

DRAUGHTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Tuesday 14 May 2024 in the Village Hall at 7.30pm

Present: Cllr R Binks - Chairman
Cllr B Davies
Cllr J Garnett
Cllr R Neale
Cllr S Petty
Cllr A Turner

Ian Orton – Clerk

1. Election of Chairman

It was resolved (proposed by Cllr Turner; seconded by Cllr Davies):
“That Councillor Binks be and she is hereby elected as Chairman of the Council with immediate effect to serve until the date of the next annual meeting.”

The Chairman signed the Declaration of Acceptance of Office.

2. Apologies for Absence

Cllr J Markham

3. Election of Vice-Chairman

It was resolved (proposed by Cllr Neale; seconded by the Chairman):
“That Councillor Garnett be and he is hereby elected as Vice-Chairman of the Council with immediate effect to serve until the date of the next annual meeting.”

4. Register of Interests

Councillors present at the meeting confirmed their interests, as recorded in the Register of Interests held and maintained by the Council’s principal authority.

5. Disclosure of Interests

Members were invited to disclose any interests (including any not already registered in the Register of Interests) relevant to the business of the meeting, and, in respect of a disclosable pecuniary interest (to be

registered or not), to request dispensation pursuant to the Council's Code of Conduct to participate in the business under discussion and vote on the matter.

Relevant Interests disclosed: None

Additional Interests disclosed: None.

6. Minutes of the Council Meeting held on 18 March 2024

The Minutes of the Meeting held on 18th March 2024 were taken as read, and the Minutes were approved and signed by the Chairman as a true and correct record.

7. Matters arising

The Clerk's tabled a report indicating there had only been one expression of interest in the post of parish clerk and this was based, on the assumption the post should be regraded. The clerk added that the post was based on NALC Grade Point 6 and the post should really be on Points 7 to 12 with the successful candidate recruited on the point that reflected qualifications and experience.

After discussion it was agreed the post of parish clerk should be re-advertised on NALC Scales 7 (£12.63 an hour) to 12 (£13.73 an hour) with the starting point to be based on experience and qualifications.

8. Annual Parish Meeting

The Minutes of the Annual Parish Meeting held on 24 April 2023 were confirmed. There were no matters referred from electors for discussion by the Council other than those included as items of business on the agenda for the current Council meeting.

9. Clerk's Report

The Clerk gave a verbal report on the handover from the previous clerk and how the bills were being paid while the bank details were being revised.

10. Policies and Procedures of the Council

The Council's existing policies and procedural documents, including the Risk Policy and associated risk assessments, as published on the website, were reviewed and confirmed. Cllr Neale requested that maintenance of the verges was included within the Risk Management Policy and this was agreed.

11. Delegation to Committees and Other Local Authorities

Members were reminded that no authority was currently delegated to committees or other local authorities.

The delegation arrangements of the Council were confirmed.

12. Delegation to Clerk

It was noted that the authority currently delegated to the Clerk, as set out in the Scheme of Delegation dated 7 June 2021 and published on the Council's website, continued to comply with procedures for delegated authority as detailed in Financial Regulations (as updated 2022). The clerk added that a new Model Financial Regulations for Local Councils had just been published by the National Association of Local Councils and this would be brought to the next meeting of the Parish Council.

It was RESOLVED:

“THAT the Scheme of Delegation dated 7 June 2021 remain in force until such time as the Council should determine otherwise.”

13. Scheme of Delegation

It was RESOLVED:

“THAT decisions taken by the Clerk since the date of the last meeting under the Scheme of Delegation dated 7 June 2021, as reported to Council and published on the Council's website, be ratified.”

14. Planning

The Clerk reported Application for variation of Condition no 2 (Approved Plans) on planning approval referenced 2020/22376/FUL granted 25 March 2021 to allow changes on building usability, sustainability and aesthetics Location: East Berwick Farm, Berwick East, Draughton, Skipton, BD23 6DX,

The Clerk also reported that development activity on a site near Draughton Bottom was being queried with planning officers; also, clearance of building supplies from the railway site, following refusal of planning consent for use of the site for storage, was also still being queried.

15. Climate Change Projects

The Chair thanked Cllr Neale for co-ordination of all the hard work associated with the Climate Change Projects.

16. Annual Governance and Accountability Return 2023/24

The Clerk reported that the Internal Auditor had conducted his annual audit of the Council's financial records and procedures. It was noted that, as set out in the audit report, the records and systems of internal control were adequate and effective, and that accounting information shown in the Annual Return had been correctly stated. Separately, the Internal Auditor had indicated the increase in the Asset Register from £11797 to £12027

The Auditor's Report, the Statement of Receipts and Payments 2023/24 and the Bank Reconciliation to 31 March 2024 were received and noted.

Taking the assurances of the Internal Auditor into account, it was then RESOLVED:

- (1) "THAT the Annual Governance Statement in the Annual Governance and Accountability Return 2023/24 be approved for signature by the Chairman and Clerk."
- (2) "THAT the Accounting Statements 2023/24, as signed by the Responsible Financial Officer, be approved for signature by the Chairman."
- (3) "THAT the Clerk be authorised to set the period for the exercise of public rights, and to publish information on the website, as required under the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities."

17. External Audit 2023/2024

The Clerk noted that, pursuant to s.9 of the Local Audit (Smaller Authorities) Regulations 2015, since neither gross income nor gross expenditure for the year of account ending 31 March 2024 exceeded £25000, the Council was eligible to certify itself as exempt from limited assurance review by external auditors. It was accordingly RESOLVED:

"THAT a Certificate of Exemption be completed, notifying the external auditor that during the financial year 2023/24 the higher of the

authority's gross income for the year or gross annual expenditure for the year did not exceed £25,000.”

18. Register of Assets

The updated register of the Council's asset holdings, as circulated to Members, was noted.

19. Insurances 2023/24

Renewal of the Council's insurances for 2023/24 with Zurich for a premium of £206.09 (£206.09 in 2022/23) was approved.

20. Consultations, Correspondence and Members' Discussion Forum

Newsletters and emails circulated for information were noted.

21. Meeting Schedule 2024-25

The proposed Schedule of Meetings for 2023/24 was received and noted that meetings of the Parish Council would be held on 8th July 2024, 16th September 2024, 2nd December 2024 and 17th March 2025.

22. Next Meeting

It was agreed that the next meeting would be held in the Village Hall on 8th July 2024.

The meeting closed at 7.55pm.

Chairman