

# MARSKE AND NEW FOREST PARISH COUNCIL

Clerk to the Council – MRS Charlotte Smith  
Telephone:07557997285 Email: [clerk@marskeandnf-pc.org.uk](mailto:clerk@marskeandnf-pc.org.uk)

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## **DRAFT Minutes of the Annual Council Meeting held held on Wednesday 22<sup>rd</sup> May 2024 at 7p.m In St Edmunds Church, Marske**

**Present:** Cllr Meredith (Chairman)      Cllr Ridley      Cllr Villiers  
Cllr L Wallis      Cllr M Wallis      1 Member of the public  
**Clerk:** MRS C Smith

### **24.15 Election of Officers**

- a. **Election of Chairman**-The Council elected Cllr Meredith as the Chairman of the Council for the year 2024-25.
- b. **Election of Vice Chairman**- The Council elected Cllr L Wallis as the Vice-Chair of the Council for the year 2024-25.

**24.16 Declarations of Acceptance and Registration of Financial and Personal interests**- Members signed declarations and reviewed their disclosures of interests.

**24.17 Public Representations**- None

**24.18 Apologies**- None.

**24.19 Declaration of interest**- None.

**24.20 Minutes of meeting held on the 20<sup>th</sup> February 2024**- approved and signed as a true and accurate record.

**24.21 Policy reviews & Adoption**- The Council reviewed and adopted the following policies, procedures and practices in respect of its obligations:

- a. **Standing Orders**- Adopted
- b. **2024 NALC financial regulations**- Adopted.
- c. **NY Council Code of Conduct**- Adopted.

**24.22 Internal control measures**- The Council arranged to carry out quarterly checks.

**24.23 Asset Register**- The Council reviewed the inventory of land and other assets including buildings and office equipment.

**Action: Add 2 benches to the Asset Register.**

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**24.24 Insurance-** The Council reviewed the current insurance cover and confirmation of arrangements for insurance cover in respect of all insurable risks.

**Action: Add benches, notice board and laptop to the insurance cover.**

## **24.25 Subscriptions**

- a. The Council resolved to approve renewal of the Council's subscription to the Yorkshire Local Council Association (YLCA).
- b. YLCA Branch meeting representative- Cllr Villiers & the Clerk.

**24.26 Appointment of any new committees in accordance with standing order 4-** No new Committees.

**24.27 Scheme of Delegation-** The Council resolved to approve the scheme of delegation.

**24.28 Meetings-** The council determined the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council would be as follows:

- Wednesday 21<sup>st</sup> August
- Wednesday 11<sup>th</sup> December
- Wednesday 12<sup>th</sup> February
- Wednesday 14<sup>th</sup> May

## **24.29 Finance**

- a. **Bank Reconciliation** Statement dated 31st March 2024- Approved and signed as a correct record.
- b. **Bank Balance £ 1,430.53 and net position-** noted.
- c. **Payments for authorisation-** Approved.
  - YLCA Subscription £60.00
  - Salaries May, June, July
  - HRMC PAYE
  - ICO £40.00

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## 24.30 Annual Governance and Accountability Return:

- a. Annual Internal Audit Report for 2023/24 included at page 3 of the Annual Governance and Accountability Return 2023/24- noted.
- b. The Council discussed the Internal Audit report.
- c. The Council thanked Pamela Braithwaite for carrying out the internal audit for 2023-24.
- d. Statement of Accounts to 31 March 2024 received- the Council resolved to claim exemption from External Audit.
- e. Section 1 Annual Governance Statement 2023/24 for Marske and New Forest Parish Council (Section 1, page 4 of the Annual Governance and Accountability Return 2023/24)- Approved.
- f. Section 2 Accounting Statements 2023/24 for Marske and New Forest Parish Council (Section 1, page 4 of the Annual Governance and Accountability Return 2023/24)- Approved.
- g. The “period for the exercise of public rights” during which the accounting records are available for inspection by any interested members of the public is from the 3<sup>rd</sup> June- 12<sup>th</sup> July 2024.
- h. The Council Approved publication of the following documents required by Accounts & Audit Regulations 2015:
  - Annual Internal Audit Report 2023/24
  - Section 1 – Annual Governance Statement 2023/24
  - Section 2 – Accounting Statements 2023/24
  - Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
  - Certificate of Exemption – AGAR 2023/24 Form 2

## 24.31 Reports

- a. **Dales Police Report** (Appendix).
- b. **Updates on correspondence from the Clerk-** None.
- c. **Updates from Councillors-** Cllr Wallis updated the Council on the hospital transport scheme. Details are to be placed on the village WhatsApp group for information.

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**24.32 Highway matters-** The Council noted the update from the site meeting and confirmed that the proposed action is suitable.

A ‘Pedestrian’ warning sign along with the accompanying plate ‘No Footway’ is provided at the approximate locations shown on the attached plan. For additional emphasis it is suggested that these signs are also accompanied by a ‘Road Narrows Each Side’ warning sign and a ‘SLOW’ road marking on the adjacent carriageway.

‘A ‘Frog’ warning sign to be placed at agreed location. The warning message can be covered over at times when frogs are not crossing the carriageway and responsibility for ensuring that the appropriate message is displayed at the appropriate time would rest with the Parish Council or scheme co-ordinator.

## **24.33 Conservation Area Appraisal**

- a. The Clerk updated the Council that the YDNP have obtained quotes for the appraisal, however there is a funding gap due to an unexpected increase in costs.
- b. The Council resolved to ask NY Council as the planning authority if they would support and contribute funding for the appraisal.

**24.34 Waymarker repair/restoration of the historic sign on Cordilleras Lane** - The Council resolved to ask for an amended quote defer this to a future meeting.

## **24.35 Council priorities 2024/25**

- Display countryside code
- Signage (road safety & wildlife warning)
- Emergency Plan
- Relocation of the village notice board & Defib.
- Look into costings and funding for a new notice board.
- Campaign to Yorkshire Water regarding the spillage from the sewerage treatment plant.
- Conservation Area Appraisal
- Restoration of the village sign

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- 24.36 Richmondshire Best Kept Village-** The Council discussed the guidance supplied and arranged work days to tidy up verges, benches etc.
- 24.37 Exchange of information & items for the next Agenda-** Rake gate bridge has been damaged- the stones have been knocked off and the cattle grid fence is damaged.

***Action: Report to NY highways.***

Next Agenda item- Emergency Plan.

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## Appendix

### Monthly Police Report – Apr 6th – Mat 7th

We do not report crimes whereby victims could be identified, for example Domestic Violence or harassment although they are included in the totals below.

Crime of note; overnight 2nd May a Dark Green 24 Foot Bailey Bale trailer was stolen from the Marske area.

- 7 – Civil Disputes.
- 9 – Concern for Safety.
- 19 – Road related offences (manner of driving/vehicles without tax or insurance and possible OPL).
- 16 – Abandoned Calls ( Pocket dials/misdials).
- 19 – Suspicious Circumstances.
- 6 – Fraud/Forgery (online/phone).
- 1 – Robbery.
- 8 – Road Traffic Collisions (minor).
- 7 – Violence (including dog bites).
- 6 – Antisocial behaviour (personal).
- 1 – ASB (nuisance).
- 1 – ASB (environmental).
- 5 – Highway disruptions (Floods/Trees/Animals).
- 3 – Theft.
- 2 – Criminal Damage.
- 2 – Lost/Found.
- 1 – Wildlife/poaching.

In total 136 calls were received reporting either the above or making general enquiries.

If you wish to receive information and updates of events/incidents, sign up to North Yorkshire Community Messenger by visiting, <https://www.northyorkshirecommunitymessaging.co.uk>.

You can also keep up to date by viewing the North Yorkshire Police site on Facebook.

The Neighbourhood Team will continue attending Town/Parish council and community drop ins/events where duties allow.

PCSO 5232 Don Watson

PC355 Heather Campbell

PCSO 5777 Sharon Diamond

PCSO 5550 Tracie Taylor-Page