

## Reighton & Speeton Parish Council

### Minutes of ordinary meeting held 24<sup>th</sup> April 2023 at 7pm in Reighton Village Hall.

**Present:** Councillor Riley (Chairman) Councillors Grimshaw, Harrison & Smith & Councillors Mrs Hamilton -Smith & Mrs Paddock.; Police Volunteer Liz Dawson, 3 members of the public & 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.** 27/23
  
2. **Apologies** – had been received from Councillor Richardson & Rogerson & NYC Councillor Michelle Donohue-Moncrief. It was **RESOLVED the apologies be accepted.** 28/23
  
3. **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.
  
4. **Councillor Vacancy** – the clerk reported no one had yet expressed interest.
  
5. **Police report** – the report for April had been circulated prior to the meeting. The report was discussed with Liz & noted. Liz reported the Police Speed vehicle will appear in Reighton at some point. There had been a considerable presence of the Emergency Services in Reighton & Speeton recently when a vulnerable person was missing. They were found safe. Liz was thanked for attending & she left the meeting.
  
6. **Public Participation** – One resident asked when the grass was to be cut, this has been arranged for Friday. The defibrillator at the Village Hall had been used recently. A question was raised about what happens after it had been used & the length of time it takes for it to become available again.
  
7. **North Yorkshire Council report** – Michelle had advised the clerk the initial phases of the transition on 1st April went fairly smoothly. She hopes to attend the May meeting.
  
8. **Minutes** to receive, approve & sign the minutes of the ordinary meeting held 27<sup>th</sup> March 2023. It was **RESOLVED that the minutes of the meeting be approved & were signed.** 29/23
  
9. **Planning - details of the following applications had been detailed on a report & were discussed:**
  - **22/02354/FL** - Change of use from Public House and managers accommodation (sui generis) to single dwellinghouse (C3) | The Dotterel Reighton. **Application outstanding.** Councillor Harrison advised new documents had been added to the Dotterel application. This to be checked by the clerk.
  - **22/02488/HS** - Single storey extension to the rear, dormer windows to front & rear & conversion of garage. West Nab St Helens Lane Reighton. **Application outstanding.**
  - **22/802474/HS** -Erection of a one and a half storey side extension, with dormer and balcony, raising of roof with front and rear dormers, single storey rear extension and detached garage | Littlecroft St Helens Lane Reighton. **Application outstanding.**

**New applications - the following were discussed :-**

  - **23/00301/CLE-** Application for Certificate of Lawfulness for use of building named 'Jasmine Lodge' as a dwelling house (C3 use) - Jasmine Lodge Sands Road Reighton Gap. **A reply is to be made along similar lines to that made in July 2022 in that the Parish Council strongly objects to the application.**
  - **23/00204/FL - Construction** of fenced storage compound with associated access | Reighton Sands Holiday Village Sands Road Reighton Gap. **No objection.**

It was **RESOLVED to confirm the responses made.** 30/23

**10. Village issues the following were discussed & decided on: -**

- **Finger Post** – the clerk reported nothing further had been heard.
- **PROW** – the clerk reported the finger post by St Leonards Church at Speeton had been reported. She has checked her records & all other issues reported have been sorted.
- **Village maintenance – the following were discussed**
- **Sign boards at roadsides** – Councillor Smith spoke about signage being broken & like firewood at roadsides. He is to photograph & report details to the clerk who will report to NYC.
- **Defibrillator** – the clerk to check out if replacements pads are required & how they need to be stored. Also access arrangements to be discussed at the next meeting.

**11. Finance a report covering the following had been circulated prior to the meeting: -**

- a) **Bank Reconciliations for year ended 31<sup>st</sup> March 2023** figures had been circulated prior to the meeting. Receipts & payments & bank statements were checked to the bank reconciliation. Balances held £9,565.41 payments £15,108.12; receipts £12,245.67 **It was RESOLVED the bank reconciliation be approved & accepted by the council.** **31/23**
- b) **Reserves & Earmarked funds** – a report was discussed following which it was: -
  - ❖ **RESOLVED to hold £4,500 as a Capital Reserve.** **32/23**
  - ❖ **RESOLVED to hold £4,500 as a General Reserve.** **33/23**
- c) **Internal Audit** – the report had been circulated prior to the meeting. No recommendation had been made that required attention. The auditor reported the accounts & governance arrangements of the council have been maintained to a very high standard. It was **RESOLVED to approve the report as detailed.** **34/23**  
The chairman congratulated the clerk & thanked her for all her hard work.
- d) **Budget monitoring to 31<sup>st</sup> March 2023** – details had been circulated prior to the meeting. Payments £15,108.12, receipts £12,245.67. It was **RESOLVED to accept the figures provided.** **35/23**
- e) **Effectiveness 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. It was **RESOLVED the Parish Council has sufficient mechanisms in place to regularly check & monitor the financial management of the council.** **36/23**
- f) **Annual Governance and Accountability Return (AGAR) 31<sup>st</sup> March 2023** – a report and details of the statements had been circulated prior to the meeting.
  - ❖ **Exempt authority** – Reighton and Speeton Parish Council is a smaller authority where the higher gross income or expenditure did not exceed £25,000 in the year to 31<sup>st</sup> March 2023. It was **RESOLVED that Reighton and Speeton Parish Council is an exempt authority within the definition contained in the Local Audit (Smaller Authorities) Regulations 2015.** **37/23**
  - ❖ **Annual Internal Audit Report for 2022/23** -it was **RESOLVED that the Annual Internal Audit Report for 2022/23 be noted.** **38/23**
  - ❖ **Section 1 - Annual Governance Statement 2022/23** it was **RESOLVED that Reighton & Speeton Parish Council approve Section 1 Annual Governance Statement 2022/23 on page 5 of the AGAR 2022/23.** **39/23**
  - ❖ **Section 2 – Accounting Statements 2022/23 on page 6 of the AGAR** it was **RESOLVED that Reighton & Speeton Parish Council approve Section 2 Accounting Statements 2022/23 on page 6 of the AGAR 2022/23.** **40/23**
  - ❖ **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 & the Transparency Code for Smaller Authorities, Reighton & Speeton Parish Council will publish the following documents on a public website:****41/23**

- **Certificate of Exemption,**
- **Annual Internal Audit Report 2022/23**
- **Section 1 – Annual Governance Statement 2022/23**
- **Section 2 – Accounting Statements 2022/23**
- **Analysis of variances**
- **Bank Reconciliation to 31 March 2023**
- **Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015**

**g) Schedule of payments** -the schedule of payments for April had been circulated prior to the meeting. It was **RESOLVED** payments totalling **£1,701.61** could be paid. **42/23**

**11. Reports from chairman/councillor/clerk** - none made.

**12. Next meeting dates** –. The date of the next meeting has been agreed to as Monday 22<sup>nd</sup> May 2022 in Reighton Village Hall. The meeting will commence at 6.45pm with the Annual Parish meeting and will be followed by the Annual meeting of the council then an ordinary meeting.

**Signed**      **Paul Riley**

**Date 22<sup>nd</sup> May 2023**