

MINUTES OF BRANDSBY-CUM-STEARSBY PARISH MEETING
HELD IN THE CHOLMELEY HALL ON
THURSDAY 2 JUNE 2016

Present: Mr R Machin (Chairman)
Mr J Ward
Mr J Eglinton
Mr Pearson Adams
Mr M Waite
The Clerk
Mrs C Cookman HDC
Mrs C Patmore NYCC

1. **APOLOGIES FOR ABSENCE**

None required.

2. **MINUTES OF THE LAST ANNUAL PARISH MEETING HELD ON 21 MAY 2015**

The Minutes having been circulated to the councillors prior to the meeting were approved and signed by the Chairman as a true record.

3. **MATTERS ARISING FROM THE MINUTES**

None

4. **CHAIRMANS REPORT**

See attached.

5. **CHOLMELEY HALL REPORT**

See attached.

An excellent Report by the Chairperson, Mrs Christine Waite. The Councillors wish to thank Christine and the committee for the excellent work they have done during the year. Many good events have taken place and have been a success.

6. **PLAYGROUND REPORT**

The clerk has been emailed by Mrs Teresa Jones with the following:-

- A Play Area Safety Inspection Report 18 Sept 2015
- An up to date Insurance Policy
- Members of the committee are as follows: - Mrs Teresa Jones, Mr John Musker and Mr Jim Schofield.

Dr Peter Jones was thanked for keeping the grass cut.

7. **ANY OTHER BUSINESS**

None.

The meeting closed at 7.45pm.

Chairman.....Date.....

**MINUTES OF BRANDSBY-CUM-STEARSBY ANNUAL PARISH COUNCIL MEETING HELD IN
CHOLMELEY HALL ON THURSDAY 2 JUNE 2016 AT 7.30PM
(following the Annual Parish meeting)**

Present:

Mr R Machin (Chairman)
Mr M Waite
Mr J Ward
Mr J Eglinton
Mr R Pearson Adams
The Clerk
Mrs C Cookman (HDC)
Mrs C Patmore (NYCC)

1. APOLOGIES FOR ABSENCE

None required.

2. ELECTION OF CHAIRPERSON

Mr Richard Machin was proposed as Chairman by M Eglinton and seconded by Mr John Ward. Mr Machin was duly elected Chairman for the coming year.

3. MINUTES OF THE LAST PARISH COUNCIL MEETING HELD ON 4 FEBRUARY 2016

The Minutes having been circulated to the councillors prior to the meeting were approved and signed by the Chairman as a true record.

4. MATTERS ARISING FROM THE MINUTES

4.1 Brandsby to Crayke road

Although some of this road has been repaired the councillors were disappointed that more had not been done. Mrs Patmore reported that a further stretch might be completed during the year. It was noted that some of the minor roads and farm tracks had been repaired when more major roads were in greater need.

4.2 Printing of Planning Applications from HDC

In the future HDC wish plans to be electronically based, although papers plans can be requested. Brandsby cum Stearsby wish to keep to paper plans for as long as possible.

4.3 The junction of Yearsley road in Brandsby village

This issue was again discussed as the letters to the owners of vehicles had not yet been sent out by the Clerk. Mrs Patmore explained that anyone can park on the public highway. However Mr Machin, the Chairman will visit Mr Valentine in person to discuss the situation.

At this point it was suggested that we request a speed van to monitor the speed of traffic approaching Brandsby from Helmsley. Mrs Cookman will email me with the details of the contact.

4.4 Cholmeley Hall

This committee now has a chairperson – Mrs Christine Waite.

Mr Eglinton has not yet received a quote for the combat of damp and the removal of masonry bees.

4.5 Steps leading from the main road the Cholmeley Hall

The clerk has contacted NYCC by email twice and has not had a reply. Mrs Patmore suggested that the Clerk contacted The Area of Outstanding Natural Beauty to ask if they would repair the steps and handrail.

5. PLANNING APPLICATIONS

The following Planning Applications have been received from Hambleton District Council:-

1. PROPOSAL: Proposed siting of stable
LOCATION: The Lodge, Foulrice Farm, Goal Lane, Stearsby
APPLICANT: Mr Stuart Beaumont

Brandsby cum Stearsby Parish Council wish this application to be approved

2. PROPOSAL: Convert disused farm buildings into three dwelling houses with associated vehicle parking and access.
LOCATION: Mill Farm, Brandsby
APPOLICANT: Mr & Mrs Eric Watson

Brandsby cum Stearsby Parish Council wish this application to be approved.

6. FINANCE

The balance in the bank account as at 21 May 2016 - £4,979.58

Cheques presented since the last meeting: -

19 April	100254 HMRC-Clerks tax	£60.00
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Credits received since the last meeting: -

16 February	HDC Employers Liability Insurance (duplicated)	£79.35
29 April	HDC ½ Precept	£750.00
11 May	Rents for fields etc	£225.00

The Auditors Report was confirmed as correct by the councillors and the Chairman signed the Governance Statement. The yearly Accounts were examined and signed by the Chairman. The petty cash book was examined and signed by the Chairman and all cheque books, paying in book; statements etc were available for inspection by the councillors.

7. CORRESPONDENCE

7.1 Dangerous lime trees in the Avenue

Two dangerous lime trees in the Avenue have been felled.

7.2 Changes at Household Waste Recycling Centres

The Clerk has received details of the new arrangements concerning these centres.

7.3 Change of property name

1 & 2 Cherry Hill Cottages have merged into one and changed their name to Cherry Hill Cottages (yes there is an 's' on the end!!!)

7.4 Autism Plus

This charity is asking for support. As usual the clerk has replied that although this is a very worthy charity BPC do not contribute funds to charities.

7.5 HDC Local Plan

This questionnaire has been completed by the clerk with the help of the Chairman and Mr John Ward.

7.6 Tree Surveys

The School of History at the University of East Anglia is researching tree health in Yorkshire and one on the areas is Brandsby. They are asking if any volunteer groups would be interested in helping. Mrs Cookman is to email the clerk with possible contacts.

7.7 Any other correspondence has been dealt with as necessary by the Clerk.

8. ANY OTHER BUSINESS

None.

As there was no other business the meeting closed at 8.30pm.

Brandsby Parish Council
Annual General Meeting
2nd June 2016

Chairman's Report

I would like to thank Christine Cookman and Caroline Patmore for their help and advice during the year, also Sue our clerk who has had more work than usual with me being a new Chairman.

For once there have been no new planning applications that we as a council objected too.

The road between Brandsby and Crayke is at last being repaired, whether enough is being done we will have to wait and see.

The playground seems to be well used, and is an asset to the village, thanks to those who maintain it.

Hedge cutting will be carried out this year on the same basis as last year.

The village website under the supervision of Mr Roger Pearce is continuing for which we are very grateful.

The problem of vehicles parking near the Yearsley junction still has not been resolved.

Finally I would like to thank my fellow councilors for their help during the year

Richard Machin

Report on behalf of the Cholmeley Hall Committee to the Parish Council
May 2015 to May 2016

During the year we welcomed 4 new members to the committee - Ruth Lyon, Justin Hill, Elle Hill & Rachel Oates.

Hazel Kay resigned from the committee after many years valuable service & Frank Valentine & Caroline Hawcroft also resigned.

The current committee consists of:

Christine Waite (Chair) & (Booking Secretary)
Julian Eglinton (Treasurer)
Deborah Lockett (Secretary)
Ruth Lyon
Justin Hill
Rachael Oates.

The signatories on the committee accounts are Julian Eglinton & Christine Waite.

The regular users of the hall are:

Keep Fit - Tuesday Mornings
Yoga class - Wednesday Evenings
Pilates Class - Friday Mornings
Old Time Dancing - First Saturday of every month
W I Meetings held on the second Tuesday of each month.

Unfortunately the weekly toddler group finished in September as no one was prepared to carry on running it.

The Furnishing class on Mondays has ceased as the council withdrew the funding.

Occasional bookings for parties, bike rallies continue & the hall is used for PC & PCC meetings.

Events organised & run by the committee this year included:

Pop up Café in August
BBQ & Rounders Match in July
Pampered Chef evening in October
Christmas Fair in November

Christmas Party in December
Quiz night & fish & chip supper in March
Bad Apple Theatre production in April
Village Market in May

These events have been well supported & it is hoped we can repeat the village market later in the year. Signs have been bought which can be used again for advertising. Our face book page is updated regularly to keep people informed about the village events.

We are currently organising the Summer BBQ for August which will include Holy Moly & the Crackers, a local folk band.

Discussions about the heating in the hall are ongoing but the committee are looking at how to deal with the Masonry Bees. We are hoping to get quotes to give us some idea of the cost.

The finances of the hall are healthy (Julian has exact figures).

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of

smaller authority here:

BRANDSBY CUM STEARSBY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	YES		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	YES		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	

This annual governance statement is approved by this smaller authority and recorded as minute reference:

2 JUNE 2016 - No 6 FINANCE

dated

2 JUNE 2016

Signed by:

Chair

dated

2-6-2016

Signed by:

Clerk

dated

Susan Ward

2-6-2016

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Annual internal audit report 2015/16 to

Enter name of

smaller authority here:

BRANDSBY CUM STARSBY PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

BARBARA DAWSON

Signature of person who carried out the internal audit

B. Dawson

Date

11.04.2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

BRANDSBY CUM STARSBY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	2192	2648	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1500	2000	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	538	1278	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	NIL	NIL	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	1582	1791	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2648	4135	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	2648	4135	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	450142	463500	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	N/A		

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Susan Ward

Date

2-6-2016

I confirm that these accounting statements were approved by this smaller authority on this date:

2 June 2016

and recorded as minute reference:

2 JUNE 2016 - FINANCE NO 6

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date

2-6-2016

MAY 2016 – COUNCILLORS DETAILS

Richard Machin
wem39@hotmail.com

CHAIRMAN

EGLINTON Julian
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WARD John
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CLERK

LOCATION OF PUBLIC LAND OWNED BY BRANDSBY CUM STEARSBY PARISH COUNCIL

The Cholmeley Hall (village hall) is owned by the council and is used for village events.

The land on which the Cholmeley Hall stands is owned by the Parish Council plus the field in front of the Cholmeley Hall.

A small paddock in the village at the foot of Brandsby bank is owned by the Parish Council.

BRANDSBY CUM STEARSBY PARISH COUNCIL

Bank reconciliation – 1st April 2015 to 31st March 2016

Prepared by Mrs Susan Ward – Clerk - on 31 March 2016

Financial year ended 31st March 2016

Balance per bank statements as at 31st March 2016: -

Current Account	4,064.58
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Neighbourhood Watch money	71.04
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Net balances at 31 March 2015	<u>£4,135.62</u>
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Cash Book

Current Account opening balance at 1 April 2015	2,576.95
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Neighbourhood Watch money	71.04
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Add: Receipts in year	<u>3,278.85</u>
	5,926.84

Less: Payments in year	1,791.22
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£4,135.62

**PUBLICATION OF ALL ITEMS OF EXPENDITURE ABOVE £100
1 APRIL 2015 TO 31 MARCH 2016**

June	Clerks salary	£120
July	Verge cutting in the village	£144
Aug	HDC Election charge	£100
Sept	Hedge cutting in the village	£288
Oct	Repairs to NB & Seat	£100
Dec	Zurich Insurance for Cholmeley Hall	£733

All books, bills, cheque books, statements etc are available for inspection from the Clerk