

# **MINUTES OF KIRKBY-IN-CLEVELAND PARISH COUNCIL MEETING ON 17<sup>th</sup> June 2024**

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**Attendees: County Cllr B Griffiths, Cllrs M Frew, M Weighell, A Scott, J Passman, clerk Mrs L Smith**

**1. The Chair reminded the Council that there was a possibility for the audio recording of the meeting – none were made**

**2. Apologies of absence – Cllr T Seymour.**

**3. No declarations of interest were made.**

**4. The minutes of the meeting held on 20<sup>th</sup> May 2024 declared as a true and correct record and signed accordingly by Cllr Frew.**

**5 Ongoing issues and the decisions made**

5.1 The police report – A report was received from NY Police stating that there had been one incident of auto crime – (Stolen Motor Vehicle) during May.

5.2 Tree Pruning – (i) The pruning of the cherry tree near the church has been completed. It was decided that this tree, together with the one on the green opposite the pub, should be regularly maintained – every 2/3 years.

(ii) Grass cutting/sett cleaning – awaiting response.

5.3 Code of Conduct/Standing Orders – Send a link to T Jones.

5.4 Planning Enforcement and Appeals webinar on 22<sup>nd</sup> May - Cllr Frew gave a report. Once an application has been granted and providing the process has been followed correctly then no decision may be overturned. Enforcement is not always easy and if a breach has been ascertained a letter will be sent followed by an enforcement notice. However, the applicant may be invited to submit a retrospective planning application or a lawful development certificate.

5.5 New NALC Micro Councils Network (MCN) It was decided unanimously that the Parish Council does not wish to take part.

5.6 Ivy House – No response from the enforcement officer. No further action is to be taken. The minutes of 18<sup>th</sup> June 2022 were discussed and agreed to be accurate.

5.7 Toft Hill Caravan Park – a letter was sent by Cllr Frew to the planning dept, and an acknowledgment was received.

5.8 Green Belt & Conservation Areas Planning – Wednesday 24<sup>th</sup> July – 6.30pm to 8pm – No one available to attend.

5.9 Interpretation Board – County Cllr Griffiths confirmed that the

Locality Budget would be able to contribute towards the Boards but not cover the full cost.

5.10 Speeding in the village – Cllr Passman is to monitor the speed of vehicles passing through the village. One response received from notice in parish newsletter from someone who may be able to get the speed gun working. As car parking is becoming a problem Cllr Passman is to monitor this situation too.

5.11 Appointment of two representatives to attend YLCA Branch meetings – agreed it should be the Chair and Vice-Chair. Clerk to send current details to YLCA. Next meeting 26th July at 7.00 p.m. at the Galtres Centre, Easingwold. No-one available. Apologies for non-attendance to be sent to YLCA.

5.12 NYMNP Joint Parish Forum Tuesday 16th July Land Of Iron Museum, Skinningrove – Cllr Weighell to attend

## **6.0 Planning applications - None**

## **7.0 Planning decisions**

7.1 ZB24/00451/FUL Replacement of existing garden roof at Field House, Station Road, Stokesley, North Yorkshire. **GRANTED**

Prior to County Cllr Griffiths' departure he informed the PC that North Yorkshire Council intended to:

- i) resurface Station Road, up to the Quorn factory, during the school holidays.
- ii) launch a consultation concerning the waste collection system being unified across the previous district councils.

## **8.0 Finance**

### **8.1 Payments approved**

- (i) Cherry tree prune
- (ii) YLCA
- (iii) Internal audit fee

(iv) PC Insurance

### **8.2 Payments made**

- (i) £384 - S G Johnson
- (ii) £26.30 - YLCA Webinar
- (iii) £60 - Clare Smith
- (iv) £299.60 - Zurich Municipal
- (v) £476.60 - L N Smith

8.3 Confirmation of bank balance - £12358.80 as at 5<sup>th</sup> June 2024

8.4 Renewal of Parish Insurance – Agreed unanimously

8.5 Receipt and approval of Annual Statement - APPROVED

8.6 Annual Account and Audit

i) Certified Kirkby-in-Cleveland Parish Council as exempt from external audit for fiscal year 2023/24 – this document was incorrectly signed prior to the Internal Audit Form being completed. Therefore, the Certificate of Exemption was signed again, following the guidance on the completion of AGAR Form 2.

ii) Noted the Annual Audit Report for 2023/24 included at page 4 of the Annual Governance And Accountability Return (AGAR) 2023/24

iii) Approved Section 1 – Annual Governance Statement 2023/24 for Kirkby-in-Cleveland Parish Council on page 5 of the AGAR 2023/24

iv) Approved Section 2- Accounting Statements 2023/24 for Kirkby-in-Cleveland Parish Council on page 6 of the AGAR 2023/24

v) Approved the publication on a public website of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, namely

- Certificate of Exemption
- Annual Internal Audit Report 2023/24
- Section 1 AGAR 2023/24 - page 5
- Section 2 AGAR 2023/24 - page 6
- Analysis of Variances
- Bank Reconciliation to 31<sup>st</sup> March 2024
- Notice of the period for the exercise of public rights and other information required by Regulation 15(2) Accounts and Audit Regulations 2015

vi) Approval of appointment of Clare Smith to conduct the internal audit (confirmed at PC meeting 17<sup>th</sup> April 2024) APPROVED

vii) Determined the period for the exercise of public rights to be 24<sup>th</sup> June to 29<sup>th</sup> July 2024

8.7 CIL Herringbone House – County Cllr Griffiths advised who to contact regarding this. Clerk to action.

## **9.0 Correspondence**

9.1 Email from Great & Little Broughton re the contribution of KPC to the purchase of bark for the playground. It was discussed and approved that the PC would contribute £800.

9.2 Road closure on Hill Road - August 5<sup>th</sup> to August 9<sup>th</sup>. Work by

Northumbrian Water. Notice to be put in parish newsletter.

9.3 North Yorkshire Council – new anti-littering campaign. Request three weatherproof notices.

**10.0 Date of next Parish Council meeting - Monday 15<sup>th</sup> July 2024 at 7.30pm in Kirkby Church Hall.**

DRAFT