**Wednesday 19 May 2021**

**At 7.30pm at the WI Hut, Hut Yard Loversall**

**In Attendance:** Councillors:  Nicola Harris, Spencer Morris, Nigel Tomlinson

DMBC Councillors: Nigel Cannings, Martin Greenhalgh

Keith Wilson, Colin Wright

**Clerk to the Council:** Lindsay Wilson

**Apologies received:** None

Cllr Wilson chaired the meeting for items 1 – 3, at which point the new Chairperson assumed this role.

1. **Councillors elected on 6 May 2021 -** Nicola Harris, Spencer Morris, Nigel Tomlinson were congratulated on their success and have signed their declarations of acceptance
2. **Councillor Code of Conduct –** the afore-mentionedacknowledged receipt of this document
3. **Election of Chairperson -**  Cllr Tomlinson indicated that he would be willing to perform this role for the year 2020-2021 and the Clerk confirmed that there could be some flexibility on the dates of meetings, to accommodate his overseas work commitments.

Proposed: Cllr Morris Seconded: Cllr Harris

1. **Declaration of Acceptance of Office of Chairperson –** Cllr Tomlinson signed the said declaration form
2. **Election of Vice Chair:** As previously agreed, that Councillors should take this role in turn – Cllr Morris was nominated and elected to be Vice Chair for the year 2020-2021

Proposed:Cllr Tomlinson Seconded: Cllr Harris

1. **Declaration of Acceptance of Office:** Cllr Morris signed the said declaration form
2. **Minutes of Annual Meeting for Loversall Parish Council held on 27.05.2020** (previously circulated on 02.06.20), previously accepted as a true record of that meeting, were ratified.

Proposed:Cllr Harris Seconded: Cllr Morris

1. **Matters arising from the Annual Meeting of the Parish Council held on 27.05.2020 –**
   1. **Minute 12b Iport lorries and signage around Loversall –** Large and graphic signs have been erected on the A60, discouraging lorries accessing the village. A Give Way sign has been installed on the access road from the Church and the nursery onto Bubup Hill. Councillors felt that these had helped to ameliorate the problems.
   2. **The state of Hall Balk Lane –** no action has at yet been taken to repair the potholes or road surface. Cllr Greenhalgh reported that he had visited this site with DMBC officers this week to assess and discuss appropriate actions.
2. **Co-option of Councillors –** The Clerk advised the elected councillors of the procedures and options for co-opting councillors to fill the two vacancies following the election on 6 May 2021. Because there was no legal requirement to advertise the vacancies and since local residents very recently, on 6 May, had the opportunity to put themselves forward for election it was unanimously agreed to proceed to co-option of the two candidates who had already expressed interest in continuing as councillors. Keith Wilson explained that he did not stand in the 6 May election because after 17 years as a councillor he was happy to stand down to give others an opportunity to be elected unopposed. Colin Wright had attempted to submit the relevant documentation to DMBC to stand in the election but the documents were received out of time.
   1. It was agreed unanimously that Keith Wilson fully met the requirements of being a councillor on Loversall Parish Council and thus be co-opted as a councillor

Proposed: Cllr Harris Seconded: Cllr Morris

* 1. It was agreed unanimously that Colin Wright fully met the requirements of being a councillor on Loversall Parish Council and thus be co-opted as a councillor

Proposed: Cllr Morris Seconded: Cllr Harris

1. **Resignation of Clerk to the Council / Responsible Financial Officer –** The Clerk reported that after nearly 6 years in the role, which had initially been intended as a temporary situation, she intends leaving the post at the end of June 2021. A discussion followed amongst councillors on the merits of appointing a local person who knew the village. The clerk advised that it was a legal requirement for the Clerk to be a paid employee of the council but that it was permissible for a Councillor to take on the role of Clerk, unpaid, for a limited period of time. Cllr Wilson, who had acted as unpaid Clerk on a previous occasion, volunteered to take on the clerk role in the short term until a new clerk was appointed.
2. **Review/Adoption of:**
   1. Standing Orders v4:
   2. Delegated Powers
   3. Employment Policies:
      1. Health and Safety
      2. Equal Opportunities
      3. Sickness Absence
      4. Disciplinary and Grievance

It was noted that there had been no significant changes in any of the following policies in the last year. It was proposed that these should be accepted en bloc.

Proposed:Cllr Wilson Seconded: Cllr Wright

1. **Review/Adoption of Financial Regulations: T**here had been no significant changes in the last year. The pre-existing regulations were adopted.

**Proposed:** Cllr Morris **Seconded:** Cllr Tomlinson

1. **Review of Insurance Cover**: A 5year Long Term Agreement with Zurich Municipal was set up in 2017 and will terminate in 2022. This final year’s payment of £210.00 will be paid before 1 June 2021. It was noted that the Council should start to review insurance arrangements in the March 2022 meeting.

1. **Finance:**
   1. **Financial statement 2020-2021**: (previously circulated and attached) was scrutinised and accepted by councillors.

Proposed:Cllr Morris Seconded: Cllr Tomlinson

1. **Risk Assessments 2021-2022:** 
   * 1. **Banking arrangements –** Concerns previously highlighted about banking arrangements have been resolved by the move to the Unity Trust Bank, which has proved to be convenient and secure. No other concerns have been noted

Proposed: Cllr Morris Seconded: Cllr Harris

1. **Appointment of Internal Auditor for 2021 -2022:** Mr Gornall has performed this function in the past very successfully. However, Cllr Wilson informed the Council that thew current auditor may not be available for this role in the forthcoming year and councillors should consider approaching another suitably qualified person for this role.

Proposed:Cllr Harris Seconded: Cllr Wright

1. **Annual Governance and Accountability Return (AGAR):**
   1. **Annual Internal Audit Report 2020-2021:**(previously circulated) Discussed and accepted

Proposed: Cllr Tomlinson Seconded: Cllr Morris

* 1. **Annual Governance Statement 2020 -2021**:(previously circulated) Accepted by councillors. Signed by the Chairman and Clerk to the Council

Proposed: Cllr Harris Seconded: Cllr Wright

* 1. **Accounting Statements paper 2020 -2021**: (previously circulated) Accepted by councillors. Signed by the Chairman and Clerk to the Council

Proposed: Cllr Morris Seconded: Cllr Harris

* 1. **Certificate of Exemption AGAR Part 2 2020 -2021**: (previously circulated)Accepted by councillors. Signed by the Chairman and Clerk to the Council

Proposed: Cllr Morris Seconded: Cllr Harris

* 1. **Notice of Public Rights:** During these dates members of the public are allowed to see the financial statements pertaining to Loversall Parish Council. The dates this year will be between 7 June 2021 and 17 July2021.

Proposed: Cllr Morris Seconded: Cllr Harris

1. **Appointment of Representatives:** 
   1. **Yorkshire Local Council Association:** Cllr Harris agreed to perform this role for Loversall Parish Council and allow her details to be forwarded to YLCA.
   2. **Joint Consultative Committee –** Cllr Wright agreed to perform this role.
2. **Dates for Parish Council Meetings 2021 -2022** (subject to availability of WI Hut)

**Wednesday 14 July 2021**

**Wednesday 27 October 2021**

**Wednesday 12 January 2022**

**Wednesday 16 March 2022**

**Wednesday 18 May 2022 (to include AGM and Annual Parish Meeting)**

This meeting closed at 20.30hrs

Signed ……………………………………………………. Date ………………………………………………

Chair