



Tockwith with Wilstrop Parish Council North Yorkshire

www.tockwith.gov.uk

Chairman - Cllr Arnold Warneken

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Notice is hereby given that the Annual Meeting of Tockwith with Wilstrop Parish Council will be held at 7 p.m. on Wednesday 18 May 2022 at Tockwith Village Hall, Marsden Road, Tockwith, York, YO26 7PR.

The business to be transacted at this meeting is detailed on the agenda below.

Members of the public and press are invited to attend and may address members of the Council during the item set aside for public participation – **Agenda item 4 'Public Open Forum'**. TWWPC Open Forum policy can be found [here](#)

Recording is allowed at Parish Council meetings, please give due regard to the Council's protocol on audio/visual recording and photography at public meetings, which can be found [here](#)

12/05/2022

AGENDA

1. To elect the Chairman and Vice Chairman

1. To elect the Chairman of TWWPC for next Municipal Year
2. Chairman to sign declaration of Acceptance of Office
3. To elect the Vice Chairman of TWWPC for next Municipal Year

2. Apologies:

1. To note any apologies received
2. To approve any reasons for absence submitted for consideration

3. To receive Declarations of Acceptance of Office for Elected Councillors and Receive Declarations of Interest:

1. To receive Declarations of Acceptance of Office for elected councillors and receive declarations of Interest or, if they are not present, to resolve that such a Declaration be made at or before the next Ordinary meeting of the Council
2. To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests (DPI) in the business to be transacted at this meeting
3. To approve any dispensation requests received

4. Public Open Forum:

5. County and District Councillor Reports:

1. To receive reports from North Yorkshire County Councillors Warneken and Paraskos.

6. Minutes:

1. To approve the minutes of the Ordinary Meeting held 20 April 2022 as a true and accurate record of that meeting.

7. Finance:

1. To approve payment of invoices as listed below:

Payee:	Description of goods/services:	Total Value:
Clerk	Clerk's Salary	£774.85
Andrew Scott Electrical	Village Hall Electrical Inspection	£634.87
YLCA	Advert	£15.00
Nicola Moorcroft	Clerking Services	£926.67
Tockwith Village Hall	Room Hire	£41.00
YLCA	Internal Audit	£210.00

2. To approve a bank reconciliation to 30/04/2022 (as evidenced by bank statement and ledger/cash book)
3. To note receipts and payments to date as against budget for 2022/23
4. To approve Section 1 - Annual Governance Statement 2021/2022 on page 4 of the Annual Governance and Accountability Return
5. To approve and sign the Financial Statements for the year ended 21/22 together with Section 2 - Accounting Statements 2021/22 on page 5 of the Annual Governance and Accountability Return
6. To confirm the period for the Exercise of Public Rights to inspect the unaudited accounts for year ended 31 March 2022.
7. To consider the Internal Auditor's report to the Parish Council

8. Planning:

1. To consider planning applications received (listed below):

Application ref:	Address:	Description
22/01734/FUL	Manor Farm, Oak Road, Cowthorpe	Change of use of agricultural land to domestic curtilage and erection of car port for four cars
22/01339/FUL	Pengarth Cottage, Tockwith Lane, Cowthorpe	Erection of two storey extension
22/01704/FUL	7 Westfield Road, Tockwith	Conversion of two dwellings (Nos.7 & 9 Westfield Road) to reinstate original single dwelling and alterations to fenestration

2. To note all planning decisions received
3. To consider any planning enforcement related matters

9. Tockwith Parish Council Administration and Governance:

1. To approve TWWPC Financial Regulations
2. To consider advice from YLCA regarding administration of Community Resilience Group Funds

10. To elect Councillors to represent the Parish Council at the following Committee Meetings, Working Groups and outside organisations

1. The VHMC
2. The Sportsfield Trust
3. YLCA Branch Meetings
4. Ainsty Conservation Society
5. Future Footprints

11. To elect Councillors to the following responsibilities

1. Planning Cowthorpe
2. Planning Tockwith
3. Bert's Garden Play Inspection
4. Highways Matters
5. Marston Road Play Inspection
6. Website/News Output
7. Westfield Green Tree Management

12. To elect Councillors to the following Parish Council Committees and review the terms of reference

1. Human Resources Committee

13. To review the Statutory Documents, Policies, Procedures and Practices

1. Asset Register
2. Complaints Procedure
3. Employment policies and procedures
4. Data Protection
5. Expenditure under s.137
6. Insurances
7. Subscriptions to other bodies

14. To consider the agenda for the Annual Parish Meeting on Wednesday 25 May

15. Matters brought to the agenda by councillors:

1. To receive an update from Councillor Blake on the new PC website

16. Matters relating to Tockwith Village Hall and Tockwith Sportsfield Trust:

1. To receive a report from Councillor Bell on Village Hall Committee meeting
2. To receive report from Village Hall Committee and consider necessary action:
 - i) To consider a specification for the gate and boundary
 - ii) To consider a complaint regarding honey bees
 - iii) To receive an update on the specification for pointing
 - iv) To consider further actions in respect of the inspection of roof space
 - v) To consider a business plan with outline costs for the coming year
 - vi) To consider options for a postbox for Parish Council mail
3. To receive report from TWWPC representative on Tockwith Sportsfield Trust

17. Council land, open spaces, amenities and assets:

1. To receive an update on location, price, maintenance and electricity supply for an additional defibrillator

2. To consider quotes received for tree work required at Tockwith Village Hall
- 3 To receive an update the extension of the Westfield Green grass cutting contract to cover the Marston Road playpark.
4. To receive an update on the proposed memorial bench for Councillors Waller and Robinson

18. Highway Matters:

1. To receive an update from Councillor Blake on next steps for the Vehicle Activated Speed Signs

19. Media/Press releases:

1. To consider any matters for press release or community news.

20. Parish Councillor Information Exchange

1. To receive any information from Councillors
2. To note matters for May meeting agenda
3. To receive an update on the Community Resilience Plan and consider the cost of 6 torches at £16.99 each.

21. Correspondence:

1. To note list of correspondence received and circulated

22. Staffing Matters:

1. To consider quotes received for the purchase of a new Clerk's laptop
2. To consider quotes received for a SIM only phone contract
3. To consider options for payroll software
4. To consider a monthly WFH allowance for the Clerk

23. Future Meetings

1. To confirm the date, time and place of ordinary meetings of the Council up to and including the next Annual meeting.

24. Next Meeting

1. To confirm the date, time of the next ordinary meeting of Tockwith with Wilstrop Parish Council to be held at 7pm on Wednesday 15 June 2022 in Tockwith Village Hall.