

Minutes of ordinary meeting held 28<sup>th</sup> July 2020 at 7pm Village Hall Reighton.

**Present:** Councillor Riley (Chairman) Councillors Foster, Jack, Lawry & Rogerson & Councillors Mrs Hamilton-Smith & Mrs Paddock; NYCC Mrs Swiers & clerk Helen Carter.

1. **Notice of meeting it was: - RESOLVED: That Public Notice of the meeting had been given in accordance with Schedule 12 para 10(2)(b) of the Local Government Act 1972.** 23/20
2. **Election of Chairman** - Councillor Riley was proposed by Councillor Mrs Paddock & seconded by Councillor Foster. Councillor Riley accepted the role, signed the declaration of acceptance of office & the meeting continued under his chairmanship.
3. **Apologies** – had been received from Borough Councillor Michelle Donohue-Moncrieff. The apology was noted.
4. **Declarations of Interest** the Chairman reminded members of the need to consider whether they needed to declare a disclosable pecuniary interest (DPI) or personal interest, as detailed in Appendix A and Appendix B of the Council’s Code of Conduct & to note dispensations given to any member of the Council in respect of agenda items below. **None made.**
5. **Public Participation** – no one present.
6. **County & Ward Councillor reports** - NYCC Councillor Mrs Swiers reported meetings are still not being held at County Hall but any that are arranged are being done by Zoom. She has a Transport, Economy & Environment Overview & Scrutiny Committee meeting in October when 20mph speed limits will be discussed. There followed discussion about this. Councillor Foster asked about the amount of fly tipping & why “tips” will not accept everything when it causes so many problems. Borough Councillor Riley gave a rough summary of the serious financial impact of the pandemic on council finances from the increased costs & loss of car-parking & other revenue streams. The pandemic had caused the closure of Scarborough Spa as the management company pulled out with no likelihood of finding a replacement soon. Council had agreed a recovery plan including provision of short-term financial support to enable the Leisure Operating Contract to continue so that the 3 Leisure Centres can remain open. The anticipated surplus on the Travelodge deal had turned into a loss, (temporarily it is hoped) under a CVA. The DBID controversy continues. A decision will be taken on the Argos scheme soon & if that goes ahead, central government will make a £10m grant available for a market square. The improved council governance structure had finally been approved & should be bedding in just in time for the borough council to be abolished in 2022 under the government's Devolution proposals for North Yorkshire which would see the abolition of the seven district councils & NYCC & York City Unitary Authority.
- 6a **Police matters** – the reports for April, May & June had been circulated. No one was in attendance from the police.
7. **Minutes** to receive, approve & sign the minutes of the ordinary meeting held 16<sup>th</sup> March 2020. It was **RESOLVED that the minutes of the meeting be approved & were signed.** 24/20
8. **Planning details of the following applications had been received & were discussed: -**
  - **20/00334/FLA** - variation of condition 4 on decision 15/00362/FL to allow use of composite UPVC doors – land adjacent to Littlecroft, St Helens Lane, Reighton. **Application permitted.**
  - **20/00774/FL** – change of use, alterations & extension of existing garage/storage building to form 2-bedroom holiday let – The Dotterel, Reighton – **application permitted.**

9. To ratify decisions made during the Covid-19 crisis - a report had been circulated prior to the meeting detailing the following: -

- **Village Grass Cutting** - It was **RESOLVED to allow Advanced Trees & Grounds to defer the first grass cut.** **25/20**
- **Website Accessibility Regulations** – it was **RESOLVED to authorise Jupiter Web Solutions to upgrade the website to meet the new Website Accessibility Regulations at a cost of £160.26/20**

10. Finance a report & information had been circulated prior to the meeting the following were discuss & decide on: -

- a) **Bank Reconciliation for year ended 31<sup>st</sup> March 2020** - the figures to 31<sup>st</sup> March 2020 had been circulated prior to the meeting. Balances £10,166.23, payments £10,822.55 receipts £10,290.52. It was **RESOLVED the figures presented be approved and accepted by the council.** **27/20**
- b) **Year-end balance & reserves** – it was **RESOLVED to maintain £6K as Capital funds and a General reserve of £4K.** **28/20**
- c) **Budget monitoring figures for the year end 31st March 2020** - payments £10,822.55, receipts £10,290.52. It was **RESOLVED to accept the figures provided.** **29/20**
- d) **Internal audit report** -the report had been circulated prior to the meeting. The auditor had advised, the accounts & governance arrangements of the council have been maintained to a very high standard. The internal financial control environment within the council is excellent. The matters raised had been annotated on the report & an explanation given as to what was needed to resolve them. It was **RESOLVED to accept the report & the findings therein reported.** **30/20**
- e) **Effectiveness of our system of internal control** – the council must ensure that it has a sound system of internal control which (a)facilitates the effective exercise of its functions and the achievement of its aims and objectives;(b) ensures that the financial and operational management of the authority is effective; & (c) includes effective arrangements for the management of risk. The review of its effectiveness must be undertaken prior to completion of Section 1 Annual Governance Statement of the Annual Return. A report with details of all measures in place had been circulated prior to the meeting. It was **RESOLVED the Parish Council has sufficient mechanisms in place to regularly check & monitor the financial management of the council.** **31/20**
- f) **Annual Governance & Accountability Return 2019/2020 members discussed the following: -**
  - To certify the Parish Council as exempt from external audit for fiscal year 2019/20 – it was **RESOLVED that Reighton & Speeton Parish Council is exempt from external audit for the year 2019/20 as its annual turn-over does not exceed £25,000.** **32/20**
  - To note the Annual Internal Audit Report for 2019/20 included at page 4 of the Annual Governance & Accountability Return 2019/20 - **RESOLVED that the Annual Internal Audit Report for 2019/20 included at page 4 of the AGAR 2019/20 be noted.** **33/20**
  - Section 1 - Annual Governance Statement 2019/20 on page 5 of the Annual Governance & Accountability Return 2019/20 it was **RESOLVED that Reighton & Speeton Parish Council approve Section 1 Annual Governance Statement 2019/20 on page 5 of the AGAR 2019/20.** **34/20**
  - Section 2 – Accounting Statements 2019/20 on page 6 of the Annual Governance & Accountability Return 2019/20 it was **RESOLVED that Reighton & Speeton Parish Council approve Section 2 Accounting Statements 2019/20 on page 6 of the AGAR 2019/20.** **35/20**
  - To approve the publication of documents on Reighton & Speeton Parish Council website -it was **RESOLVED that, in accordance with the 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, Reighton & Speeton Parish Council will publish the following documents on a public website:** **36/20**
    - Certificate of Exemption,
    - Annual Internal Audit Report 2019/20

- Section 1 – Annual Governance Statement 2019/20
- Section 2 – Accounting Statements 2019/20
- Analysis of variances
- Bank Reconciliation to 31 March 2020
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

g) **Bank Reconciliations for periods 1/5/2020;1/6/2020;1/7/2020** – figures for each month had been circulated prior to the meeting: -

- **1/5/2020** - Balances £13,982.85, payments £1,548.97 receipts £5,365.59.
- **1/6/2020** - Balances £12,770.11, payments £2,761.71 receipts £5,365.59.
- **1/7/2020** - Balances £11,453.19 payments £4,078.63 receipts £5,365.59.

it was **RESOLVED the figures presented be approved and accepted by the council.** **37/20**

h) **Budget Monitoring figures for to 30/6/2020** - payments £4,078.63, receipts £5,365.59. It was **RESOLVED to accept the figures provided.** **38/20**

i) **Schedule of payments** full details of payments made during the Covid-19 crisis & those for this meeting had been circulated prior to the meeting following which it was

- **Resolved payments for April 2020 totaling £1,548.97 could be paid.** **39/20**
- **Resolved payments for May 2020 totaling £1,212.74 could be paid.** **40/20**
- **Resolved payments for June 2020 totaling £1,316.92 could be paid.** **41/20**
- **Resolved payments for July 2020 totaling £1,243.96 could be paid.** **42/20**

#### 11. Village Issues the following were discussed & decide: -

- **Dog bins & Haven** Councillors Foster reported he has a meeting arranged with Haven first week August. Roberta advised some Locality Budget funding will be available if needed.
- **Map of houses for noticeboards** - Councillor Mrs Hamilton-Smith reported she has handed to several delivery men the map from 2011 by Colin Day. Copies are to be placed in the village noticeboards & also on the website.
- **Sign for Speeton seat** – details to be passed by the clerk to Councillor Mrs Hamilton-Smith.
- **Tents at the Dotterel** – Councillor Mrs Hamilton-Smith reported residents have been in touch with her expressing concerns. Borough Cllr Riley advised that he was aware that an alleged contravention of planning regulations was being investigated by a planning officer and it would not be appropriate for him to make any comment.
- **Work done in our villages during lockdown: -**
  - Councillor Mrs Paddock reported the Reighton bus shelter has been done, all paint has been used.
  - Councillor Rogerson reported cliff seats have been cemented up; railings painted; pond cleaned; Watsons steps repaired but further work is needed. He will look at & report to the next meeting. Gravel put down but more is needed. Speeton Village Association are to apply to Roberta for some Locality Budget funding. The “PROW” steps need to be looked at, the clerk to try & get NYCC to come out & look. The defibrillator is up & running in Speeton, located at the junction of Chapel Lane & Main Street.
  - Speeton sign with rotting post – done.
  - Haven golf course fence repaired but not by Haven.
  - PROW signpost tied to gate – to be checked as reported 6/5/2020.
- **Village Maintenance** the following issues were discussed: -
  - **Church Hill** from the drain near Anchorage House & also coming through the recently laid tarmac a substance is oozing between 7.30 & 8pm. It is dry during the day. To be reported.
  - **Church Hill** – the smell is still about the clerk to report to Yorkshire Water.
  - **Extra drain at Herd Hill & drain top of St Helens Lane** – work promised by NYCC the clerk to find out what is happening.
  - **Reighton Sands field** – it was noted that the owners of the land at the first bend on Sands Lane (green container site) appear to bring a touring caravan to stay there for short periods. This is not a concern currently, but access hazards etc may arise if the site started to be used more extensively.

- **Camper vans** it was reported that vans are being stayed in on Haven car park.
- **St Helens Lane** – the vegetation around the 30mph sign on St Helens Lane is to be cut back.
- **Sand Bag hut** to be painted.

**12. Reports from chairman/councillor-** the chairman reported on the Yorkshire Local Councils Association June Zoom meeting. The clerk advised a checklist for holding of meetings drawn up by SLCC & NALC had been completed along with a Risk Assessment for the Parish Council & also by the Village Hall. The documents were signed by the chairman & the clerk.

**13. Time & date of the next meeting** - it was agreed to as Tuesday 29<sup>th</sup> September 2020 at 7pm

**Signed**                      **Paul Riley**

**Date 29<sup>th</sup> September 2020**