

DACRE PARISH COUNCIL

Draft minutes of the Annual Meeting of the Council held on Tuesday, 12 May 2020 from 7.30p.m.

To comply with Government advice, this meeting was held by conference call

Present: Councillors J Kerr, A Brown, C White, K Johnson, S Darnbrook, J Dales, County Councillor Stan Lumley, and M Pearson (Clerk). No members of the public attended.

1. **Election of Chairman and Vice Chairman for 2020/21:** Councillor Kerr was nominated and elected Chairman. Councillor Johnson was nominated and elected Vice-Chairman.
2. **Declarations of Acceptance** will be signed by the Chairman and Vice-Chairman following the meeting; **Clerk to arrange.**
3. **Additions to Register of Business Interests:** Clerk reminded Councillors that any updates and additions to their Register of Business Interests should be made via the Clerk.

4. **Apologies for absence:** None.

5. **Election / Confirmation of Representatives to other bodies:** The following representatives were confirmed:

Dacre and Hartwith Playing Fields - J Kerr and S Darnbrook;
Hardcastle Trust - C White and A Brown;
Dacre and Hartwith Village Hall Committee - S Darnbrook;
Nidderdale Safer Neighbourhood Group - K Johnson;
Nidderdale Strategic Partnership - K Johnson; and
Yorkshire Local Councils Association – C White.

A review of representatives will be carried out during the year; **Clerk to add to a future agenda.**

6. **Finance & Legal Requirements**

- a) The audited Financial Report for 2019/20 was presented to the Council and approved. It was signed by the Clerk; **Clerk to pass to the Chairman to sign and then post on the Dacre Parish Council website;**
- b) It was noted that as the Council's income and expenditure are both less than £25,000, the Council is exempt from External Audit for 2019/20. The Certificate of Exemption was signed by Clerk. **Clerk to arrange for the Chairman to sign and then to submit a copy to the External Auditor and to post on the Dacre Parish Council website;**
- c) The Annual Governance Statement 2019/20 was completed by the Council and signed by the Clerk; **Clerk to pass to the Chairman to sign and then post on the Dacre Parish Council website;**
- d) The Accounting Statements 2019/20 were approved by the Council and signed by the Clerk; **Clerk to pass to the Chairman to sign and then post on the Dacre Parish Council website;**
- e) The dates for inspection of Annual Governance & Accountability Return (together with the accounting records for the financial year and documents relating to the records) were confirmed as Monday 15 June 2020 to Friday 24 July 2020. **Clerk to post notice confirming the procedure on the Parish Council notice boards and website on 1 June 2020;**
- f) The Annual Internal Audit Report 2019/20 was accepted by the Council. It was noted that the auditor found no issues and that all recommendations from the prior year had been followed; **Clerk to post on the Dacre Parish Council website;**
- g) Ongoing direct debit payments to E.ON UK plc (Electricity) and standing order payments to I Grayshon (Cleaning of the Public Conveniences) were approved for 2020/21. A new direct debit payment to the Information Commissioner's Office in respect of the annual data protection fee was approved; **Clerk to action.**

h) It was resolved to adopt an addendum to the Standing Orders in respect of meetings held by conference call and video-conferencing; **Clerk to add to the Council policies on the website.**

7. It was agreed that power should be delegated to the Clerk to respond in respect of Planning Applications dealing exclusively with Tree Preservation Order work in the following manner:

“C. The Parish Council does not object to or support the application but recommends that the advice of the Harrogate Borough Council Arboricultural Specialist is followed.”

All decisions made by the Clerk in this way will be notified to the Parish Council at its next meeting.

8. Dates for meetings in 2020/21 were confirmed as: 9 June 2020; 14 July 2020; 8 September 2020; 13 October 2020; 10 November 2020; 8 December 2020; 12 January 2021; 9 February 2021; 9 March 2021; 13 April 2021; 11 May 2021.

9. The provisional date set for the next Annual Meeting was 11 May 2021.

These draft minutes are published subject to approval at the next meeting of the Council