

Terrington Parish Council

Agenda for the Annual Parish Council meeting to be held on Monday 29 April at 7:00pm in Terrington Village Hall

- 1. Election and declaration of acceptance of office.**
 - 1.1 Election of Chairman
 - 1.2 Election of Responsible Finance Officer (RFO)
- 2. Attendance and apologies.**
- 3. To confirm the minutes of the meeting of Terrington Parish Council held on Monday 11 March 2024.**
- 4. Councillor co-option and declaration of acceptance of office.**
- 5. Declaration of interests**
- 6. Finance**
 - 6.1 To note the following receipts since 04-03-2024:
 - 19-03-2024: £1122.29 VAT refund for Mar 2023 - Feb 2024
 - 21-03-2024: £1762.50 Burial fee
 - 03-04-2024: £637.50 Burial and memorial fee
 - 08-04-2023: £150.00 for Exclusive Right of Burial
 - 12-04-2024: £200.00 Burial fee
 - 17-04-2024: £666.50 Underwriting of Swifts & Friends (S&F) project from Jane Hanstock
 - 6.2 To note the following payments against approved expenditure made since 04-03-2024:
 - 13-03-2024: £9.00 to Julie Cowdy for the cost of photos for Neighbourhood Plan (NP) exhibition (authorisation: 11-3-2024 Minute 4.7)
 - 13-03-2024: £1161.00 to S Chapman for attendance at NP Steering Group/tour of parish (authorisation: 12-12-2023 Minute 4.2)
 - 13-03-2024: £375.00 to S Chapman for miscellaneous advice on NP matters (authorisation: 12-12-2023 Minute 4.3)
 - 13-03-2024: £1100.00 to S Chapman for advice on evidence base, consultation, draft NP (authorisation: 12-12-2023 Minute 4.4)
 - 14-03-2024: £169.92 to K Adkins as reimbursement for the cost of website hosting for 4 years with Hostinger (authorisation: 22-03-23 Minute 4.10.10)
 - 18-03-2024: £64.00 to P Turpin Associates for printing of flyer for S&F (authorisation: 22-1-24 Minute 6.6)
 - 19-03-2024: £136.00 for timber for Plump seat repairs (authorisation: 12-12-2023 Minute 4.5)

21-03-2024: £839.20 to Peak Boxes for 27 swift boxes and delivery for S&F (authorisation: 22-1-24 Minute 6.6)

26-03-2024: £306.00 to Peak swift boxes for 10 boxes for S&F (authorisation: 22-1-24 Minute 6.6)

28-03-2024: £2200.00 to S Chapman for draft NP document (authorisation: 22-1-24 Minute 9.2)

28-03-2024: Clerk salary and income tax for Jan-Mar 2024 (authorisation: 22-03-23 Minute 4.10.1)

09-04-2024: £42.00 to Cllr Winning for NYC Cemetery garden waste collection (authorisation: 22-03-23 Minute 4.10.8)

15-04-2024: £43.55 for NP printing for display (authorisation: 11-3-24 Minute 4.7)

17-04-2024: £227.00 to Yorkshire Local Councils Associations Membership (authorisation: 22-03-23 Minute 4.10.2)

17-04-2024: £592.50 to Peak Boxes for 10 double boxes for S&F (authorisation: 22-1-24 Minute 6.6)

22-04-2024: £197.80 to Eon for Electricity supply to defibrillator (authorisation: 22-03-23 Minute 4.10.7)

- 6.3 To receive a statement of receipts and payments for the Financial Year 2023-24 under each budget head (attached).
- 6.4 To authorise payment of £214.00 to Zurich Municipal for annual insurance from 1 June 2024.
- 6.5 To certify, given that total receipts and total payments are both less than £25,000, that Terrington Parish Council is exempt from external audit for the financial year 2023-24.
- 6.6 To receive and note the Annual Internal Audit Report for 2023-23.
- 6.7 To authorise payment of a donation of £100 to the church fabric fund in lieu of payment to the auditor for carrying out the internal audit (expenditure authorised 11-3-2024 Minute 4.11.8).
- 6.8 To approve the Annual Governance Statement for 2023-24.
- 6.9 To approve the Accounting Statements for 2023-24.
- 6.10 To set the period of 30 working days for the exercise of public rights to begin on Monday 3 June 2024 and end on Friday 12 July 2024.
- 6.11 To agree that, in accordance with the relevant Accounts and Audit Regulations and the Transparency Code for Smaller Authorities, Terrington Parish Council will publish the following documents on its website:

Certificate of Exemption for 2023-24
Annual Internal Audit Report for 2023-24
Annual Governance Statement for 2023-24
Accounting Statements for 2023-24
Analysis of variances for 2023-24
Bank Reconciliation at 31 March 2024

Notice of the period for the exercise of public rights
List of items of expenditure above £100 during 2023-24
List of public land and building assets at 31 March 2024

7. To review in accordance with Standing Orders and Financial Regulations.

To note the amendment of procurement threshold for tenders.

YLCA have advised that the threshold at which specific tenders must be advertised has been raised to £30,000 plus vat (previously £25,000 plus vat). Accordingly, the threshold for tenders in the Standing Orders (Section 18) and Financial Regulations (11.6) should be amended to £30,000 plus vat.

8. Employment of a Burial Authority Officer for the Terrington Cemetery.

On the 11th September 2023 the Council agreed in principle that there was a need to employ a Burial Authority Officer.

Motion - To approve the employment of a part-time Burial Authority Officer with an initial salary of £750 pa. for which a full job description would be prepared.

9. Terrington Parish Neighbourhood Plan – To receive an update on the work of the Neighbourhood Plan Group.

10. North Yorkshire Local Plan – To note the new call for development sites for the North Yorkshire Local Plan.

11. Public Sector Equality Duty 2023 – The Council to note that the general duty requires local councils to have ‘due regard’ to the need to eliminate discrimination within the council’s day to day work. Compliance with the general duty involves consciously thinking about the equality aims while making decisions. There is no prescribed process for doing or recording this.

Guidance may be found on the government website under [Public Sector Equality Duty: guidance for public authorities.](#) Further guidance from NALC expected in due course.

12. Malicious Communications Act 1988 – The Council to note that the Malicious Communications Act states that publishing a communication or article of any description, which is grossly offensive, a threat, or is known by the sender to be false, can result in a conviction leading to imprisonment of up to two years and/or a fine. Should any employee’s complaint contain any of the above allegations of criminal conduct by a councillor or member of the public, the council may wish to report the incident to the police.

13. Dark Skies – Councillors to report back on any interest expressed by residents on becoming a Dark Skies Friendly Village.

14. Two Acre Quarry – Two Acre Quarry is listed on the Common Land Register with the Parish Council as an owner of the quarry but is not in possession of any documentation currently available to corroborate this. The Council is aware that historic tipping took place many years ago but this ended with the introduction

the refuse collection by the District Council. However, recent fly tipping is evident and visible from the road which may act as 'encouragement' for further such action. Given that the Parish Council may have a duty of care, the Council needs to discuss possible courses of action.

15. Big Help Out - The Council to note the next village 'Big help out' will be held on Sunday 9th June.

16. Planning Applications.

17. Matters for inclusion on next agenda.

23 April 2024

Kerr Wilson (Parish Clerk)