

NOTE: filming, photographing or audio recording of proceedings is allowed – council asks that, as a matter of politeness, people tell the Clerk of their intention to record. In the interests of encouraging public participation, it is requested that anyone filming does not include members of the public “in shot”.

Reighton & Speeton Parish Council

Clerk Helen Carter 20 West Garth Gardens, Cayton, Scarborough, YO11 3SF

Email: reighton_and_speetonpc@gmail.com

24th May 2017

Dear Councillor

You are summoned to attend the Annual meeting of Reighton & Speeton Parish Council in the Village Hall, St Helen's Lane, Reighton on Tuesday 30th May 2017; **the meeting to follow the Parish meeting which commences at 6.45pm**. The meeting will be followed by an ordinary meeting of the council. Members of the public are welcome to attend the meeting and may address the council during the Public Participation period.

Helen Carter

Clerk

Annual meeting Agenda

1. **To Elect a Chairman of the Council for 2017/2018** & for the elected Chairman to receive & sign a declaration of acceptance of office.
2. **To appoint a Vice Chairman for 2016/2017.**
3. **Notices of meeting–To confirm** that public notice of the meeting has been given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act, 1972.
4. **Apologies** to receive & note apologies and to consider reasons given for non-attendance.
5. **Declarations of Interest**
 - a) To record Declarations of Pecuniary/non-Pecuniary Interests by any member of the Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared
 - b) To note dispensations given to any member of the Council in respect of any agenda item.
6. **Election of members to Committees:-**to elect members to committees of the council:-
 - Planning
 - Staffing
7. **Election of representatives on outside group & organisations:-** to elect representatives on outside group of the council:-
 - Yorkshire Local Councils Association
 - Filey CAP (Police)
 - Filey & District Safety Committee has been wound up.
 - Southern Parish cluster
8. **Year End 31st March 2017** – to receive & approve the financial year end receipts & payments & bank reconciliation & for the chairman to review & sign.
9. **Banking arrangements** to confirm continuation of Yorkshire Bank as the council's bankers; to confirm the signatories for cheque payments & to confirm access authority for Internet Banking.
10. **Meeting Dates** to confirm the meeting dates of the council up to May 2018.

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The meeting will then continue as an ordinary meeting of the council.

Ordinary meeting agenda.

- 1. Police matters** - to discuss with any representative from the police the crime report & any others matters of relevance to the police.
- 2. Councillor Vacancy/ Vacation of Office by Failure to attend meetings** to receive any applications for the vacancy to which we can now co-opt & to discuss the situation regarding Councillor Mrs Cosier-Randall.
- 3. Public Participation Session** - To receive & hear any person who wishes to address the council. The chairman will select the order of the matters to be heard. Each speaker will be limited to a period of three minutes (to a maximum of 15 minutes total public participation at the chairman’s discretion.)
- 4.** To receive the **County and Ward Councillors reports** with questions from councillors & or public to follow.
- 5. Minutes** to approve and sign the minutes of the meeting held on 28th March 2017, inclusive of confirming amendment to the schedule of payments amount as raised on the internal audit report..
- 6. Borough Planning Policy** to receive the reply received from Scarborough Borough Council to our complaint & to discuss & decide on the appropriate action.
- 7. Planning Applications** to receive information about the following planning applications:-
 - **16/01654/FL** – erection of 2 timber holiday lodges – Reighton Hall.
 - **17/00875/HS & LB** – erection of 1st floor extension to side Reighton Hall.
 - **Any other application received prior to the meeting.**
- 8. EYMS** to receive any reply from EYMS to our letter & to discuss & decide on the appropriate action.
- 9. Village issues:-**To receive a report on the following & to discuss & decide on the appropriate action:-
 - **Map frames/ lectern**
 - **Village Maintenance**
 - **Adoption of BT Phone Box**
 - **Risk Assessment for Steps on Watson Land**
 - **Noticeboards**
 - **Public Rights of Way Consultation**
 - **Horses & NYCC response re complaint made.**
 - **Smell at Gorse Hill top of Church Hill.**
 - **Junk on St Helens Lane**
 - **Manhole Cover issue St Helens Lane**
 - **Grass cutting**
- 10. Donation** to consider & decide a request from the Village Hall committee for a donation towards the cost of electrical work needed to the hall.

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- 11. Finance** members to receive a report from the clerk relating to the following matters & to discuss & decide on the appropriate action:-
 - a) **Bank Reconciliation for period ended 28th April 2017** to receive the information & to approve the figures & for the chairman to review & sign.
 - b) **Electronic Banking** to receive an update from Councillor Riley & the clerk.
 - c) **Pension scheme** to receive an update from Councillor Riley & the clerk.
 - d) **Website** to receive an update from the clerk.
 - e) **Good Councillors Guide 2017** to decide if any Councillor would like a copy ordering.
 - f) **Internal Audit report** members to receive & to discuss the report & agree action as appropriate.
 - g) **Annual return 31st March 2017 members:-**
 - To approve & for the chairman to sign Section 1 Annual Governance Statement 2016/17.
 - To consider, approve & for the chairman to sign Section 2 Accounting Statements 2016/17.
 - h) **Schedule of payments** to approve the May schedule of payments tabled at the meeting.
- 12. Reports from the chairman/councillor** to receive brief reports from councillors who attended a meeting of relevance/interest to the Parish Council.
- 13. Clerk’s report** - to receive a report from the clerk & to discuss any issue raised. – Items being notified only & will not result in policy decisions or financial implications for the Parish Council.
- 14. Time & date of the next meeting** - to confirm the date of the next meeting as Tuesday 25th July 2017 at 7pm.

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