

**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 Tel 01723 582492

15<sup>th</sup> May 2019

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 21<sup>st</sup> May 2019; **the meeting will follow the Parish meeting which commences at 7pm.** 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 2019/2020** & for the elected Chairman to receive & sign a declaration of acceptance of office.
2. **To appoint a Vice Chairman for 2019/2020.**
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. **Declarations of Acceptance of Office** to receive councillors’ declarations of acceptance of office or to permit them to make the declaration before or at the next meeting of the Parish Council.
5. **Apologies** to receive & note apologies and to consider reasons given for non-attendance.
6. **Declarations of Interest** - to receive declarations of interests by Parish Councillors and to consider any written applications for dispensations.
7. **Election of members to Committees:** -to elect members to committees of the council: -
  - Planning
  - Staffing
8. **Election of representatives on outside group & organisations:** - to elect representatives on outside group of the council: -
  - Yorkshire Local Councils Association
  - Filey CAP (Police)
9. **Banking arrangements** to confirm continuation of Yorkshire Bank as the council’s bankers; to discuss replacement of councillors on the mandate for cheque payments & to confirm access authority for Internet Banking.
10. **Direct Debit** – to confirm continuation of Direct Debit to the Information Commissioners Office (ICO) for the forth coming year.
11. **Standing Orders & Financial Regulations** to confirm adoption of existing STO’s reviewed September 2018 & Financial Regulations reviewed December 2017 & last adopted May 2018.
12. **Meeting Dates** to confirm the meeting dates of the council up to May 2020.

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

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1. **Police matters** - to discuss with any representative from the police the crime report & any others matter of relevance to the police.
2. **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.)
3. To receive the **County and Ward Councillors reports** with questions from councillors & or public to follow.
4. **Minutes** to approve and sign the minutes of the meetings held on 11<sup>th</sup> April 2019.
5. **Councillor Vacancy** to discuss the process for advertising the vacancy as the council can now co-opt.
6. **Planning Applications** to receive information about the following planning applications: -
  - a) **19/00641/HS** – erection of 2 storey side & rear extension & single front extension – 8 St Helens Lane, Reighton -**application permitted.**
  - b) **19/00947/FL** – alterations to existing highway access – Church Farm, Church Hill Reighton.
  - c) **19/00896/HS** - single storey side extension, extend existing access and drop kerb - The Bungalow 1 Main Street Speeton.
  - d) **19/00854/FL** – existing double garage to be converted – Hill Top Cottage, Church Hill, Reighton.
  - e) **NYCC**- installation of an on street disabled parking bay adjacent to 4 Wide Lane, Speeton.
  - f) Any other application received prior to the meeting.
7. **Village Issues** to discuss & decide on the appropriate action to be taken relating to the following matters:
  - a) **Dog Fouling** to hear from Councillors Foster & Marshall.
  - b) **Map of houses for noticeboard** – to hear from Councillor Mrs Hamilton-Smith.
  - c) **Speeding St Helens Lane** – to hear from Councillor Foster.
  - d) **Village Maintenance** to discuss any issue needing attention **to include seats.**
8. **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 1<sup>st</sup> May 2019** - to receive the information & to approve the figures & for the chairman to review & sign.
  - b) **Internal audit report** members to receive & to discuss the report & agree action as appropriate.
  - c) **Effectiveness of Internal control** members to review the effectiveness of our system of internal control.
  - d) **Annual return 31st March 2019 members: -**
    - To consider, approve & for the chairman to sign Section 1 Annual Governance Statement 2018/2019.
    - To consider, approve & for the chairman to sign Section 2 Accounting Statements 2018/2019.
  - e) **Exempt Authority** – to consider declaring Reighton and Speeton Parish Council as an exempt authority within the definition contained in the Local Audit (Smaller Authorities) Regulations 2015.
  - f) **Training** to discuss attendance of any councillor wanting to attend a YLCA training event.
  - g) **Schedule of payments** to approve the May schedule of payments tabled at the meeting.
9. **Reports from the chairman/councillor** to receive brief reports from councillors who attended a meeting of relevance/interest to the Parish Council.
10. **Time & date of the next meeting** - to confirm the date of the next meeting Tuesday 30<sup>th</sup> July at 7pm

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