STRENSALL with TOWTHORPE PARISH COUNCIL

The Village Hall, Northfields, Strensall , York YO32 5XN

Telephone: 01904 491569 Email: [strensalltowthorpepc@outlook.com](mailto:strensalltowthorpepc@outlook.com)

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

held in the Village Hall on Tuesday 13th May 2025 at 7.00pm

PRESENT

Cllrs Bolton, Carmicheal, Chambers, Fisher (Chair), Green, Hyde, Mattinson, May, Nunn and Shirbon

In attendance – Parish Clerk

1 members of the public – David Dale

1. Annual election of Chairman

Cllr Fisher, proposed by Cllr Bolton, seconded by Cllr Mattinson, unanimous

2. Declaration of Acceptance of Office signed by Cllr Fisher and the Parish Clerk

3. Election of Vice Chairman

Cllr Chambers, proposed by Cllr Mattinson, seconded by Cllr Nunn, unanimous

4. Code of Conduct – Councillor Registration and Disclosure of Interest

The Parish Council are responsible for ensuring the information for each Councillor is on the City of York Council website, but it is the responsibility of each Parish Councillor to ensure that information is correct.

David Dale was co-opted as a member of the Parish Council

5. Apologies for Absence – Cllr Pillai

6. Declarations of Interest - strictly in accordance with the definition of the declaration, all members of the Council, as Council Tax payers, declared a personal interest in the subject of the meeting.

7. Election of Committees and adoption/review of terms or reference:

(i) Planning Committee

Cllrs Bolton, Carmicheal, Chambers, Fisher, Green and Mattinson

Terms of Reference

|  |  |
| --- | --- |
| Appointed by | **Full Council** |
| Quorum | **Three** |
| Membership/Chairmanship Renewed | **Annually at Annual Parish Council Meeting** |
| Minimum number of meetings | **One per annum, other on a needs basis** |
| Delegated authority for decisions | **Yes** |
| Delegated authority for own budget | **No** |
| Can appoint Sub-Committee | **No** |

1. Objectives

The objective of the Planning Committee is to represent the views of the community with regard to planning related matters, responding to planning application consultations from City of York Council.

(ii) Finance Committee

Cllrs Bolton, Carmichael, Fisher, Mrs Nunn and Shirbon

Terms of Reference

|  |  |
| --- | --- |
| Appointed by | **Full Council** |
| Quorum | **Three** |
| Membership/Chairmanship Renewed | **Annually at Annual Parish Council Meeting** |
| Minimum number of meetings | **One per annum, other on a needs basis** |
| Delegated authority for decisions | **No** |
| Delegated authority for own budget | **No** |
| Can appoint Sub-Committee | **No** |

1. Objectives

The objective of the Finance Committee is to oversee all aspects of the Financial Administration of the Parish Council including arrangements for the preparation, audit of the Council’s systems and accounts and human resource (HR) activities for both Employees and Councillors.

(iii) Playground Committee

Cllrs Fisher, May, Nunn and Pillai

Terms of Reference

|  |  |
| --- | --- |
| Appointed by | **Full Council** |
| Quorum | **Three** |
| Membership/Chairmanship Renewed | **Annually at Annual Parish Council Meeting** |
| Minimum number of meetings | **One per annum, other on a needs basis** |
| Delegated authority for decisions | **No** |
| Delegated authority for own budget | **No** |
| Can appoint Sub-Committee | **No** |

1. Objectives

The objective of the Play Area Committee is to oversee all aspects of the Play Areas owned by the Parish Council including arrangements for the RoSPA Annual Inspection and all necessary works arising from the inspection.

(iv) Cemetery Committee

Cllrs Chambers, Fisher, May and Mrs Nunn

Terms of Reference

|  |  |
| --- | --- |
| Appointed by | **Full Council** |
| Quorum | **Three** |
| Membership/Chairmanship Renewed | **Annually at Annual Parish Council Meeting** |
| Minimum number of meetings | **One per annum, other on a needs basis** |
| Delegated authority for decisions | **No** |
| Delegated authority for own budget | **No** |
| Can appoint Sub-Committee | **No** |

1. Objectives

To keep under review the provision of existing burial and interment facilities for the residents of Strensall with Towthorpe at the Burial Ground on Sheriff Hutton Road, Strensall. To oversee the day to day maintenance of the Burial Ground except where delegated to the Burial Clerk. To review and draft annually the Burial Ground structure of fees, rules and regulations for services provided in the Burial Ground, for approve by the Parish Council.

(v) Trees, Allotments & Open Spaces Committee

Cllrs Chambers, Fisher, Hide and Shirbon

Terms of Reference

|  |  |
| --- | --- |
| Appointed by | **Full Council** |
| Quorum | **Three** |
| Membership/Chairmanship Renewed | **Annually at Annual Parish Council Meeting** |
| Minimum number of meetings | **One per annum, other on a needs basis** |
| Delegated authority for decisions | **No** |
| Delegated authority for own budget | **No** |
| Can appoint Sub-Committee | **No** |

1. Objectives

To deal will all matters in relation to trees and grounds maintenance on those pieces of land that the Parish Council owns or leases.

8. Yorkshire Local Councils Association

a) To discuss membership for 2025-2026

Membership agreed, proposed Cllr Bolton, seconded Cllr Nunn, Unanimous.

b) To appoint two representatives to attend YLCA branch meetings

Vice- Chairman and Parish Clerk were appointed as representatives, Unanimous

9. Strensall Community Youth and Sport Association (SCYSA)

Cllr Nunn appointed as Parish Council Representative, Unanimous

10. To discuss adoption of General Power of Competence

The Parish Council confirmed that it does not fulfil the criteria, so it could not use this power.

The Parish Council does have a “qualified” Parish Clerk, but has insufficient elected Councillors. (Seats 14, Two Third is 10, but only 5 are elected)

11. To conduct review of Parish Council polices

The Parish Clerk had reviewed the policy checklist. The Standing Orders and Financial Regulations require updating due to new versions issued by National Association of Local Councils. In addition, the CCTV Policy was still work in progress.

12. To approve financial documentation for 2024/25:

a) Annual Internal Audit Report including page 3 of the Annual Governance and Accountability Return

b) Section 1 - Annual Governance Statement on page 4 of the Annual Governance and Accountability Return

c) Section 2 - Accounting Statements on page 5 of the Annual Governance and Accountability Return

d) the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities

* Annual Internal Audit Report,
* Section 1 – Annual Governance Statement,
* Section 2 – Accounting Statements,
* Analysis of variances
* Bank Reconciliation
* Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Resolved / Approved (Unanimous)

**MINUTES OF A PLANNING COMMITTEE MEETING HELD ON TUESDAY 14th MAY 2024 AT 7.30PM**

Present - Cllrs Bolton, Carmicheal, Chambers, Fisher, Green and Mattinson

In attendance – Parish Clerk

0 members of the public

1. Election of Chairman

Cllr Bolton, proposed by Cllr Mattinson, seconded by Cllr Fisher, unanimous

2. Election of Vice Chairman

Cllr Chambers, proposed by Cllr Mattinson, seconded by Cllr Fisher, unanimous

**MINUTES OF A FINANCE COMMITTEE MEETING HELD ON TUESDAY 14th MAY 2024 AT 7.33PM**

Present - Cllrs Bolton, Carmichael, Fisher, Mrs Nunn and Shirbon

In attendance – Parish Clerk

0 members of the public

1. Election of Chairman

Cllr Bolton, proposed by Cllr Nunn, seconded by Cllr Carmicheal, unanimous

2. Election of Vice Chairman

Cllr Nunn, proposed by Cllr Fisher, seconded by Cllr Carmicheal, unanimous

**MINUTES OF A CEMETERY COMMITTEE MEETING HELD ON TUESDAY 14th MAY 2024 AT 7.36PM**

Present - Cllrs Chambers, Fisher, May and Mrs Nunn

In attendance – Parish Clerk

0 members of the public

1. Election of Chairman

Cllr Nunn, proposed by Cllr Fisher, seconded by Cllr May, unanimous

2. Election of Vice Chairman

Cllr Chambers, proposed by Cllr Fisher, seconded by Cllr Nunn, unanimous

**MINUTES OF A TREES, ALLOTMENTS AND OPEN SPACES COMMITTEE MEETING HELD ON TUESDAY 14th MAY 2024 AT 7.39PM**

Present - Cllrs Chambers, Fisher, Hide and Shirbon

In attendance – Parish Clerk

0 members of the public

1. Election of Chairman

Cllr Chambers, proposed by Cllr Hide, seconded by Cllr Shirbon, unanimous

2. Election of Vice Chairman

Cllr Shirbon, proposed by Cllr Nunn, seconded by Cllr Fisher, unanimous

**MINUTES OF A PLAY AREAS COMMITTEE MEETING HELD ON TUESDAY 14th MAY 2024 AT 7.42PM**

Present - Cllrs Fisher, May, Nunn and Pillai

In attendance – Parish Clerk

0 members of the public

1. Election of Chairman

Cllr Pillai, proposed by Cllr May, seconded by Cllr Fisher, unanimous

2. Election of Vice Chairman

Cllr May, proposed by Cllr Fisher, seconded by Cllr Nunn, unanimous