out to Advantage Commercial Finance (North) Ltd)
6. Information Commissioner £40.00

**The following payments were approved**:

1. Stationery expenses £13.96
2. BHIB Insurance £266.29
3. S G Parkin Landscapes £435.00
4. Ecotricity £9.24 + £0.46 VAT = £9.70

**C. Receipts**

1. Precept (1st half) £2436.79

**D. Annual Audit**

1. Resolved that Chapel Haddlesey Parish Council is exempt from external audit for fiscal year 2018/19 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 2018/19 for Chapel Haddlesey Parish Council on page 5 of the Annual Governance and Accountability Return 2018/19. The Annual Governance Statement was approved and signed by Chairman and Clerk.
3. Resolved that Chapel Haddlesey Parish Council approve Section 2 - Accounting Statements 2018/19 for Chapel Haddlesey Parish Council on page 6 of the Annual Governance and Accountability Return 2018/19. 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 2018/19
7. Section 1 – Annual Governance Statement 2018/19
8. Section 2 – Accounting Statements 2018/19
9. Analysis of variances
10. Bank Reconciliation to 31 March 2019
11. Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

**19028:** **Planning –** The Council noted that planning permission has been granted for proposed replacement workshop at Scholey House.

**19029: Highways Issues and North Yorkshire County Council**

1. Response from NYCC regarding request for 20mph speed limit on A19 at crossroads. The Council noted that NYCC highways are unable to implement a 20mph speed limit. Council to request a 30mph speed limit in place of existing 40mph limit. Clerk to contact NYCC.

**19030: Correspondence:**

1. None

**19031: Street Lighting**. To consider moving towards LED streetlights. Agreed by Council that street lights to be changed to LED. Monies have been included in the budget for completing half this year, with the remainder being hopefully completed next year. Clerk to request quote from Acorn Lighting Services.

**19032: Minor items (previously delegated to the clerk) and items for the next agenda**

1. None

**19033: Meetings in 2019:**

To note meetings through 2019 as follows: 10th January, 14th March, 9th May, 20th June, 18th July, 19th September, 14th November, 5th December (Budget Meeting).

**Closure of Part 1 meeting.**

**Confidential Session**

**19034:** To consider excluding press and public on the grounds that the items for discussion concern individuals/legal/sensitive matters.

**19035:** Grass cutting contract. The draft grass cutting contract was discussed and some amendments were proposed. Clerk to complete amendments, then advertise tender on noticeboards and website. Noted that two companies have previously contacted the Parish Council with regards to tendering.

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

**Ashmore**

**Chapel Haddlesey**

**email:**haddleseypc@gmail.com

**Date: 20.06.19**