

## Reighton & Speeton Parish Council

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

Email: reighton\_and\_speetonpc@gmail.com Tel 01723 582492

19<sup>th</sup> May 2021

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 Monday 24<sup>th</sup> May 2021; **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 2021/2022** & for the elected Chairman to receive & sign a declaration of acceptance of office.
2. **To appoint a Vice Chairman for 2021/2022.**
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** - to receive declarations of interests by Parish Councillors and to consider any written applications for dispensations.
6. **Election of representatives on outside group & organisations:** - to elect representatives on external local bodies- Yorkshire Local Councils Association.
7. **Minutes** - to approve and sign the minutes of the meetings held on 12th April 2021.
8. **Banking arrangements** to confirm continuation of Yorkshire Bank as the council's bankers; to confirm signatories & to confirm access authority for Internet Banking.
9. **Direct Debit** – to confirm continuation of Direct Debit to the Information Commissioners Office (ICO) for the forth coming year.
10. **Standing Orders & Financial Regulations** – to confirm adoption of existing STO's amended March 2021 & Financial Regulations reviewed December 2017.
11. **Meeting Dates** to confirm the meeting dates of the council up to May 2022.

**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 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 & Ward Councillors reports** with questions from councillors & or public to follow.

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4. **Planning Applications** to receive information about the following planning applications: -
  - a) **202696/FL**- Land at Reighton Nurseries Hunmanby Road. Reighton - Formation of Holiday Park including erection of reception building, siting of lodge style caravans and camping pods with associated infrastructure.
  - b) **21/00668/FLA** – Variation of condition 23 of decision 05/00319/FL dated 18/02/2005, to allow amended design - Plot 7 Reighton House Farm Church Hill Reighton.
  - c) **21/00618/FL** - Land to the west of The Dotterel Inn Bridlington Road Reighton- Retention of existing use of land and existing building as camping/caravan site in association with existing tourist/holiday facilities within the Dotterel Inn.
  - d) **Any other application received prior to the meeting.**
  
5. **Village Issues** to discuss & decide on the appropriate action to be taken relating to the following matters:
  - a) **Speeton bus shelter sign for walkers** – to thank Councillor Rogerson.
  - b) **Dog Bins & Haven** – to hear from Councillor Foster.
  - c) **St Helens Lane village sign** – to hear from Councillor Foster & the clerk.
  - d) **St Helens Lane speeding** - to hear from NYCC Councillor Mrs Swiers.
  - e) **Honeypot footpath** – to hear from Councillors Riley & Rogerson & also from NYCC Councillor Mrs Swiers.
  - f) **Development Site at Church Hill** – to hear from Councillor Mrs Paddock.
  - g) **Speeton pond** - to hear from Councillor Rogerson.
  - h) **Plaque for Silver Jubilee seat Speeton** – to thank Councillor Mrs Hamilton-Smith.
  - i) **Dog bins for Reighton Court** – to discuss a resident request.
  - j) **Repairs to style & footpath obstruction** – to hear from Councillors Riley & Mrs Paddock.
  - k) **Village Maintenance** – to discuss & decide on any further issue raised.
  
6. **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 30<sup>th</sup> April 2021** - 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 Governance & Accountability Return (AGAR) 2020/2021 members: -**
    - To certify R&S Parish Council as exempt from external audit for fiscal year 2020/2.
    - To note the Annual Internal Audit Report for 2020/21 included at page 4 of AGAR 2020/21
    - To approve Section 1 - Annual Governance Statement 2020/21 for R&S Parish Council on page 5 of the AGAR 2019/20
    - To approve Section 2 – Accounting Statements 2020/21 for R&S Parish Council on page 6 of the AGAR 2020/21
  - e) To approve the publication of documents required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 & the Transparency Code for Smaller Authorities.
  - 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.
  
7. **Reports from the chairman/councillor** to receive brief reports from councillors who attended a meeting of relevance/interest to the Parish Council.
  
8. **Time & date of the next meeting** - to confirm the date of the next meeting Monday 28<sup>th</sup> June 2021 at 7p

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