

INGLETON PARISH COUNCIL
MINUTES OF ANNUAL GENERAL MEETING
WEDNESDAY 22nd MAY 2019
JUBILEE FIELD PAVILION, INGLETON – 7.00 PM (start time 7.23 PM)

ITEM No.	ITEM
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Prior to commencement of the meeting Cllr Leech as Chair, confirmed that in the interests of accuracy a recording of the Meeting will be made and deleted once the Draft Minutes were agreed as a True and Accurate Record at the next Ordinary Parish Council Meeting. Cllr Leech also reiterated it was in order for the public to record (or video) the meeting.

AGM19/1 Present: To record Councillors and Number of Visitors present.
 Councillors: Leech (Chair); Cartwright; Hunton (Vice Chair); Humble; Pressley; Tillbrook; Vickers.
 Visitors: 4
 Member of the Press: 1
 Clerk: J Mead

AGM19/2 Apologies for Absence:
 Councillors: N/A

AGM19/3 Declarations of Interest:
 Members are asked to consider whether they might have a personal or a pecuniary interest in any matter included on the Agenda for this meeting. If so, it is requested that any such interest be declared now. If subsequently during the consideration of any matter, it becomes apparent to any member that he/she does, indeed, have an interest, it should then be declared immediately.

None Recorded.

Public Participation: Members of the public are invited to raise questions and/or concerns.	
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AGM19/4 a) Public Participation: Comments on agenda items. None.

AGM19/5 b) Public Participation: Any other business. None.

Strategic Business: Issues of strategic importance that require priority attention	
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AGM19/6 Election of a Chair for the year 2019-2020 :
Nominations:
 Cllr Leech (nominated by Cllr Hunton; Seconded by Cllr Pressley)
 There being only one nominee, and the position accepted, Cllr Leech was elected Chair for 2019-2020.
 Declaration of Acceptance of Office signed by Cllr Leech and witnessed by Cllr Tillbrook and handed to the Clerk for safe keeping.

AGM19/7 Election of a Vice-chair for the year 2019-2020 :
Nominations:
 Cllr Hunton (nominated by Cllr Pressley; Seconded by Cllr Tillbrook)
 There being only one nominee, and the position accepted, Cllr Hunton was elected Vice-Chair 2019/2020.
 Declaration of Acceptance of Office signed by Cllr Hunton and witnessed by Cllr Tillbrook and handed to the Clerk for safe keeping.

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Signed

AGM19/8 Register of Interests:
Cllr Leech reminded Members that any changes in their respective responsibilities should be kept up to date. Members confirmed that the Register of Interests remains current.

AGM19/9 To review Standing Orders:
DISCUSSED: Standing Orders, in line with recommendations from National Association of Local Councils (NALC) (2018). 'MODEL STANDING ORDERS 2018 (ENGLAND)' [Available online: nalc@nalc.gov.uk | www.nalc.gov.uk] and previously accepted by this council in 2018, were again accepted as a record for reference and ruling.

MOTION: A motion to accept as a record for reference and ruling, Standing Orders in line with recommendations from National Association of Local Councils (NALC) (2018). 'MODEL STANDING ORDERS 2018 (ENGLAND)' was proposed by Cllr Leech, seconded by Cllr Humble and carried unanimously by a show of hands.

AGM19/10 To approve programme of Ordinary [Routine] Meetings for 2019/20:
Before discussions began Cllr Pressley offered her apologies for absence from the coming June, 2019 meeting. The dates for meetings were discussed and it was suggested that the August meeting, which has in previous years clashed with holidays and Councillor availability, should be removed. The Chairman stated that under the Standing Orders the Council was required to meet quarterly so the Council was still adhering to the rules if no August meeting took place.

MOTION: Cllr Leech proposed a motion to adopt a new Programme of Ordinary Parish Council Meetings for 2019/20 whereby August be removed from the diarised list. This was seconded by Cllr Cartwright. The Motion was carried unanimously by a show of hands from all Councillors.

AGM19/11 To approve the Annual General Meeting Minutes dated 23rd May 2018
The Chairman referred the Meeting to each page individually and the Minutes were accepted as being a true and accurate record of what transpired at the previous year's AGM.
MOTION: Cllr Leech proposed a motion to confirm the Minutes of the Ingleton Parish Council Meeting dated Wednesday 24th April 2019 as an Accurate Record – Seconded by Cllr Vickers and agreed unanimously.

Routine Business

AGM19/12 IPC Finances:
RECEIVED: Document: IPC Finance Report – The Clerk/Responsible Finance Officer (RFO) gave a verbal report on the finances of the Council throughout the year and predicted future expenditure. She confirmed that there had been purchases of expensive equipment, both for the upkeep of the cricket field and gym equipment within the field itself but stated that all of this was funded by grant money; not from the precept or existing Council funds.

The Clerk also reported that though there were no plans for large projects in the coming 12 months, Jubilee Field's south boundary fence would be replaced in the near future, the cost being met jointly by the Council plus a donation from a generous owner of the neighbouring field.

AGM19/12.1 & 19/12.2 To approve Annual Governance Statement (Section 1 of external audit); To approve the draft end of year accounts (subject to audit)
MOTION: To acknowledge and accept details of the end of year accounts in principle (subject to audit), but return the subjects of the Annual Governance Statement and the end of year accounts to the next meeting for final approval once the documents have been audited.
Motion proposed by Cllr Leech, seconded by Cllr Pressley. Agreed unanimously.

Appointment of Internal Auditor

AGM19/12.3

The Clerk reported that the person Members had hoped would accept the position of internal auditor unfortunately realised a conflict of interest so the Clerk offered an alternative person's name who she felt sure would both agree and not have any such conflict of interest. The audited documents will be brought to the next meeting for signing off and subsequent submission to the Audit Commission.

To Approve Financial Regulations

AGM19/12.4

The Chairman proposed that, as the Financial Arrangements were unchanged, that the Council approve them for the coming year.

MOTION: To approve the Financial Regulations; proposed by Cllr Leech, seconded by Cllr Pressley. The Motion was carried unanimously by a show of hands by all Councillors present.

The Chairman took the opportunity to raise the issue that Parish Councillors are unpaid and until February 2019, could not claim an annual allowance. However, following the Parish Council's adoption (at their meeting of Wednesday 27 February 2019), of the recommended Parish Council Allowances (which were agreed by the Independent Remuneration Board, Durham County Council on 24 October, 2018), an annual allowance calculated on the size of the Parish's population is now available. Travel costs were also available to be guided by the capped allowances for such trips. The Chairman confirmed that no allowances would be taken by Councillors, given the size of this Parish Council.

MOTION: To approve the Financial Regulations; proposed by Cllr Leech, seconded by Cllr Tillbrook. The Motion was carried unanimously by a show of hands by all Councillors.

To approve Asset Register

AGM19/12.5

The Chairman took the opportunity to add two items to the Asset Register: Field equipment at £1200 and field gym equipment at £8185.

MOTION: To approve Asset Register; proposed by Cllr Leech, seconded by Cllr Hunton.

VOTE: The Motion was carried unanimously by a show of hands.

To Approve Risk Register

AGM19/12.6

The Chairman proposed that, as details within the Risk Register were unchanged, that the Council approve them for the coming year.

MOTION: To approve the Financial Regulations; proposed by Cllr Leech, seconded by Cllr Pressley. The Motion was carried unanimously by a show of hands.

AGM19/13

Pavilion and Field Working Group (PFWG):

Councillor Vickers reported that the School had requested the loan of the field for a car boot sale on Sunday 7 July and also permission to hang on the South Border fence a banner promoting Ingleton School. At this point, Cllr Hunton, as Chairman and Governor of the School, declared an interest. Cllr Leech acknowledged the declaration and gave permission for Cllr Hunton to join in with the discussions. Clerk to inform King James' Cricket Club of the car boot sale.

Cllr Tillbrook offered the new fencing at the front of the Black Horse public house as a second site for another school banner. Clerk to inform the school of the result of the vote and also of this second offer from Cllr Tillbrook.

The Chairman offered the thanks of the Council to the members of the Pavilion and Field Working Group and acknowledged the huge amount of work that had been done and offered particular thanks to Cllr Vickers who continued to put in such a great amount of work on the Council's behalf.

A visitor to the meeting offered, on behalf of the Community, their thanks to the Council for bringing a new lease of life to the village. This was gratefully received by the Chairman and Members.

The question of another 'Picnic in the Park' event was discussed and the suggestion of it taking

place near the end of the cricket season was aired. This to be discussed at a future meeting.

MOTION: To approve the loan of Jubilee Field to Ingleton School on 7 July for a car boot sale and also permission to hang a banner on the south boundary fence once the new fence was in situ: proposed by Cllr Vickers, seconded by Cllr Leech. The Motion was carried unanimously by a show of hands.

AGM19/14 Cricket Club Working Group (CCWG):

The Chair acknowledged the hard and impressive work done by the Cricket Club Working Group in preparing for cricket coming back to the village and Cllr Pressley responded by agreeing that preparation now was concluded and thanked Cllr Humble who had developed the work and who was now taking a very active role as the Parish Council's liaison officer with the team. Discussions then turned to how the cricket club and council would carry out the administration of fuel costs and payments. It was agreed that the Cricket Club pool their resources and reimburse the officials who actually fill the tanks with fuel. The £60 already deposited in Council funds to cover fuel has already been spent so the RFO to show this in Statement of Accounts for June meeting. Future fuel funds would, it was suggested, be raised with a fundraiser later in the year.

AGM19/14.1 After discussing the very positive start to the cricket team's tenancy and performance in the village, and having acknowledged the conditions of the working party's remit to pursue the lease for the Pavilion had been realised, the Chairman placed the following motion:

MOTION: that, having achieved their objective to pursue the lease for the Pavilion until it had been put in place, the Cricket Club Working Group now be dissolved. Proposed by the Chairman, seconded by Cllr Tillbrook. The Motion was carried unanimously by a show of hands.

A representative from the Cricket Team to be invited to the Council's September meeting in order to give a report on their first season.

AGM19/15 Personnel Committee:

Nothing to report at this time.

Local Maintenance/Village Issues

AGM19/16 Treatment of Lime Trees in Village

Owing to the length of time this matter has taken, and the fact that the trees are impacting on wires and traffic, the Chairman sought agreement to offer the work to the one arborist who actually sent in a quotation of £360. Planning Permission had already been given for this work to be done in a previous County Council survey.

The Chairman confirmed that under our regulations the council is responsible for getting the best price for work but, as the sum of money involved fell far short of the limit imposed for such decisions, the Council could make a decision on the best way forward and, given the situation of the trees impacting on their immediate environment, it was proposed that the arborist be asked to carry out the work.

MOTION: To authorise the Clerk to appoint the relevant contractor to carry out the work required on the two lime trees within the village.

Proposed by the Chairman, seconded by Cllr Pressley. The Motion was carried unanimously by a show of hands.

AGM19/17 Fence to South Border of Jubilee Field

The Chairman reminded the meeting that the replacement of the entire fence to the south of Jubilee Field had been agreed at a previous meeting and that the cost would be shared with a generous contribution from the field's neighbouring landowner.

AGM19/11.1

Minutes of the last meeting: (moved from earlier agenda item)

Cllr Pressley updated the meeting with regard to the Northern Saint’s Trails in that she will be attending a meeting in July and will bring back further information.
To confirm and sign the Minutes of the Ingleton Parish Council Meeting of Wednesday 24th April 2019.

The Clerk reported to the meeting that she had received a final response from the Planning Office of Durham County Council concerning a complaint from a resident about works being carried out on a neighbour’s land. As the response was to inform the Parish Council that the matter was considered as closed by the Planning Department, the Clerk forwarded the information to the complainant. Until, if or when, such time a response is received from the complainant the matter can be considered closed. The Chairman accepted this information with thanks.

MOTION: Cllr Leech proposed a motion to confirm the Minutes of the Ingleton Parish Council Meeting dated Wednesday 24th April 2019 as an Accurate Record – Seconded by Cllr Tillbrook and agreed unanimously.

Member’s questions to Chair or Clerk

AGM19/18 No questions raised.

Date and Time of Next Meeting

AGM19/19 27th May 2020 Wednesday To be confirmed 7.00 p.m.

The AGM for 2018/19 ended at 20.28 pm.

Signed: Dated:
Councillor S. Leech (Chair)