

# **KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL**

## **ANNUAL MEETING OF THE GROUPED PARISH COUNCIL (SERVING KIRKBY MALZEARD AND LAVERTON PARISHES) 2020**

**To be held remotely commencing at 7.30pm on Wednesday May 27, 2020.**

**Note: This meeting is being held remotely using video conferencing methods in accordance with legislation which came into force on April 4, 2020 as set out in ‘The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020’. The meeting has the same status as a meeting held ‘in person’ and will operate in accordance with our Standing Orders, Code of Conduct and other relevant procedural documents.**

**The meeting is open to Members of the Public, and anyone interested in observing or participating should contact the Clerk for details of how to take part.**

### **AGENDA PART 1**

- 1. Election of Chair and Vice-Chair.** Completion of ‘Acceptance of Office’ form by Chair.
- 2. Welcome. Apologies for absence from Councillors – approve reason why unable to take part. Brief summary of the procedures at remote meetings.**
- 3. Approve the Minutes** of the previous Annual Meeting of the Parish Council held on May 20, 2019.
- 4. Annual Governance and Accountability Return 2019-20 – Exemption and Auditors Report.**
  - a) Consider and approve the Certification of Exemption (Page 3) confirming that Council is exempt from External Audit as the higher of the gross income or gross expenditure does not exceed £25,000. To be signed by Clerk and Chair.
  - b) Consider and approve the Annual Internal Audit Report (Page 4 of AGAR) provided by Janet Bennett of Yorkshire Internal Audit Services. Council to note the additional best practice guidance notes provided.
  - c) Approve payment of invoice for Auditors fee payable to YIAS of £225.
  - d) Formally approve decision to proceed with using the HSBC internet banking service in accordance with her recommendations.
- 5. Annual Governance and Accountability Return 2019-20 – Governance.**
  - a) Consider and approve Annual Governance Statement (Page 5 of AGAR). To be signed by Clerk and Chair.

- 6. Finance Documents 2019-20.** Consider and approve the following documents on which the Accountability Return is based;
- a) Receipts
  - b) Payments
  - c) Bank Reconciliation
  - d) Cash Book
  - e) Asset and Investment Register as at 31 March 2020
- 7. Annual Governance and Accountability Return 2019-20 – Finance.**
- a) Consider and approve Accounting Statements 2019-20 (Page 6 of AGAR). To be signed by Clerk and Chair.
- 8. Annual Governance and Accountability Return 2019-20 – Publication.**
- a) Approve the publication of the AGAR documents on website and noticeboard in accordance with the requirements of Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, to include the Notice of the period for the Exercise of Public Rights.
- 9. Governance Documents for 2020 onwards** – In accordance with Standing Order 26b approve the adoption of the following revised documents:
- a) Code of Conduct.
  - b) Standing Orders (including Complaints procedure, Freedom of Information and Data Protection procedures and policy re Press/Media)
  - c) Financial Regulations.
  - d) Risk Assessments Register incorporating separate Risk Assessment for Play Area.
  - e) Publication Scheme.
- 10. Financial matters – review and approve the following:**
- a) Insurance arrangements – approve 2020 Schedule of Assets for Insurance Purposes.
  - b) Insurance arrangements – approve renewal of policy with AVIVA from 01.06.20 for a premium of £574.18 payable to BHIB Insurance brokers.
  - c) Expenditure incurred under s 137 of LGA 1972 for 2019-20.
  - d) Subscriptions to other bodies (to include YLCA).
  - e) Cheque signatory arrangements. Note: signatories to monitor bank account once on-line banking introduced. Designated Primary User to have authority to make payments.
  - f) Commuted sums currently available under s106 of Town and Country Planning Act 1990.
- 11. Register of Interests.**
- a) Councillors to advise Clerk of any revisions necessary to forms (held by Clerk and available on HBC website).

## **12. Representation by Councillors on other public bodies.**

- a) Kirkby Malzeard Charity Trust
- b) Approve two Councillors to have voting rights at YLCA meetings (all Councillors able to attend).
- c) Kirkby Malzeard Area Community Association (once registered as Charity).

## **13. Committees.**

- a) Consider, amend (if necessary) and approve re-adoption of Terms of Reference and membership of advisory Committee known as Neighbourhood Plan Steering Group.
- b) Consider, amend (if necessary) and approve re-adoption of Terms of Reference and membership of Kirkby Malzeard Area Community Association advisory Committee.

## **14. General Data Protection Regulations - Review, amend (if necessary) and approve the re-adoption of the following documents:**

- a) Data/Information Audit
- b) General Privacy Notice
- c) Privacy Notice for Staff, Councillors and Role Holders
- d) Records Management Policy
- e) Consent Form
- f) Incident Report form
- g) Subject Access Requests (SAR) Policy
- h) Security Incident (Breach) Policy

## **15. Employment.**

- a) Staff Appraisal – Clerk
- b) Salary Review (including Homeworker Allowance)
- c) PAYE arrangements review.

Review, amend (if necessary) and approve the following documents:

- d) Equal Opportunities Policy.
- e) Health and Safety Policy.
- f) Workplace Pension Policy.
- g) Sickness Policy.
- h) Grievance Policy.
- i) Disciplinary Policy.

## **16. Review of Property Assets as detailed in current Asset Register.**

- a) Pinfold, Main Street, Kirkby Malzeard – let to Mr P Johnson.
- b) Coalpit Goal Woodyard, Kirkby Moor Road, Kirkby Malzeard – let to Mr B. Ward.
- c) Highways Yard, Laverton – let to NYCC.
- d) Other Assets.

## **17. Review of Communications - Website, Noticeboards and Social Media**

- a) Compliance with Public Sector Bodies (Website and Mobile Appliances) No 2 Accessibility Regulations 2018

## **18. Approve dates and venues of:**

- a) Ordinary meetings of the Parish Council until end 2021.
- b) 2021 Annual Parish Council meeting.

## **AGENDA PART 2 - Items included as responses required before next Ordinary meeting:**

**19. Planning** – recent application made to Harrogate Borough Council. The Parish Council will provide a response on the following case:

- a) 20/01643/FUL – The Paddock, Main Street (Laverton Road), Kirkby Malzeard – erection of rear porch – Noble.

## **20. Traffic Safety** –

- a) Consider and approve installation of data loggers as soon as practical.
- b) Consider creation of Community Speed Watch scheme in Kirkby Malzeard.

**21. Work to improve Common Land areas** – Lamberts Quarry and Laverton Quarry (South).

- a) Consider undertaking spraying to control nettles, bracken and balsam prior to planting wild flower plants/seeds.

**Date of next meeting:** Ordinary meeting scheduled for June 29 to be held remotely commencing 7.30pm.

Dated 21.05.2020

## **PARISH CLERK**

Victoria Preston 17 Cypress Gardens, Ripon HG4 2LT (postal enquiries only). Tel 07725 801675

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