

EAST COWTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council

on Monday 12th June 2023 at 7.30pm

held in East Cowton Village Hall

23.06.01 Present

Councillors: E. Simpson (Chair), J. Shields (JS), A. Wragg (AWr), T. Crammond (TC),
Jane Green (JG)

Apologies received for absence: Councillor Wilkinson.

23.06.02 Disclosures of Interests.

No disclosures to be noted.

23.06.03 Minutes of the meeting of the Council held on 12th June 2023

It was resolved that the minutes of the meeting of 12th June 2023 were (are) approved and signed by the chairman to verify approval.

23.06.04 Chair's Formal Announcements

None.

23.06.05 Co-option of Councillors

Council appraised that there is no change.

23.06.06 Annual Governance and Accountability Return 2022-23 ("AGAR")

06.1 To note the Annual Internal Audit Report for 2022/23 included at page 4 of the AGAR

Councillors were advised the Auditor had indicated his approval of the Council's internal controls and the contents of the Annual Internal Audit Report for 2022/23 included at page 4 of the AGAR were noted. The Internal Auditor complimented the Council on its record keeping.

Chairman signed.....E Simpson.....10th July 2023

06.02 Approval of Responses for Section 1 – Annual Governance Statement

Councillors acknowledged their responsibility for ensuring a sound system of internal control and resolved that:

- 1) There were in place arrangements for effective financial management during 2022/23, and for the preparation of the accounting statements.
- 2) An adequate system of internal control was maintained including measures designed to prevent and detect fraud and corruption and its effectiveness had been reviewed.
- 3) All reasonable steps were taken to assure the PC that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the PC to conduct its business or manage its finances.
- 4) A proper opportunity was provided during the year for the exercise of electors' rights in accordance with the Accounts and Audit Regulations
- 5) An assessment had been carried out of the risks facing the PC and appropriate steps taken to manage those risks including the introduction of internal controls and/or external insurance cover where required.
- 6) Throughout the year an adequate and effective system of internal audit of the accounting records and control systems was maintained.
- 7) Appropriate action on all matters raised from audit was taken.
- 8) Consideration had been given as to whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year end, had a financial impact on the PC and, where appropriate, included them in the accounting statements.
- 9) The website is up to date and information required by the Transparency Code has been and will be published.

It was resolved that Section 1-Annual Governance Statement 2022/23 on page 5 of the AGAR be completed accordingly and further resolved that the Chairman and Clerk should sign it to signify the PC's approval.

06.03 To Approve Section 2 Accounting -Statements

- 1) Councillors considered the accounting statements for the PC for the year 2022/23 prepared and signed by JG as Responsible Financial Officer (RFO)
- 2) It was resolved that the PC approved Section 2 -Accounting Statements 2022/23 on page 6 of the AGAR.
- 3) It was resolved that the chairman should sign the Accounting Statement to signify approval by the councillors.

Chairman signed..... E Simpson 10th July 2023

06.04 Consideration of the Certificate of Exemption

It was resolved that the PC is exempt from external audit for the year 2022/23 and that the Certificate of Exemption should be signed and returned to PKF Littlejohn LLP .

06.05 To Ensure Signature

Arrangements were made for ES and JG to sign the AGAR accordingly.

23.06.07 Approval of the Publication of Documents

It was resolved that in accordance with The Accounts and Audit Regulations 2015, The Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities that the PC will publish the following documents on its website as seen and approved by councillors:

- 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
- Notices of the Period of the exercise of public rights
- List of expenses and of public rights
- Lists of expenses and of public land
- Other information required by Regulation 15(2) Accounts and Audit Regulations 2015

It was further resolved that the dates for the exercise of public rights should be as proposed by the RFO namely 14 June to 25 July 2023.

23.06.08 Other Finance

a) Councillors received and approved financial statements

b) It was resolved that payments would be made to:

I. Yorkshire Independent Building Supplies £172.09 (incl VAT). £143.41 excluding VAT approved at meeting on 15th May 2023.

II. B&Q till receipt for anchors, £14.93 (incl VAT). £12.44 excluding

III. YLCA Agenda, powers, meeting procedure and policies delegate Tracey Crammond £25.00 no VAT.

Chairman signed..... E Simpson 10th July 2023

IV. Amberol – planters (4 troughs) for Jubilee Garden £35.76 (incl VAT) £29.80 excluding VAT

V. A.J. Whitfield (Auditor) £100.00 no VAT

VI. CE & CM Walker Limited, Grass Cutting for 2 site visits £276.00 (incl VAT) £230 excluding.

JG and AWr to input and release payments in accordance with 23.06.08b.

c) Councillors were advised that the request for a payment facility via Internet Banking is now complete and will need authorisation by two signatories in accordance with the Bank mandate. For completeness of records, it was agreed that the inputter and releaser would both initial the original invoice.

23.06.09 Insurance renewal due 1st July 2023

It was resolved that the quotation received from Zurich for an online policy provided adequate split of cover between assets (ie Street/furniture) and playground assets and provided flexibility for additional items during term of policy with adequate cover included for all other liabilities and that the Premium of £378.00 (including insurance premium tax) will now be paid.

23.06.10 CIL Payment (Construction Industry Levy)

a) Council was appraised that only one resident had responded within the deadline with suggestions as to the best use of CIL monies and both suggestions were considered i) fund improvements to Millennium Wood to enable it to be re-opened and ii) to fund styles for public footpaths. Councillors noted that item i) is already included in budget but work cannot commence without volunteers and ii) is the responsibility of the landowner noting that a Path Keeper Scheme currently operated by a small team of volunteers are reporting missing and damaged styles and notices. ES confirmed that a local contractor has agreed to spray the weeds in MW. It is priority to clear the initial part of the path to enable access as it has the potential to be used for forest schools/projects.

Council therefore considered the use of CIL funds to improve the Play area and will consider replacing the balance beams. AW has offered to assist with grant funding to a sum of £1000 towards the costs against quotations which will be obtained and submitted by ES and AWr. An initial guide has been obtained.

Balance Beam	£334.00 + VAT (note that 2 beams are required)
Stepping Stones x 7	£609.00 + VAT
Spring loaded equipment	£1022.00 + VAT (to replace the shabby spring)

Chairman signed..... E Simpson.....10th July 2023

Site Management fee	£607.00 + VAT (not required if local contractor employed)
Total	£2572.00

Councillors will consider ground matting to protect equipment from strimmer damage. It was resolved that TC would explore options for a longer-term plan with local business support. It was agreed quotes will be collated for immediate works and presented at a future meeting.

b) Position of Planters

Councillors were appraised that:

- Daykn residents will take care of two troughs opposite the green
- 2 further troughs still to be installed but may require street licence if they are not replacing existing pots and Wycliffe junction was considered as a focal point to place a trough at either end of the bench but will be stored until the final decision is made.

23.06.11 Asset Inspections

It was resolved that ES would forward a list of outstanding inspections for this quarter to Councillor Shields (and in preparation for the next quarter).

23.06.12 Planning Applications

Updates and further steps regarding:

- 1) 19/01779/OUT (outline planning for residential development at Bungalow Farm)
ES has contacted developers as they have indicated their desire to meet with residents at an open meeting to explain plans and a timeline for development and for Karbon Homes to describe the types of housing to be made available. ES to liaise with ECVHC to obtain availability for an open meeting in the village hall.
- 2) 23/00365/MRC & 21/00649/FUL (licence and material change at Teepee Wedding Site Cornhill Farm)
Council was appraised that there had been no update on this application.
- 3) 22/02921/FUL (new agricultural building for mixed use including equestrian, field off Rab Lane)
Council was appraised that work on the site has now started.
- 4) 21/023338/FUL (retrospective change of use from potato store to aggregate bagging depot).
- 5) Council was appraised that there has been a complaint from residents around operating outside of the approved times of operation. ES has emailed the Planning Office to register the issue and AW is also aware and has been able to confirm that action has been taken in relation to the breach.

Chairman signed..... E Simpson.....10th July 2023

23.06.13 Website

Council was appraised that the new website will be ready to launch 1st July 2023. JS proposed to switch off the old website at this point. It was resolved that all links to be checked as working. Plans for a new laptop to be deferred until such time as a new clerk has been appointed.

Council was appraised of the **Police Report** activity for the period:

- Motorcycle stolen from Northallerton High Street on 5th June
- Range Rover stolen in Winton 5th June
- Jaguar stolen in Great Ayton 5th June
- Theft of benches 2x in Colburn and 1 x in Scorton.

23.06.14 Public Participation

A resident raised concerns around development plans at Bungalow Farm, particularly regarding drainage, Council advised that the developers have already put plans in place to ensure this is addressed.

23.06.15 Date and time of the next meeting:

It was resolved that the date and time of the next meeting will be 10th July 2023 at 7.30pm.

23.06.16. Meeting Closed

There being no further business, ES closed the meeting at 8.15 pm.

Chairman signed..... E Simpson 10th July 2023

