

LEDHAM PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD AT THE LEDSTON LODGE EDUCATION CENTRE, NEW ROAD, LEDSHAM ON WEDNESDAY 25th MAY 2022

Present: Councillors Chris Woodall (Chairman), Wes Holleran (Vice-Chairman), Andrew O’Leary and Paddy Parkes.

In Attendance: Chris Pilkington (Clerk & Responsible Financial Officer).

22.52 ELECTION OF CHAIRMAN

RESOLVED: That Councillor Chris Woodall serve as the Chairman of Ledsham Parish Council for the 2022-2023 Council year.

It was agreed that the Chairman could sign his declaration of acceptance of office form before the next meeting of the Council.

22.53 ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Wes Holleran serve as the Vice-Chairman of Ledsham Parish Council for the 2022-2023 Council year.

22.54 APOLOGIES

Apologies for the meeting and reasons for absence from it were received from Cllrs Emma Broughton and Lynda Goodall.

RESOLVED: That the reasons for absence of Cllrs Broughton and Goodall be approved.

22.55 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

(a) TO RECEIVE DISCLOSURES BY MEMBERS OF ANY DISCLOSABLE PECUNIARY INTERESTS FOR THE PURPOSES OF SECTION 31 OF THE LOCALISM ACT 2011 AND ANY OTHER RELEVANT INTERESTS UNDER THE MEMBERS’ CODE OF CONDUCT

There were no interests declared.

(b) TO RECEIVE AND DECIDE UPON REQUESTS FOR DISPENSATIONS TO COUNCILLORS TO TAKE PART IN DISCUSSIONS AND VOTES WHERE THEY HAVE DECLARED DISCLOSABLE PECUNIARY INTERESTS

There were no requests for dispensations.

22.56 PUBLIC PARTICIPATION SESSION

No members of the public were present.

22.57 MINUTES OF PARISH COUNCIL MEETINGS

(a) MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 27th APRIL 2022

RESOLVED: That the minutes of the meeting of the Parish Council held on Wednesday 27th April 2022 be approved as an accurate record and signed by the chairman of the meeting.

(b) DRAFT MINUTES OF THE ANNUAL PARISH MEETING HELD ON WEDNESDAY 18th MAY 2022

The Clerk reported that he had yet to produce the draft minutes of the Annual Parish Meeting.

RESOLVED: That this be noted and the draft minutes of the Annual Parish Meeting presented to the next meeting of the Council.

22.58 REVIEW OF COMMITTEES AND APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

(a) MINUTES OF THE LAST MEETINGS OF ANY COMMITTEES

The Clerk reported that no committees of the Council had been abolished during the year and that there were no last meetings of any committees to be considered by the Council.

RESOLVED: That this be noted.

(b) RECOMMENDATIONS FROM COMMITTEES

The Clerk reported that there were no recommendations from committees for consideration by the Council.

RESOLVED: That this be noted.

(c) TERMS OF REFERENCE OF STAFFING COMMITTEE AND MEMBERSHIP OF THE COMMITTEE FOR 2022/2023

RESOLVED: That no changes be made to the terms of reference of the Staffing Committee and its members for 2022/2023 be Councillors Emma Broughton, Andrew O'Leary and Paddy Parkes and that Cllr Broughton be its Chairman.

(d) APPOINTMENT OF NEW COMMITTEES FOR 2022/2023

RESOLVED: That no new committees be created for 2022/2023.

(e) REPRESENTATIVES TO YORKSHIRE LOCAL COUNCILS ASSOCIATIONS BRANCH MEETINGS

RESOLVED: That Cllrs Lynda Goodall and Chris Woodall be appointed as the representatives of Ledsham Parish Council to meetings of the Leeds branch of the Yorkshire Local Councils Associations for 2022/2023 and the Clerk be empowered to arrange substitutes if either or both of the designated representatives were unable to attend a particular branch meeting.

(f) REPRESENTATIVES TO LEEDS CITY COUNCIL OUTER EAST COMMUNITY COMMITTEE MEETINGS

RESOLVED: That representatives to the committee meetings on behalf of the Parish Council be decided on a meeting by meeting basis.

22.59

REVIEW OF POLICIES AND OTHER ARRANGEMENTS

(a) REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Clerk recommended revising the standing orders of the Council to reflect recent updates to the model standing orders produced by the National Association of Local Councils and that no changes be made to the financial regulations of the Council.

RESOLVED: That the recommended changes be made to the standing orders of the Council and that no changes be made to the financial regulations of the Council.

(b) REVIEW OF DELEGATION ARRANGEMENTS TO STAFF, COMMITTEES, SUB-COMMITTEES AND OTHER LOCAL AUTHORITIES

RESOLVED: That no changes be made to the existing delegation arrangements.

(c) REVIEW OF ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES, NOT FOR PROFIT BODIES AND BUSINESSES

RESOLVED: That no changes be made to existing arrangements.

(d) REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

The Clerk reported that appointments to YLCA branch meetings and Leeds City Council Outer East Community Committee meetings had already been made earlier in the meeting.

RESOLVED: That this be noted and no changes be made to representation on or work with external bodies or to reporting back arrangements.

(e) REVIEW OF INVENTORY OF LAND AND OTHER ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

The Clerk reported that the printer and scanner of the Council needed to be taken off the asset register as it had come to the end of useful life.

RESOLVED: That the printer and scanner be taken off the asset register but that no other changes be made to it.

(f) CONFIRMATION OF INSURANCE ARRANGEMENTS

The Clerk confirmed that arrangements for insurance cover in respect of all insurable risks was in place.

RESOLVED: That this be noted.

(g) REVIEW OF THE COUNCIL'S AND STAFF SUBSCRIPTIONS TO OTHER BODIES

RESOLVED: That no changes be made to the Council's subscriptions.

(h) REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE

RESOLVED: That no changes be made to the Council's complaints procedure.

(i) REVIEW OF COUNCIL'S POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION

RESOLVED: That no changes be made to the Council's policies, procedures and practices in respect of freedom of information and data protection legislation.

(j) REVIEW OF COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

RESOLVED: That no changes be made to the Council's media policy.

(k) REVIEW OF COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES

RESOLVED: That no changes be made to the Council's employment policies and procedures.

(l) REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER SECTION OF THE LOCAL GOVERNMENT ACT 1972 OR THE GENERAL POWER OF COMPETENCE

The Clerk reported that the Council had made no Section 137 expenditure during the year and that in his opinion had not made any expenditure it was not entitled to do so using the General Power of Competence.

RESOLVED: That this be noted.

22.60

PARISH MATTERS

(a) RESIGNATION OF CLLR AUDREY TAYLOR

The Clerk reported that Cllr Audrey Taylor had resigned from the Council on 30th April 2022 leading to the creation of a casual vacancy. After liaison with Leeds City Council notices had been displayed giving local electors an opportunity to call for an election to fill the vacancy. If an election was not called by 26th May 2022 then the Parish Council could co-opt to fill the vacancy. A discussion took place in which Cllr Taylor's long service to the Council and community was noted and it was agreed that the Council should recognize it.

RESOLVED: That if an election was not called the Parish Council advertise for expressions of interest in being co-opted on to the Council. Moreover that a card, flowers and a gift card to the value of £50 all be bought and presented to Mrs Taylor and thank you event be held at the Chequers in on 16th June 2022.

(b) QUEEN'S PLATINUM JUBILEE CELEBRATIONS 2022

Cllr Holleran reported that everything was in place for the two events over the Jubilee weekend. He had supplied the Clerk with relevant invoices so that contractors could be paid out of the funds held by the Parish Council on behalf of the event organisers. However the Parish Council would not need to pay the invoice from the insurers as this was now being dealt with separately. He did though ask if the Parish Council could cover the £500 cost of the hog roast out of the community funds reserves of the Council.

RESOLVED: That this be noted, the invoices received from contractors be paid, and the Parish Council cover the £500 cost of the hog roast.

FINANCIAL MATTERS**(a) REPORT OF THE INTERNAL AUDITOR FOR 2021/2022**

The report of the internal auditor for the 2021/2022 financial year was received. The auditor had commended the Council as a well-run organisation and no matters of concern had been identified. She was retiring as an internal auditor and so the Council would have to find a new internal auditor for 2022/2023.

RESOLVED: That the report of the internal auditor be formally accepted and the options for a new internal auditor brought to a future meeting of the Council.

(b) REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROLS

The Council reviewed the effectiveness of its system of internal controls and they were felt to be satisfactory.

RESOLVED: That no changes be made to the system of internal controls.

(c) ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2021/2022

RESOLVED: That the Council approves the annual governance statement section of the Annual Governance and Accountability Return document as completed, approves the accounting statements for 2021/2022 section, declares that it meets the criteria to be exempt from requiring a limited assurance review and completes the relevant certificate of exemption section, and that the dates of the period of the exercise of public rights be from 13th June 2022 to 22nd July 2022.

(d) BANK RECONCILIATION FOR APRIL 2022 AND EXAMINATION OF BANK STATEMENTS

RESOLVED: That the bank reconciliation be noted.

(e) BUDGET REPORT (DATED 20th MAY 2022)

RESOLVED: That the report be noted.

(f) PAYMENTS FOR APPROVAL

- (i) Big Bounce UK, Bouncy castle hire for Jubilee events, £312
- (iii) Volta Compliance, Barn electrics for Jubilee events, £558.72
- (iv) CW & LJ Woodall, Hog roast pig for Jubilee events, £500
- (v) Gallagher Insurance Brokers, 2022-2023 Insurance premium, £398.24

(vi) Mr Chris Pilkington, 2021-2022 Q4 Expenses, £238.29

RESOLVED: That the payments be approved, a payment of £174.05 to Mrs H Holleran in relation to materials for the Jubilee events be approved further to agenda item 22.60(b) and that payment (ii) on the agenda of £219 to Event Insurance not be made as insurance cover for the Jubilee events was now being dealt with separately by the organisers.

(g) APPOINTMENT OF INTERNAL CONTROL CHECK COUNCILLORS

RESOLVED: That Councillors Emma Broughton, Lynda Goodall and Andrew O'Leary be the internal control check councillors for 2022/2023.

(h) INTERNAL CONTROL CHECKS

The Clerk reported that it had not been possible to carry out any internal control checks before the meeting as only one of the designated internal control check councillors had been present.

RESOLVED: That this be noted and internal control checks be carried out before the next meeting of the Council.

22.62 ITEMS FOR THE AGENDA OF THE NEXT MEETING

RESOLVED: That the spending of the monies leftover from the 2018 Armistice commemoration event be placed on the agenda of the next meeting of the Council.

22.63 DATE AND VENUE OF NEXT MEETING

RESOLVED: That the next meeting of the Parish Council take place on Wednesday 29th June 2022 at 7pm at the Ledston Lodge Education Centre, New Road, Ledsham.

Chris Pilkington PSLCC
Clerk & Responsible Financial Officer
Ledsham Parish Council
24th June 2022