

**Terrington Parish Council with Wiganthorpe and Ganthorpe**  
**Minutes of the Annual Parish Council meeting held on Monday 15 May 2023**  
**7:00pm in Terrington Village Hall**

**1. Election of Chairman and Declaration of Acceptance of Office**

Cllr Bill Winning was nominated and elected as Chairman of the Parish Council.

Proposed Cllr Lewis

Seconded Cllr Kendrick

Cllr Winning signed the Declaration of Acceptance to duly and faithfully fulfil the duties of Chairman of the Terrington Parish Council.

**2. Attendance**

Cllr Winning (Chairman), Cllr Challoner Walker, Cllr Kendrick, Cllr Lewis.

**Apologies** Cllr Adkins, (accepted by Council)  
Cllr Stevenson (accepted by Council)

**3. Election of Responsible Finance Officer (RFO)**

Cllr Adkins, having previously indicated he was willing to be nominated for the position of Responsible Finance Officer (RFO), was nominated and duly elected as RFO.

Proposed Cllr Winning

Seconded Cllr Lewis

**4. To confirm the minutes of the**

4.1 Council meeting held on 22 March 2023

*The minutes of the Council meeting held on the 22 March 2023 were approved as a true and accurate record.*

Proposed Cllr Kendrick

Seconded Cllr Lewis

4.2 Extraordinary Council meeting held on 3 April 2023

*The minutes of the Extraordinary Council meeting held on the 3<sup>rd</sup> of April 2023 were approved as a true and accurate record.*

Proposed Cllr Kendrick

Seconded Cllr Winning

**5. Declarations of interest**

None

**6. Finance**

6.1 To receive a statement of receipts and payments for the Financial Year 2022-23 under each budget head (Appendix 1).

*The Council noted the statement of receipts and payments for the financial year 2022-2023.*

6.2 To note the following payments against approved expenditure made since 22-3-2023:

23-3-2023: Clerk's salary (expenditure authorised on 14-03-22 Minute 4.8.2)

23-3-2023: £38.70 to Terrington Village Hall for room hire for PC meetings on 16-1-2023 and 8-2-2023 (payment authorised 22-03-2023 Minute 4.7.2)

23-3-2023: £162.00 including VAT for grass verge cutting to N Fargher (payment authorised 22-3-2023 Minute 4.7.4)  
6-4-2023: £216.00 to YLCA for annual membership from 1-4-2023 (expenditure authorised 22-03-2023 Minute 4.10.2)  
6-4-2023: £43.50 to NYC for garden waste collection at the Cemetery (expenditure authorised 22-3-2023 Minute 4.10.8)  
24-4-2023: £122.79 including VAT to npower for electricity supply to defibrillator (expenditure authorised 22-03-2023 Minute 4.10.7)  
3-5-2023: £29.70 to Terrington Village Hall for room hire for public meetings on 28-2-2023 and 16-3-2023 (expenditure authorised 22-3-2023 Minutes 4.6.4 and 4.6.5), and for parish council meetings on 22-3-2023 (expenditure authorised 14-3-2022 Minute 4.8.3) and on 4-4-2023 (expenditure authorised 22-3-2023 Minute 4.10.6)

*The council noted the payments made against approved expenditure since 22<sup>nd</sup> March 2023*

- 6.3 To note the following receipts since 22-3-2023:

28-4-2023: £3863.47 from NYC as Parish Precept for 2023-24

3-5-2023: £12.65 from Northern Powergrid as wayleave payment (due Nov 2022)

*The Council noted the above receipts received since 22 March 2023.*

- 6.4 To allow expenditure on annual insurance renewal from 1 June 2023 of up to £208, this being in excess of the budget provision of £175.

*The Council approved the point made by the RFO prior to the meeting, that the budget for the insurance cost needs to be increased but the setting of the amount was not determined. The Council requested that the RFO obtain more information on the cost of insurance, with and without terrorist cover, and deferred increasing the expenditure limit until that information was available.*

Addendum – With the impending expiry of the Council's insurance being the 1 June 2023, it became clear there would be insufficient time to call another Parish Council meeting to authorise the necessary expenditure. As it would be unlawful for the Council to operate without insurance and after discussion with the Chairman and RFO, the Clerk, using Section 4.7 of the Financial Regulations, agreed to authorise the payment of the insurance premium under the emergency provisions.

- 6.5 To certify that, given that total receipts and total payments are both less than £25,000, Terrington Parish Council is exempt from external audit for the financial year 2022-23.

*The Council confirmed that the total receipts and total payments are both less than £25,000 and agree that Terrington Parish Council is exempt from external audit for the financial year 2022 to 2023.*

Proposed Cllr Challoner Walker      Seconded Cllr Lewis

- 6.6 To receive and note the Annual Internal Audit Report for 2022-23.

*The Council noted the Annual Internal Audit Report for 2022-2023.*

- 6.7 To thank Mike Blunt for carrying out the internal audit.

*The Council expressed its thanks to Mike Blunt for carrying out the internal audit.*

- 6.8 To authorise payment of the following:

£100 to the church fabric fund in lieu of payment for the internal audit (expenditure authorised 22-3-2023 Minute 4.10.9)

*The Council authorised £100 to the church fabric fund in lieu of payment for the internal audit.*

Proposed Cllr Winning

Seconded Cllr Challoner Walker

- 6.9 To approve the Annual Governance Statement for 2022-23.

*The Council approved the Annual Governance Statement for 2022-2023*

Proposed Cllr Winning

Seconded Cllr Lewis

- 6.10 To approve the Accounting Statements for 2022-23.

*The Council approved the Accounting Statements for 2022-2023*

Proposed Cllr Winning

Seconded Cllr Challoner Walker

- 6.11 To set the period of 30 working days for the exercise of public rights to begin on Monday 5 June 2023 and end on Friday 14 July 2023.

*The Council set the period for the exercise of public rights to begin on the 5 June 2023 and end on the 14 July 2023.*

Proposed Cllr Kendrick

Seconded Cllr Challoner Walker

- 6.12 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 2022-23

Annual Internal Audit Report for 2022-23

Annual Governance Statement for 2022-23

Accounting Statements for 2022-23

Analysis of variances for 2022-23

Bank Reconciliation at 31 March 2023

Notice of the period for the exercise of public rights

List of items of expenditure above £100 during 2022-23

List of public land and building assets at 31 March 2023

*The Council agreed that the above list of documents will be published on the Terrington Parish Council website.*

Proposed Cllr Winning

Seconded Cllr Kendrick

## 7. Verge Signs

At the Council meeting on 22 March 2023, Cllr Winning agreed to obtain prices for the purchase of suitable 'Please Do Not Drive On The Grass' verge signs. The Council is asked to approve the purchase of 15 such signs on aluminium, thin sheet, A4 size at a cost of £95.40.

Cllr Winning reported that the cost of the signs had recently increased by £16 to include stakes and requested that the Council approve increasing the amount to £111.40

**Motion** : Cllr Kendrick proposed an amendment to the original proposition that the expenditure for the signs and stakes be increased to £111.40. The amended motion was seconded by Cllr Lewis.

**Resolution** - The substantive motion was carried unanimously.

- 8. Work on War Memorial** – To consider making a contribution to the cost of necessary repairs to the War Memorial in the Churchyard.

The Council recognise that War Memorials are part of our National Heritage. The Terrington War Memorial, although sited in the Churchyard, is a public asset that needs to be maintained.

The Church Warden explained that after meeting all the costs and taking account of recovery of VAT etc, the outstanding deficit was £256. The Council agreed that a contribution should be made to the cost of repairs and based on the information from the Church Warden, Cllr Winning made the following proposition -

**Motion** : Cllr Winning proposed that the Council make a contribution of £256 towards the cost of the repairs to the War Memorial. The motion was seconded by Cllr Challoner Walker.

**Resolution** - The motion was carried unanimously.

- 9. To review in accordance with Standing Orders**

**9.1 The delegation arrangements to committees, sub-committees, staff and other local authorities.**

*The Parish Council, having decided to take forward the development of a Neighbourhood Plan, determined that the Working Group should now be formally named and constituted as a Committee of the Parish Council. Cllr Kendrick agreed to be the Lead Councillor on the Committee.*

**9.2 Review of the terms of reference for committees**

Cllr Kendrick agreed to draw up the Terms of Reference for the Committee for formal clearance by the Parish Council.

**9.3 Review of inventory of land and other assets including buildings**

Cllr Winning agreed to review the Council's assets with Cllr Adkins.

- 10. Update on Neighbourhood Plan**

Cllr Kendrick reported that the Terrington Parish Neighbourhood Plan Area Designation application was produced and submitted to Ryedale District Council on 23 March 2023. She expressed her thanks to the Group for producing a well-structured document in record time. Cllr Kendrick is keen to keep the momentum going and reported that six residents have volunteered to be part of the group tasked with developing the Plan.

- 11. Planning applications**

11.1 23/00171/HOUSE – The Summit, First floor extension (amended)

The Council raised no objections.

11.2 22/01150/HOUSE 13 South Back Lane, Extension (amended)

The Council raised no objections.

- 12. Matters for inclusion on next agenda.**

Neighbourhood Plan.  
Cemetery badger fence.  
Footpaths.  
Verges.

- 13. Date and time of next meeting - 10 July 2023**

The meeting closed at 20.34 hrs

## TERRINGTON PARISH COUNCIL

## Appendix 1

## Statement of Receipts and Payments 01-04-2022 to 31-03-2023

	<i>Budget (£)</i>	<i>To 31-03-2023 (£)</i>
<b>RECEIPTS</b>		
Parish precept	3419.00	3419.00
Burial fees	850.00	3000.00
Grass cutting - NYCC contribution	333.97	333.97
VAT refund	520.00	383.28
Wayleave payment	12.65	0.00
Rural Community Grant	0.00	1536.09
<b>Total receipts</b>	<b>5135.62</b>	<b>8672.34</b>
<b>PAYMENTS</b>		
Clerk's salary	1060.00	1069.32
YLCA membership	230.00	214.00
Insurance	170.00	155.85
Grass cutting – village	2220.00	2220.00
Grass cutting - road verges	220.00	162.00
Village Hall hire	70.00	148.50
Defibrillator costs	200.00	66.66
Cemetery waste collection	45.00	38.00
Consumables	70.00	61.00
Maintenance of open spaces	400.00	18.20
Maintenance of cemetery	400.00	0.00
Training & development	50.00	37.50
Internal audit	0.00	100.00
Web site	0.00	32.36
Donation for bridge	0.00	500.00
<b>Total payments</b>	<b>5135.00</b>	<b>4823.39</b>
Surplus	0.62	3848.95
Opening balance brought forward	8381.84	8381.84
<b>Closing balance carried forward</b>	<b>8382.46</b>	<b>12230.79</b>

Signed by .....

Cllr Winning (Chairman)

Date. ....