

MARSKE AND NEW FOREST PARISH COUNCIL

Clerk to the Council – MRS Charlotte Smith

Telephone:07557997285 Email: clerk@marskeandnf-pc.org.uk

ANNUAL MEETING OF THE FULL COUNCIL SUMMONS

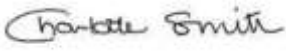
Wednesday 22nd May 2024

To Members of the Parish Council,

You hereby **SUMMONED** to attend the meeting of Marske & New Forest Parish Council that will be held at 7.30pm (After the Annual Meeting of the Parish Electors) on 22th May 2024 at St Edmunds Church, Marske.

Your presence is summoned for transacting the business outlined in the Agenda below.

The meeting is open to the press and public unless the Council do otherwise RESOLVE to enter a closed session where members of the public and press are excluded. Please note members of the public are invited to address the Council at this meeting at 7pm.

Signed: 

Clerk to the Parish Council

Date: 15.5.24

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AGANDA

24.15 Election of Officers

- a. To elect the Chairman of the Council for the year 2024-25.
- b. To elect the Vice-Chair of the Council for the year 2024-25.

24.16 Declarations of Acceptance and Registration of Financial and Personal interests- To receive the signed declarations and update members disclosures of interests.

24.17 Public Representations- The public are invited to may make comments on the business outlined in the Agenda. The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 10 minutes unless directed by the chairman of the meeting.

24.18 Apologies- To receive apologies for absence and consider approving reasons given.

24.19 Declaration of interest- To receive any Declaration of Interest under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests of Interest.

24.20 Minutes- To confirm the Minutes of meetings held on the 20th February 2024 as a true and accurate record.

24.21 Policy reviews & Adoption- Review and adoption of the Council's policies, procedures and practices in respect of its obligations

a. Standing Orders

c. Financial Regulations- new revised 2024 NALC financial regulations

d. Code of Conduct- NY Council have requested that local councils also adopt the same code as NYC.

e. Disciplinary, Grievance and Dismissal Procedure

f. Freedom of Information

g. Data Protection Policy

h. Records management Policy

i. Health and Safety Policy

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24.22 Internal control measures- To review the measures.

24.23 Asset Register- Review the inventory of land and other assets including buildings and office equipment.

24.24 Insurance- To review the current insurance cover and Confirmation of arrangements for insurance cover in respect of all insurable risks.

24.25 Subscriptions

a. Review of the Council's subscription to the Yorkshire Local Council Association (YLCA).

b. Appointment of a Councillor as voting representatives of the Parish Council, at the YLCA Branch meetings in their area.

24.26 Standing Committees- Appointment of any new committees in accordance with standing order 4.

24.27 Scheme of Delegation- Review of delegation arrangements to committees, sub-committees, staff and other local authorities.

24.28 Meetings- To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

24.29 Finance

a. **Bank Reconciliation-** To approve the reconciliation Statement dated 31st March 2024.

b. **Bank Balance-** To note current net position.

c. **Payments for authorisation-** To consider approval of the following items awaiting payment;

- YLCA Subscription £60.00
- Salaries May, June, July
- HRMC PAYE

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24.30 Annual Governance and Accountability Return:

- a. To note the Annual Internal Audit Report for 2023/24 included at page 3 of the Annual Governance and Accountability Return 2023/24
- b. To discuss and take appropriate action on any recommendations from the Internal Auditor.
- c. To thank Pamela Braithwaite for carrying out the internal audit for 2023-24.
- d. To receive a Statement of Accounts to 31 March 2024 and to agree exemption from External Audit.
- e. To approve the 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)
- f. To approve the 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)
- g. To note the “period for the exercise of public rights” during which the accounting records are available for inspection by any interested members of the public.
- h. To approve the publication of 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.
- c. Updates from Councillors.

24.32 Highway matters- To note the update from the site meeting and confirm that the proposed action is suitable.

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24.33 Conservation Area Appraisal

- a. To receive an update from the Clerk
- b. Take decision on appropriate action to support getting the appraisal completed.

24.34 Waymarker- To discuss and take decision on the repair/restoration of the historic sign on Cordilleras Lane.

24.35 Council priorities- To discuss and take decision on which projects will take priority in 2024/25.

24.36 Richmondshire Best Kept Village- To discuss the guidance supplied and take appropriate action.

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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

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Update following the site meeting to discuss Highway Maintenance Issues

- The various issues that were pointed out to me have been recorded on our system and the local Highways Officer will be asked to make a formal inspection. Any remedial works deemed appropriate will then be arranged as necessary.

- 'Pedestrian' Warning Signs

- It is suggested that 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.

- 'Frog' Warning Signs

- It is suggested that a 'Frog' warning sign to the attached design is provided at the approximate locations shown on the attached plan. You will note from the design that 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.

- Repair Of Traditional Finger Post Direction Sign

- As you will be aware, Councillor Peacock has kindly offered to pay a contribution towards the repair of this sign from a budget which she has for small scale works in her parishes.

Just to confirm that the quote which we have for the specialist repair work involved is £2500 plus VAT. My understanding is that the Parish Council have been offered a grant of £500 from the 'Milestones Society' which would leave a balance of £2000 plus VAT to be funded by Councillor Peacock. I will liaise with Councillor Peacock about moving this forward but in the meantime would appreciate confirmation that the Parish Council still has the opportunity to claim the £500 grant.

- I trust that the above is acceptable but before an order is placed for the provision of the 'Pedestrian' and 'Frog' warning signs, I would appreciate confirmation that the proposal is acceptable and / or any comments.