

**INGLETON PARISH COUNCIL**  
**MINUTES OF ANNUAL GENERAL MEETING**  
**WEDNESDAY 23<sup>rd</sup> MAY 2018**  
**AT INGLETON VILLAGE HALL – 7.00 PM**

**ITEM No.**

**ITEM**

Prior to commencement of the meeting Cllr Leech as Chair, confirmed that in the interests of accuracy a recording of the Meeting will be made and deleted once the Draft Minutes were agreed as a True and Accurate Record at the next Ordinary Parish Council Meeting. Cllr Leech also reiterated it was in order for the public to record (or video) the meeting.

**AGM18/1**

**Present:** To record Councillors and Number of Visitors present.

Councillors Present: Leech (Chair); Cartwright; Hunton (Vice Chair); Parrett; Pressley; Vickers

Visitors: 9 No. Present.

In Attendance: N/A

**AGM18/2**

**Apologies for Absence:**

Councillors: Cllr Tillbrook

**AGM18/3**

**Declarations of Interest:**

Members are asked to consider whether they might have a personal or a pecuniary interest in any matter included on the Agenda for this meeting. If so, it is requested that any such interest be declared now. If subsequently during the consideration of any matter, it becomes apparent to any member that he/she does, indeed, have an interest, it should then be declared immediately.

None Recorded.

**Public Participation:** Members of the public are invited to raise questions and/or concerns.

**AGM18/4**

a) Public Participation: Comments on agenda items. None.

**AGM18/5**

b) Public Participation: Any other business. - A resident spoke to Item AGM18/14 – CCWG – reported a conversation regarding the cricket playing area and the outfield and the degree of maintenance which will be required having had a conversation with a professional Groundsman.

**Strategic Business:**

Issues of strategic importance that require priority attention

**AGM18/6**

**Election of a Chair for the year 2018-19 :**

**Nominations:**

- Cllr Leech (nominated by Cllr Parrett; Seconded by Cllr Vickers)

There being only one nominee, Cllr Leech elected Chair 2018/19.

Declaration of Acceptance of Office signed by Cllr Leech and witnessed by Cllr Hunton and handed to Cllr Parrett for safe keeping.

**AGM18/7**

**Election of a Vice-chair for the year 2018-19 :**

**Nominations:**

- Cllr Hunton (nominated by Cllr Leech; Seconded by Cllr Cartwright)

There being only one nominee, Cllr Hunton elected Vice-Chair 2018/19.

Declaration of Acceptance of Office signed by Cllr Hunton and witnessed by Cllr Leech and handed to Cllr Parrett for safe keeping.

**AGM18/8**

**Register of Interests:**

Cllr Leech reminded Members that any changes in their respective responsibilities should be kept up to date. Members confirmed that the Register of Interests remains current.

**AGM18/9**

**To review Standing Orders:**

**DISCUSSED:** New Standing Orders, in line with recommendations from National Association of Local Councils (NALC) (2018). 'MODEL STANDING ORDERS 2018 (ENGLAND)' [Available online: [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)] were presented and discussed. Cllr Leech reported on the objectives of Standing Orders and their importance in the context of running a Parish Council. Standing Orders have been significantly updated this year – in order to comply with new legislation introduced by the Government.

**MOTION:** A motion to adopt new Standing Orders in line with recommendations from National Association of Local Councils (NALC) (2018). 'MODEL STANDING ORDERS 2018 (ENGLAND)' [Available online: [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)] was made by Cllr Leech, seconded by Cllr Hunton.

**VOTE:** The Motion was carried unanimously by a show of hands by all Councillors present.

**RESOLUTION:** New Standing Orders in line with recommendations from National Association of Local Councils (NALC) (2018). 'MODEL STANDING ORDERS 2018 (ENGLAND)' adopted. A copy of the Standing Orders to be available on the Council's website.

**AGM18/10**

**To approve programme of Ordinary [Routine] Meetings for 2018/19:**

**MOTION:** Cllr Leech proposed a motion to adopt a new Programme of Ordinary Parish Council Meetings for 2018/19 prepared by Cllr Parrett, seconded by Cllr Vickers.

**VOTE:** The Motion was carried unanimously by a show of hands by all Councillors present.

**RESOLUTION:** Programme of Ordinary Parish Council Meetings for 2018/19, were agreed. Copies to be placed on the Parish Council website, on the Village Notice Board, and on the Village Hall Notice Board.

**Routine Business**

**Minutes of the last meeting:**

**AGM18/11.1**

To confirm and sign the Minutes of the Ingleton Parish Council Meeting No. 7 – dated Wednesday 25<sup>th</sup> April 2018.

**MOTION:** Cllr Leech proposed a motion to confirm the Minutes of the Ingleton Parish Council Meeting No. 7 – dated Wednesday 25<sup>th</sup> April 2018 as an Accurate Record – Seconded by Cllr Vickers.

**RESOLUTION:** The Minutes of the Ingleton Parish Council Meeting No. 7 – dated Wednesday 25<sup>th</sup> April 2018 were confirmed, signed by Cllr Leech as a true and accurate record and handed to Cllr Parrett for safe keeping.

**AGM18/11.2**

To confirm and sign the Minutes of the Extraordinary Meeting No. 1 – dated Wednesday 16<sup>th</sup> May 2018. –

**MOTION:** Cllr Leech proposed a motion to confirm the Extraordinary Meeting No. 1 – dated Wednesday 16<sup>th</sup> May 2018 as an Accurate Record – Seconded by Cllr Pressley.

**RESOLUTION:** The Minutes of the Ingleton Parish Council Extraordinary Meeting No. 1 – dated Wednesday 16<sup>th</sup> May 2018 were confirmed, signed by Cllr Leech as a true and accurate record

and handed to Cllr Parrett for safe keeping.

**AGM18/12**

**IPC Finances:**

**RECEIVED:** Document: IPC Finance Report – May 2018 and verbal report from Cllr Vickers (Acting RFO) on the finances of the Council throughout the year and predicted future expenditure.

**NOTED:** Copies of relevant financial paperwork to be circulated to all Member's in advance of Ordinary Parish Council Meetings.

**AGM18/12.1**

**MOTION:** To approve Annual Governance Statement (Section 1 of external audit), proposed by Cllr Vickers, seconded by Cllr Leech.

**VOTE:** The Motion was carried unanimously by a show of hands by all Councillors present.

**RESOLUTION:** Annual Governance Statement (Section 1 of external audit) approved.

**AGM18/12.2**

**MOTION:** To approve the draft end of year accounts (subject to audit), proposed by Cllr Vickers, seconded by Cllr Leech.

**VOTE:** The Motion was carried unanimously by a show of hands by all Councillors present.

**RESOLUTION:** Draft end of year accounts approved (subject to audit).

**AGM18/12.3**

**MOTION:** To appoint Mrs. Joyce Mead as Internal Auditor, proposed by Cllr Vickers, seconded by Cllr Leech.

**VOTE:** The Motion was carried unanimously by a show of hands by all Councillors present.

**RESOLUTION:** To appoint Mrs. Joyce Mead as Internal Auditor.

**AGM18/12.4**

**MOTION:** To approve reviewed Financial Regulations proposed by Cllr Vickers, seconded by Cllr Leech.

**AMENDMENT:** To approve Financial Regulations and timetable further review within 6 months proposed by Cllr Leech, seconded by Cllr Vickers.

**VOTE:** The amended Motion was carried unanimously by a show of hands by all Councillors present.

**RESOLUTION:** Financial Regulations approved and timetabled for further review at the July routine meeting.

**AGM18/12.5**

**MOTION:** To approve Asset Register proposed by Cllr Vickers, seconded by Cllr Leech.

**VOTE:** The Motion was carried unanimously by a show of hands by all Councillors present.

**RESOLUTION:** Asset Register approved.

**AGM18/12.6**

**MOTION:** To approve Risk Register proposed by Cllr Vickers, seconded by Cllr Leech.

**VOTE:** The Motion was carried unanimously by a show of hands by all Councillors present.

**RESOLUTION:** Risk Register approved.

**NOTED:** Cllr Leech confirmed that we had been notified by Durham County Council that Parish Councils were no longer required to appoint a Data Protection Officer and that IPC remain compliant with GDPR legislation.

**NOTED:** Cllr Leech thanked Cllr Vickers for her sterling work throughout the year.

**AGM18/13**

**Pavilion and Field Working Group (PFWG):**

**RECEIVED:** Cllr Vickers reported on all the maintenance work's currently being carried out in the Sport's Pavilion to include upgrading the existing electrical installation and other items of works to include smoke alarms, external security lighting etc. Cllr Vickers also reported on various activities which have taken place for our younger member's in the village and a number of social activities which are in the pipeline.

**AGM18/14 Cricket Club Working Group (CCWG):**  
**RECEIVED:** Cllr Pressley reported on a number of meeting's which had taken place between the IPC and King James Cricket Club with a view to formalising the legal documentation regarding KJCC coming to Ingleton to play cricket.

**NOTED:** Meeting between both parties to take place on Monday 18<sup>th</sup> June 2018 to discuss the draft Licence and agree the relevant clauses.

**AGM18/14.1 DISCUSSED:** A request to amend the current Draft Licence was discussed, whereby a Clause would be added stating that the second week of June each year - to include the weekend - would be unavailable for use by KJCC due to the Annual Ingleton Village Fayre.

**NOTED:** An Inventory of Fixed and Loose Assets would be provided to the Solicitor acting for IPC as part of the Licence Agreement between both parties.

**AGM18/14.2 MOTION:** Cllr Pressley proposed a motion to grant licence, as discussed, to King James Cricket Club to use Ingleton Sports Pavilion and Jubilee Field for a period of 4 years and 11 months, for the purpose of playing cricket.

**VOTE:** The Motion was carried unanimously by a show of hands by all Councillors present.

**RESOLUTION:** Licence, as discussed, will be granted to King James Cricket Club to use Ingleton Sports Pavilion and Jubilee Field for a period of 4 years and 11 months, for the purpose of playing cricket.

**AGM18/15 Personnel Committee:**

**RECEIVED:** A verbal report from Cllr Leech (in the absence of Cllr Tillbrook) outlined that the IPC have still been unable to employ a Parish Clerk. This is an on-going exercise and all Members' are mindful of this issue.

#### Local Maintenance/Village Issues

**AGM18/16 Trees Survey:**  
(Item 6/19) - Brought forward from Meetings No. 6 and 7 – Dated 28<sup>th</sup> March 2018 and 25<sup>th</sup> April 2018.

**RECEIVED:** Cllr Parrett confirmed receipt of comprehensive Parish Council owned trees Survey – 9 No Trees – situated on Parish owned green areas – carried out on our behalf by DCC Trees Surveyor.

**NOTED:** The trees are sound and not a danger to our resident's. There will be a small amount of trimming of crowns which will need to take place in due course. However, this was not considered to be urgent. All the trees are located in the village Conservation Area. We are not permitted to cut or otherwise deface any of our tree's without completing a Planning Application for the purposes of maintenance to be submitted to DCC for consideration.

**AGM18/17 Highways and Traffic:**

**RECEIVED:** Verbal update regarding Highway Hazard Warning signs alerting drivers of the presence of a Primary School in the Village. (B6279) [Cllr Parrett].

**NOTED:** Notification from DCC inspection indicates there were enough sign's in the village warning driver's of the presence of a Primary School. Cllr Pressley agreed with this and felt any extra signage was unnecessary.

**AGM18/18**

**Highways and Traffic:**

**RECEIVED:** Cllr Parrett had received a notification from DCC confirming that as no pedestrian or driver had been seriously hurt or killed – due to the activities of hedgehogs.

**NOTED:** Whilst the Highways and Traffic team were sympathetic to our request – further “Street Furniture” was being rationalised across the whole of County Durham. On this basis it had been decided that we could not have any sign’s signifying to vehicle driver’s the presence of hedgehogs in the village and to slow down. However, Cllr Parrett will be keeping a watchful eye on this matter for the future.

**Member’s questions to Chair or Clerk**

**AGM18/19**

To receive member’s questions:

**WW1 Armistice Commemoration Centenary Canvas – (WW1 ACCC) Event –**

**MOTION:** Cllr Parrett proposed that the Parish Council join with IDCA; WI; The Primary School; Member’s of Bowes Museum and the Village Hall Committee to deliver this Centenary event on Sunday 11<sup>th</sup> November 2018 in the Village Hall, seconded by Cllr Leech.

**VOTE:** The Motion was carried unanimously by a show of hands by all Councillors present.

**RESOLUTION:** the Parish Council join with IDCA; WI; The Primary School; Members of Bowes Museum and the Village Hall Committee to deliver this Centenary event.

**NOTED:** Cllr Parrett thanked everyone for their support.

**Date and Time of Next Meeting**

**Date and Time of Next Meeting**

**AGM18/20**

27<sup>th</sup> June 2018

Wednesday

TBC – Pavilion –  
Village Hall

6.45 p.m.

The AGM for 2017/18 ended at 21.10 pm.

Signed: ..... Dated: .....

**Councillor S. Leech (Chair)**