

CRAYKE PARISH COUNCIL

Parish Clerk, c/o Knott Lodge, Knott Lane, Easingwold, York YO61 3LX

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Annual Meeting of Crayke Parish Council to be held on Tuesday 14th May 2024 in the Sports Hall starting at 19:30

Business Agenda

1. Election of Chairman and declaration of acceptance
2. Election of Vice Chairman
3. Apologies - To receive and note apologies for absence and consider reasons given for non-attendance.
4. Declaration of Interests – To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests.
5. Councillor appointments:
To appoint:
 1. The members of the Audit Advisory Panel
 2. Two Councillors to the Crayke Parochial Charities
 3. A Council representative on the School Governing Board
 4. Two Councillors as representatives at YLCA branch meetings
 5. Councillors to other village bodies
6. To approve the minutes of the meeting of the Council held on 9th March 2024.
7. Open Forum. (Please note this will be limited to 20 minutes)
An opportunity for parishioners to seek information or to question the Council on any matter in respect of the Parish.
8. Community and County matters
9. To receive information on the following matters in hand and decide further action where necessary
 1. Recruitment for new Clerk - update
 2. Traffic matters - update on highways and traffic issues
 3. Noticeboard – update on progress with confirming the precise location
 4. Village Green – update on agreed actions
 5. Sustainable Crayke – report on the event on 22nd April and update on agreed actions
10. To receive and decide necessary action resulting from verbal reports from the Clerk or Councillors on matters of interest or concern.
11. Financial Matters
 1. To confirm that all payments from the bank account made since the last meeting up to the close of the day prior to this meeting were properly authorised.
 2. To receive and approve the financial report for the year 2023/24.
 3. To receive and approve the report on the Council's financial position at 30th April 2024 showing the balance at the bank of £10,785.81
 4. To approve the continued use of bank transfers for payments to creditors

5. To note the following receipts and previously approved charges or payments made since the last meeting: -

Receipts:

a. Donation to Sustainable Crayke fund	£25.00
b. Wayleave	£22.06
c. Donation to Sustainable Crayke Fund	£70.00
d. Precept	£4,247

Payments:

- | | |
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| e. Clerk, Salary for 2023/24 | £1,457.50 |
| f. Clerk, 2 Nesting boxes (Sustainable Crayke project) | £88.00 |
| inc. VAT £14.67 (13/3/24, 31396278) Bought by the Clerk on behalf of the Council | |
| g. Clerk, Defibrillator pads | £71.94 |
| inc. VAT £11.99 (4/10/23, I271282) Bought by the Clerk on behalf of the Council | |
| h. Clerk, Litter pickers | £35.85 |
| inc. VAT £5.97 (15/2/24, ...61125) Bought by the Clerk on behalf of the Council | |
| i. Clerk, Dog poo bags | £9.99 |
| inc. VAT £1.67 (16/2/24, ...1582) Bought by the Clerk on behalf of the Council | |
| j. Clerk, Refuse sacks | £9.59 |
| inc. VAT £1.60 (16/2/24, ...OAEUI) Bought by the Clerk on behalf of the Council | |
| k. Clerk, Disposable gloves | £7.99 |
| inc. VAT £1.33 (15/2/24, ...13739) Bought by the Clerk on behalf of the Council | |
| l. Donation to Easingwold Library (Section 137) | 100.00 |
| 25/3/24 | |
| m. HMRC, PAYE | £942.32 |
| 25/4/24 (by DD) | |
| n. Bank charges | £6.50 |
| 26/4/24 (by DD) | |
| o. YLCA, Annual subscription | £147.00 |
| inc. VAT £0.00 (1/5/24, INV-1737) | |
6. To note and approve payment of the following by bank transfer:

a. Zurich Municipal, Insurance for year commencing 1/6/24	£214.00
inc. VAT £0.00 (1/6/24)	
 7. Additional items circulated at the meeting.

12. Planning

1. New applications – to consider and decide upon the following planning applications:
 - a. ZB24/00252/LBC – Gelder Cottage, Church Hill - Application for Listed Building Consent to add an external EV charging point to the rear elevation of the property- To confirm the response of No objection with the comment: Council does not object to the application. However, we consider that a condition of approval must be that any vehicle using the charging point must be parked within the property boundary of Gelder Cottage and not in the public Bridle Way, Jack Lane, which would cause an illegal obstruction to public right of access.
 - b. ZB24/00486/FUL - Crayke Lodge Barn, Crayke Lodge, Daffy Lane - Conversion of existing Barn to dwelling - To confirm the response of No objection with the comments: Council does not object to the application. However, we note that the application doesn't include a view of the current appearance of the building but that, on the proposed plans, almost all the smaller windows say they are added new openings; Council is of the opinion that these should be removed to keep the character of the barn and the number of new openings is limited.
Council notes that there has not been an ecological survey nor a bat survey to check that no habitats are lost.
Council suggests that collection of rainwater is undertaken to reduce run off, green energy options are considered and that landscaping is added to enhance the local area.
2. Updates to applications – to receive the following planning decisions and information:

- a. ZB24/00252/LBC – Gelder Cottage, Church Hill - Application for Listed Building Consent to add an external EV charging point to the rear elevation of the property - Granted
- b. ZB24/00325/CAT - Crayke Hall, Church Hill - Works to trees in a Conservation Area - Granted

13. New items and correspondence to note or for decision

- 1. To receive and accept the Internal Auditor's report and observations
- 2. To receive and approve the report and recommendations from the Audit Panel meeting held on 7th May 2024.
- 3. Annual Governance and Accounting Return (AGAR)
 - a. To consider whether to request an External Audit review, at a cost of £200, or to submit a Certificate of Exemption from an External Audit review as recommended by the Audit Panel
 - b. To receive and accept the Internal Auditor's report and recommendations
 - c. To receive and accept the Internal Auditor's report for the AGAR
 - d. To review and complete the Annual Governance Statement as recommended by the Audit Panel
 - e. To receive and accept the year-end financial statements provided by the Clerk and complete the Annual Accounting Statement as recommended by the Audit Panel
 - f. To approve the publication, on 3rd June, of the documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities
- 4. To consider the draft Letter to residents on Church Hill regarding the Highways' planned work.
- 5. Local Parish Forum – The next meeting of the forum will be held in Crayke on 12th June at 19:00 in the Sports Centre.

14. Items for the next agenda

15. To confirm the date of the next meeting of the Council and the date for the next Annual Parish Meeting.



S Sangster
Clerk to Crayke Parish Council