

DRAUGHTON PARISH COUNCIL

NOTICE OF THE ANNUAL MEETING OF THE COUNCIL TO BE HELD ON TUESDAY 9 MAY 2023 IN THE VILLAGE HALL AT 7.00PM

A G E N D A

1. **Election of Chairman** – to elect the Chairman of the Council and receive the Chairman’s Declaration of Acceptance of Office
2. **Apologies** – to receive apologies and consider reasons for absence
3. **Election of Vice-Chairman** – to elect the Vice-Chairman of the Council
4. **Register of Interests** – to confirm interests held in the Register maintained by the Monitoring Officer (*Note: all councillors may check copies of their current registration forms available on the website – www.draughton.org*)
5. **Disclosure of interests** – to receive any declarations of interests not already recorded in the Members’ Register of Interests, to note any interests relevant to the business of the meeting (whether previously registered or not), and, if so required, to receive and consider applications (if any) for dispensation pursuant to the Council’s Code of Conduct for members with an interest to take part in the discussion and vote on the business in question
6. **Minutes** – to confirm the Minutes of the Council Meeting held on 3 April 2023 as a true and correct record (*attached*)
7. **Matters arising from Council Meeting** – to receive the Clerk’s report for information on matters arising from the meeting held on 3 April (*attached*)
8. **Annual Parish Meeting** – to confirm the Minutes of the Annual Parish Meeting held on 24 April 2022 (*attached*) and to consider any matters referred by local electors *Note: any other matters arising from the Annual Parish Meeting may be proposed for inclusion on the agenda of the next meeting.*
9. **Clerk’s Report** – to consider the Clerk’s Report on ongoing and outstanding items of business (*listed in report attached at item 7*), and to decide any action as necessary on matters as listed
10. **Policies and Procedures of the Council** - to review and confirm the existing policies and procedural documents of the Council, including the Risk Management Policy; also, to consider proposals from North Yorkshire Council for adoption of a new Code of Conduct to reflect the wording of their own policy, and to decide any other matters as necessary (*copies of current policies available on website; copies of NYC Code and related documents circulated to Members by email*)
11. **Delegation to Committees and Officers** –
To review the delegation arrangements of the Council
Note: no authority currently delegated to committees or other local authorities; an explanation of authority currently delegated to the Clerk available on website

*Clerk to the Parish Council: Mrs Jane Markham
The Pines, Draughton, Skipton, BD23 6DU*

Tel: 01756 711305

Email: parishclerk@draughton.org

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12. **Scheme of Delegation** – to ratify decisions taken since the date of the last meeting by the Clerk on behalf of the Council, in accordance with the provisions of the Scheme of Delegation dated 7 June 2021, and to confirm the Scheme’s continuing application subject to review at each future meeting
13. **Planning** – to note planning decisions and to decide action as necessary on the following application:
 - (i) Former Quarry (2022/24036/FUL) – variation of condition No.2; further, to decide any action as necessary on ongoing planning matters:
 - (ii) Housing development at the top of the village
 - (iii) Land near Field House Farm

Note: Any additional planning applications received after publication of the agenda but at least 3 clear days (excluding Bank Holidays) before the meeting will be circulated to Members and may be considered at the meeting
14. **Climate Change Projects** – to receive an update on the Council’s community initiative (Draughton Action to Zero), and on proposals for St Augustine’s Church and the Village Hall, and to decide any matters as necessary, including, if thought fit, confirmation of the role and membership of the DAZ Working Group of the Council
15. **Financial Accounts 2022/23** - to consider the following matters:
 - (i) Annual Governance and Accountability Return 2022/23 – to receive the report of the Internal Auditor, and, if thought fit, to approve the annual governance statement and accounting statements for signature by the Chairman and Responsible Financial Officer
 - (ii) External Audit - to confirm the submission of an exemption certificate to the External Auditors in respect of the Annual Return 2022/23
 - (iv) Register of Assets – to review the Council’s updated Register of Assets
 - (v) Exercise of Public Rights – to confirm the period for public inspection
16. **Renewal of Insurances 2023/24** - to consider a proposal to renew the insurances 2023 with Zurich at a premium of £206.09 (no increase in cost year on year since 2017), and decide any action as necessary
17. **Consultations and Correspondence**– to note e-newsletters circulated for information, to consider correspondence received, and decide action where necessary on the following matters:
 - (i) Report on YLCA, JEB and Branch business – meeting on 22 April
 - (ii) Govt consultation – Short Term Holiday Lets (*notes attached*) – closes 7/6
 - (iii) YLCA Training Programme
18. **Meeting Schedule 2023/24** – to confirm the dates of meetings in 2023/24 (*Copy of draft schedule attached*)
19. **Date of Next Meeting** – to confirm the date: 24 July 2023 at 7pm in the Village Hall

*Members of the Council are hereby summoned to attend the meeting. The Press and Public are invited to attend, but the Public are reminded that they are permitted to take part in any discussions only at the discretion of the Chairman of the Meeting.
Councillors and Local Electors wishing to have any issues raised at the meeting are asked to notify the Clerk (preferably in writing) one week before the meeting. At the discretion of the Chairman of the Meeting, any such issues will be included on the Agenda.*

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