

Terrington Parish Council

Minutes of the Annual Parish Council meeting held on Monday 29 April 2024 at 7:00pm in Terrington Village Hall

(The Parish Council meeting commenced at 19.50 hrs following the Annual Parish Meeting)

1. Election and declaration of acceptance of office.

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

Proposed Cllr Lewis Secoded Cllr Challoner Walker

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

1.2 Keith Adkins having previously served as the Responsible Finance Officer (RFO) offered to continue as RFO for the time being.

Proposed Cllr Winning Secoded Cllr Challoner Walker

The Council unanimously elected Keith Adkins as RFO for the time being.

2. Attendance and apologies.

Cllr Winning (Chairman), Cllr Challoner Walker, Cllr Kendrick, Cllr Lewis, Keith Adkins (RFO), Kerr Wilson (Parish Clerk)
3 members of the public.

3. To confirm the minutes of the meeting of Terrington Parish Council held on Monday 11 March 2024.

The minutes of the Council meeting held on Monday 11 March 2024 were approved as a true and accurate record.

Proposed Cllr Winning

Secoded Cllr Lewis

4. Councillor co-option and declaration of acceptance of office.

David Barlow and **Michael Barber**, both having signed the Legal declaration that they were qualified to hold public office as a Parish Councillor of Terrington Parish Council, were duly co-opted to fill the two vacancies on the Parish Council and signed the Declaration of Acceptance of Office that they will duly and faithfully fulfil their duties to the best of their judgement and ability.

5. Declaration of interests - none

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.

The Council noted the receipts listed at 6.1.

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: 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)

The Council noted the payments listed at 6.2.

6.3 To receive a statement of receipts and payments for the Financial Year 2023-24 under each budget head.

The Council noted and received the statement of payments and receipts for the Financial Year 2023-24.

6.4 To authorise payment of £214.00 to Zurich Municipal for annual insurance from 1 June 2024.

The Council authorised payment as set out in 6.4 above.

Proposed Cllr Kendrick

Seconded Cllr Barber

- 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. (The RFO requested that the Council also approve the Certificate of Exemption).

The Council certify that it is exempt from external audit for the financial year 2023 to 2024 and approved the Certificate of Exemption.

Proposed Cllr Winning

Seconded Cllr Kendrick

- 6.6 To receive and note the Annual Internal Audit Report for 2023-24.

The Council received and noted the Annual Internal Report for 2023-24

- 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).

The Council authorised payment as set out in 6.7 above.

Proposed Cllr Winning

Seconded Cllr Kendrick

- 6.8 To approve the Annual Governance Statement for 2023-24.

The Council approved the Annual Governance Statement for 2023-24

Proposed Cllr Kendrick

Seconded Cllr Barlow

- 6.9 To approve the Accounting Statements for 2023-24.

The Council approved the Accounting Statements for 2023-24

Proposed Cllr Lewis

Seconded Cllr Barber

- 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.

The Council agreed to set the dates proposed in 6.10 above.

Proposed Cllr Kendrick

Seconded Cllr Barlow

- 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

The Council agreed that in accordance with the relevant Accounts and Audit Regulations and the Transparency Code for Smaller Authorities, to publish the above documents on its website.

Proposed Cllr Winning

Seconded Cllr Barber

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.

The Council noted the £30,000 plus vat threshold.

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.

Proposed Cllr Winning

Seconded Cllr Barber

Resolution – *The Council unanimously agreed to approve the employment of a part-time Burial Authority Officer with an initial salary of £750 per annum.*

(Cllrs Winning and Challoner Walker agreed to prepare a job description).

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

Cllr Kendrick reported that the Neighbourhood Plan Group was in the final stages of completing the Design Code. The next stage will be to produce a draft Neighbourhood Plan for pre-submission consultation.

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

The Council's attention was drawn to the new call for development sites. The Council noted that it maybe be sometime before it is known what sites are being put forward for consideration. Faced also with considerable political uncertainty and likely changes in government priorities, it would be prudent to adopt a watching brief.

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 is expected in due course.

The Council noted the general duty it has under the Equality Act.

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.

The Council noted its responsibilities under the Malicious Communicatons Act.

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

Cllrs Winning and Challoner Walker reported that some residents from Terrington and Ganthorpe said they supported the Dark Skies project.

The Dark Skies project was discussed at the Annual Parish Meeting. There was general agreement that Terrington was already a Dark Skies village and that the leaflet ‘Dark Skies – How you can preserve them’ is a useful guide on what steps can be taken to reduce light pollution. It was agreed that it was important to have ‘community’ support for this initiative and Cllr Kendrick suggested that the ‘Dark Skies’ project be advertised at the next Coffee Morning to assess the level of support within the Parish. If sufficient support was forthcoming, consideration could be given to conducting a lighting audit to ascertain what steps can be made to achieve incremental improvements.

- 14. Two Acre Quarry** – Two Acre Quarry is listed on the Common Land Register with the Parish Council as owner but this does not constitute legal proof of ownership. There is no evidence that there is a freehold owner though certain properties in Terrington have the right to take stone and it is open access land.

The Council is aware that there has been recent fly tipping (which is a criminal offence) at the site and is concerned that this may encourage further such action. It was suggested that enquiries be made to try and identify the source of the concrete and waste material that has been tipped on the site. Consideration might also be given to putting some sort of surveillance in place.

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

- 16. Planning Applications** – no applications were received.

- 17. Date of next meeting 8 July 2024**

The meeting closed at 20.45hrs

Signed Cllr Bill Winning
(Chairman Terrington Parish Council)

Date