

DRAUGHTON PARISH COUNCIL

Minutes of a Meeting of the Council held on Thursday 20 April 2017 in the Village Hall at 7.30pm

Present: Cllr R Clayton – Vice-Chairman
Cllr W Bell
Cllr M Billing
Cllr R Neale
Cllr S Plunkett

Mrs J Markham – Clerk
In attendance: District Cllr D Pighills

1. Apologies for Absence

None.

2. Disclosure of Interests

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

Additional Interests disclosed: None.

Dispensation Requests received: None.

3. Minutes of the Meeting held on 16 March 2017

The Minutes of the Meeting of the Council held on 16 March 2017 were taken as read, approved as a true and correct record and signed by the Chairman of the Meeting.

4. Matters Arising

- (i) Grass-cutting It was reported that the mower and strimmer had now been serviced and were to be stored by Cllr Bell.
Arrangements for the first cut of the verges were discussed and agreed. Cllr Neale offered to draft a detailed risk assessment and set of procedures for use by volunteer teams.

- (ii) Police Community Fund The Clerk reported that the fund was principally set up to support projects targeting crime reduction in areas with issues of crime and anti-social behaviour.
- (iii) Parking at top of village The situation was being monitored.
The remaining matter arising, as noted on the agenda, was considered separately for decision (Minute 5 below).

5. Transparency Fund

The Clerk reported that grant funding of £432 had now been received in respect of staff costs incurred on complying with the requirements of the Transparency Code from April 2015 to date. It was noted that applications for the 2017/18 period could now be submitted, and could include reimbursement of relevant costs, back-dated to April 2015. It was agreed that a draft claim would be prepared by the Clerk in respect of expenditure incurred on ongoing computer costs, and a further report would be made to the next meeting.

6. Newsletter – Spring 2017

A draft newsletter for distribution in advance of the Annual Parish Meeting had been circulated and was discussed.

It was RESOLVED:

“THAT a Spring newsletter be finalised and distributed to all households, notifying villagers of the date and matters for discussion at the Annual Parish Meeting, and that the Clerk be authorised to incur printing costs of £60, as quoted, accordingly.”

7. Planning

Tree works – Croft House Farm – no comments to be made.

8. Annual Return & Accounts 2016/17

The Clerk presented the Statement of Receipts and Payments 2016/17 and the report of the Internal Auditor, Charles Burton. It was noted that he had no matters to raise with the Council, following his annual audit of the Council’s financial records and procedures, that, in his view, the records and systems of internal control were adequate and effective, and that accounting information shown in the Annual Return had been correctly stated.

Taking these assurances into account, it was RESOLVED:

- (1) “(Proposed: Cllr Billing; seconded: Cllr Plunkett) THAT the Annual Governance Statement in the Annual Return 2016/17 be approved for signature by the Chairman and Clerk;
- (2) (Proposed: Cllr Billing; seconded: Cllr Neale) THAT the financial statements, as signed by the Responsible Financial Officer, be approved for signature by the Chairman; and
- (3) THAT the Annual Return be submitted to external auditors, Littlejohn LLP.”

9. Register of Assets

The Clerk presented a register of the Council’s asset holdings, and this was reviewed and noted.

10. Other Financial Matters

- (1) The month’s accounts were approved for payment, including an invoice from Scottish Power (added to the payment schedule at the meeting), and cheques were signed as required,
- (2) The Bank Reconciliation to 31 March 2017 was received and noted.

11. Consultations and Correspondence

Newsletters and emails circulated for information were noted. A letter from Craven District Council, advising of vacancies for co-opted members on the Area Committee, was discussed. Correspondence with Highways confirming that the Draughton signs at the entries to the village were the responsibility of the Council was noted, and the Clerk was asked to investigate prices and funding sources for supply of replacement signs, as necessary.

12. Annual Parish Meeting

The Annual Parish Meeting was to be convened by the Chairman to be held on 18 May 2016 at 7.00pm in the village hall.

13. Date of next (Annual) Council Meeting

The next meeting would be held on **Thursday 18 May 2017 at 7.30pm** in the village hall.

The meeting closed at 7.45pm.

Chairman