

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

Telephone 01723 582492 Email: reighton_and_speetonpc@ymail.com

22nd July 2020

Dear Councillor

You are summoned to attend an Ordinary meeting of Reighton & Speeton Parish Council in the Village Hall, St Helen's Lane, Reighton on **Tuesday 28th July 2020 at 7pm**. Members of the public are welcome to attend the meeting and may address the council during the Public Participation period.

Helen Carter Clerk

Agenda

- 1. Notice of meeting – to confirm that Public notice of the meeting has been given in accordance with Schedule 12, para (10)2(b) of the Local Government Act 1972.**
- 2. To Elect a Chairman** of the Council for 2020/2021 & for the elected Chairman to receive & sign a declaration of acceptance of office.
- 3. Apologies** - to receive & note apologies and to consider reasons given for non-attendance.
- 4. Declarations of Interests** – To receive declarations of interests by Parish Councillors and to consider any written applications for dispensations.
- 5. 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.)
- 6. To receive the County and Ward Councillors reports** with questions from councillors & or public to follow.
- 6a Police matters** - members to receive reports for April, May & June & to discuss with any representative from the police any issues & any others matter of relevance to the police.
- 7. Minutes** to approve and sign the minutes of the Ordinary meeting held on 16th March 2020.
- 8. Planning**
 - a) **20/00334/FLA** – variation of condition – use of composite UPVC doors – land adjacent to Littlecroft, Reighton – **application permitted.**
 - b) **20/00774/FL** – change of use, alterations & extension of existing garage/storage building to form 2-bedroom holiday let – The Dotterel, Reighton – **application permitted.**
 - c) Any other application received prior to the meeting.
- 9. To ratify decisions made between meetings** – to approve decisions made during the Covid 19 crisis.
- 10. 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 31st March 2020** - to receive the information & to approve the figures & for the chairman to review & sign.

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- b) **Reserves** – to review year end balances held & to identify funds held as earmarked & general reserves.
 - c) **Budget monitoring** - to receive & approve the receipts & payments figures for the year end 31st March 2020.
 - d) **Internal audit report 2019/2020** - members to receive & to discuss the report & agree action as appropriate.
 - e) **Effectiveness of Internal control** members to review the effectiveness of our system of internal control.
 - f) **Annual Governance & Accountability Return 2019/2020** members: -
 - To certify Reighton and Speeton Parish Council as exempt from external audit for fiscal year 2019/20.
 - To note the Annual Internal Audit Report for 2019/20 included at page 4 of the Annual Governance & Accountability Return 2019/20
 - To approve Section 1 - Annual Governance Statement 2019/20 for Reighton and Speeton Parish Council on page 5 of the Annual Governance & Accountability Return 2019/20
 - To approve Section 2 – Accounting Statements 2019/20 for Reighton and Speeton Parish Council on page 6 of the Annual Governance & Accountability Return 2019/20
 - To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 & the Transparency Code for Smaller Authorities.
 - g) **Bank Reconciliations for periods - 1st May; 1st June & 1st July 2020** to receive the information & to approve the figures & for the chairman to review & sign.
 - h) **Budget monitoring** to receive & approve the receipts & payments figures for the year end 30th June 2020.
 - g) **Schedule of payments** to approve payments made during the crisis & payments to be made at this meeting.
- 11. Village Issues** to discuss & decide on the appropriate action to be taken relating to the following matters: -
- a) **Dog bins & Haven** to hear from Councillors Foster.
 - b) **Map of houses for noticeboards**– to hear from Councillor Mrs Hamilton-Smith.
 - c) **Tents at the Dotterel** – to hear from Councillor Mrs Hamilton-Smith.
 - d) **Matters arising from the March meeting** – to receive an update on the following issues: -
 - ❖ Work done on seats in both villages.
 - ❖ Work done in Speeton railings/bus shelter, pond steps & paths
 - ❖ Speeton sign rotting post reported online 6/5/2020.
 - ❖ Haven golf course fence
 - ❖ PROW signpost tied to gate reported NYCC 6/5/2020
 - ❖ Any other matter resolved in past few months.
 - d) **Village Maintenance** to discuss any issue needing attention.
- 12. Reports from Chairman, Councillor or clerk** - to receive brief reports from those present of matters of interest to the Parish Council.
- 13. Next meeting** - to confirm the date of the next meeting as Tuesday 29th September 2020 at 7pm

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