

# DRAUGHTON PARISH COUNCIL

NOTICE OF THE ANNUAL MEETING OF THE COUNCIL TO BE HELD ON  
THURSDAY 22ND MAY 2025 IN THE VILLAGE HALL AT 7.00PM  
OR FOLLOWING THE ANNUAL MEETING OF THE PARISH.

**The Annual Meeting will be followed by a presentation on our personal contributions to mitigating the worst effects of Climate Change.**

## A G E N D A

1. **Election of Chairman** – to elect the Chairman of the Council and receive the Chairman’s Declaration of Acceptance of Office
2. **Apologies** – to receive apologies and consider reasons for absence.
3. **Election of Vice-Chairman** – to elect the Vice-Chairman of the Council
4. **Register of Interests** – to confirm interests held in the Register maintained by the Monitoring Officer (*Note: all councillors may check copies of their current registration forms available on the website – [www.draughton.org](http://www.draughton.org)*)
5. **Disclosure of interests** – to receive any declarations of interests not already recorded in the Members’ Register of Interests, to note any interests relevant to the business of the meeting (whether previously registered or not), and, if so required, to receive and consider applications (if any) for dispensation pursuant to the Council’s Code of Conduct for members with an interest to take part in the discussion and vote on the business in question
6. **Minutes** – to confirm the Minutes of the Council Meeting held on 3<sup>rd</sup> March 2025 as a true and correct record (*attached*)
7. **Matters arising from Council Meeting** – to receive the Clerk’s report for information on matters arising from the meeting held on 3<sup>rd</sup> March 2025. (*attached*)
8. **Clerk’s Report** – to consider the Clerk’s Report on ongoing and outstanding items of business (*listed in report attached at item 7*), and to decide any action as necessary on matters as listed.
9. **Policies and Procedures of the Council** - to review and confirm the existing policies and procedural documents of the Council.
10. **Delegation to Committees and Officers** –  
To review the delegation arrangements of the Council  
*Note: no authority currently delegated to committees or other local authorities; an explanation of authority currently delegated to the Clerk available on website*
11. **Scheme of Delegation** – to ratify decisions taken since the date of the last meeting by the Clerk on behalf of the Council, in accordance with the provisions of the Scheme of Delegation dated 7 June 2021, and to confirm the Scheme’s continuing application subject to review at each future meeting.

*Clerk to the Parish Council: Ian Orton*  
*35 Kings Mill Lane, Settle, BD24 9FD*

*Tel: 07841 577 991*

*Email: [parishclerk@draughton.org](mailto:parishclerk@draughton.org)*

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12. **Planning** – to note planning decisions and to decide action as necessary on the following application: *a) Field House Application: Update*  
Note: *Any additional planning applications received after publication of the agenda but at least 3 clear days (excluding Bank Holidays) before the meeting will be circulated to Members and may be considered at the meeting*
13. **Climate Change Projects** – to receive an update on the Council’s community initiative (Draughton Action to Zero) including the allocation of the remaining grant allocation.
14. **Financial Accounts 2024/25** - to consider the following matters:
  - (i) Annual Governance and Accountability Return 2024/25 – to receive the report of the Internal Auditor, and, if thought fit, to approve the annual governance statement and accounting statements for signature by the Chairman and Responsible Financial Officer
  - (ii) External Audit - to confirm the submission of an exemption certificate to the External Auditors in respect of the Annual Return 2024/25
    - (i) Register of Assets – to review the Council’s updated Register of Assets
    - (ii) Exercise of Public Rights – to confirm the period for public inspection,
15. **Financial Report 2025/26:** Update on expenditure and income.
16. **Renewal of Insurances 2024/25** - to consider a proposal to renew the insurances 2025 with Zurich at a premium of £206.09 (no increase in cost year on year since 2017) and decide any action as necessary.
17. **New Draughton Parish Website:** Update and brief presentation
18. **Parish Council Logo:** To seek approval to consult with the Council and the community about the introduction of a Parish Council Logo.
19. **Parking Issues:** Updates
20. **Police Incidents:** Reports received.
21. **Consultations and Correspondence**– to note e-newsletters circulated for information, to consider correspondence received, and decide action where necessary on the following matters:
  - (i) Report on a request that the Parish Council support one or two Hedgehog Awareness signs in the village.
22. **Meeting Schedule 2025/26** – to confirm the dates of meetings in 2024/25  
*(Copy of draft schedule attached)*
23. **Date of Next Meeting** – to confirm the date: Monday 21<sup>st</sup> July 2025 at 7pm in the Village Hall

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*Members of the Council are hereby summoned to attend the meeting. The Press and Public are invited to attend, but the Public are reminded that they are permitted to take part in any discussions only at the discretion of the Chairman of the Meeting. Councillors and Local Electors wishing to have any issues raised at the meeting are asked to notify the Clerk (preferably in writing) one week before the meeting. At the discretion of the Chairman of the Meeting, any such issues will be included on the Agenda.*

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