



SEAMER PARISH COUNCIL

www.seamercrossgates.org.uk

Clerk and Responsible Financial Officer

PO Box 512 | Scarborough | YO11 9GH

Proper Officer

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Andy Jennings

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9 May 2024

Public Notice

Dear Sir/Madam,

You are hereby invited to attend the Annual Meeting of the Council to be held at Crossgates Community Centre, Curlew Drive, Crossgates, Scarborough, YO12 4TL on 14 May 2024, commencing at 7.00pm for the transaction of the following business.

Proper Officer of the Council

AGENDA

1 APPOINTMENT OF CHAIRMAN 2024/25

To receive nominations and appoint a Chairman for 2024/25

2 DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman to sign the Declaration of Acceptance of Office

3 APPOINTMENT OF VICE-CHAIRMAN 2024/25

To receive nominations and appoint a Vice-Chairman for 2024/25

4 APOLOGIES FOR ABSENCE

- (a) To receive apologies for absence given in advance of the meeting
- (b) To consider the approval of reasons given for absence, circulated in advance of the meeting
- (c) To note any other absence

5 DECLARATIONS OF INTEREST

- (a) To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests
- (b) To receive and consider any application for dispensation from restrictions on participation in discussion and/or voting

6 APPOINTMENTS OF MEMBERS 2024/25

(a) Appointment of Members with responsibility for Financial Controls

(i) To consider appointing:

- (1) under Financial Regulations 6.3-6.6, 6.10, 6.15 & 6.16, at least 3 Member signatories for the bank mandate to approve transactions, with the clerk for online inputting only
- (2) under Financial Regulation 2.2, a Member other than the Chairman or a signatory, to verify bank reconciliations by signing the reconciliations & original bank statements as evidence of verification and reporting this, including any exceptions, to the full Council

(b) Appointment of Working Group Chairmen and Members

(i) To consider appointing:

- (1) the at least 3 and no more than 5 Members of the Allotments Working Group
- (2) the Chairman and at least 1 but no more than 2 other Members of the Centurion Way Community Woodland Working Group

(ii) Further to minute 24(a)(i) of 10 August 2021, to note Councillor Milner continues to be a Member & Chairman of the Seamer and Crossgates Health & History Trails Working Group

(iii) Further to minute 10 of 11 April 2023, to note the Chairman and Vice-Chairman be appointed Members of the Community Award Working Group

(c) Appointment of Representatives on Outside bodies and arrangements for reporting back

(i) To consider appointing representatives to the following outside bodies:

- (i) Yorkshire Local Councils Associations (YLCA) Scarborough Branch [2 Members]
- (ii) Crossgates Community Centre (Management Committee) [1 Member]
- (iii) Seamer & Irton War Memorial Hall (Management Committee) [1 Member]
- (iv) Seamer & District Youth Centre (Management Committee) [1 Member]
- (v) Seamer Sports Association (Management Committee) [1 Member]

(ii) To consider applications for dispensations from restrictions on participation in discussion & voting, to report on/represent the Council on business relating to/affecting the Outside Body

7 MINUTES

To approve and sign as a correct record, the previously circulated minutes of the meeting of the Council held on 9 April 2024

8 PUBLIC PARTICIPATION

To consider any matters raised by Parishioners

9 REPORT OF NORTH YORKSHIRE COUNCILLOR H PHILLIPS

To consider any report by Councillor Phillips

10 JUBILEE ALLOTMENTS

(a) Matters resolved under delegation

Further to Financial Regulation 4.1 d) and Standing Orders 15(b)(xviii)-(xx), to consider a report by the clerk concerning any relevant matters resolved under delegation since the last meeting (To Follow)

(b) Tenants' Participation

To consider any matters raised by Tenants within the meeting at the Chairman's discretion

11 COMMUNITY AWARD FOR SEAMER, CROSSGATES AND IRTON

Under paragraph 3(a) of the Terms of Reference of the joint Community Award Working Group with Irton Parish Council, to note the award of the Community Award for 2024/25 to Mrs M Parnell

12 PUBLICATION SCHEME

Further to minute 7 of the last meeting, to receive and adopt the Publication Scheme, as amended alongside updating of the Council's website (Attached)

13 CORRESPONDENCE

To consider the following and any other general correspondence/communications received since the last meeting

(a) Monthly Police Report (Attached)

14 PLANNING MATTERS

(a) Planning Applications

(i) Planning Application NY/2017/0269/ENV - Decision Notice C4/17/02418/CC

To note the decision of the Planning Authority (Attached)

(b) North Yorkshire Council Local Plan - Call for Sites

To note the notification of commencement of the Planning Authority's Call for Sites (Attached)

15 OUTSIDE BODIES

To consider any reports from representatives on outside bodies

16 FINANCIAL MATTERS

(a) Asset Register

Further to minute 172(ix) of 12 December 2023:

- (i) to approve corrected totals for Property & Land and the Total, to include the value of Seamer and Irton War Memorial Hall Car Park (Attached)
- (ii) to note the need to further amend the Asset Register to include but not total the values of Seamer and Irton War Memorial Hall and Crossgates Community Centre

(b) Budget Update 2023-2024

- (i) under Financial Regulation 2.2, further to minute 185(b)(ii)(9) of 9 January 2024, to note Councillor Stockdale verified and signed the bank reconciliations and bank statements for 1 December 2023 to 31 March 2024 on 14 April 2024, with no exceptions to report
- (ii) To consider the Budget Update for the outturn of 2023/24 (Attached)

(c) Annual Internal Audit Report 2023-2024

To receive and consider the Annual Internal Audit Report 2023/24 (Attached)

(d) Annual Governance Statement 2023-2024

- (i) To receive the Annual Governance Statement 2023/24 (Attached)
- (ii) To receive and consider approving explanations to the External Auditor:
 - (1) concerning Line 4 of the Annual Governance Statement (Attached)
 - (2) concerning Line 9 of the Annual Governance Statement (Attached)
- (iii) To consider approving the Annual Governance Statement to be signed by the Chairman

(e) Accounts and Accounting Statements 2023-2024

- (i) To consider approving the Accounts 2023/24 (Attached)
- (ii) To receive the Accounting Statements 2023/24 (Attached)
- (iii) To receive and consider approving an explanation to the External Auditor concerning Lines 1 and 7 & 8 of the Accounting Statements (Attached)
- (iv) To consider approving the Accounting Statements to be signed by the Chairman

(f) Dates for the period for the exercise of public rights

To receive and consider approving the dates for the exercise of public rights (Attached)

(g) Expenditure incurred under Section 137, Local Government Act 1972

To review the Council's expenditure incurred under Section 137, Local Government Act 1972, being expenditure incurred in the interests of and to bring direct benefit to the Council's area or any part of it, or all or some of its inhabitants: 2023/24 in the maximum sum of £9.93 per elector, circa £34,010 and 2024/25 in the maximum sum of £10.81 per elector, circa £37,920

(h) Chairman's Allowance

Further to minutes 173(b)(vi) of 12 December 2023 and 11(e) of the last meeting, to consider discontinuing the Chairman's Allowance and viring the sum of £125 to the Legal Fees budget

(i) Accounts for payment and income received

To consider accounts received for payment and income received since the last meeting (Schedule and statement to follow)

17 EXCLUSION OF THE PUBLIC AND/OR DELEGATION TO THE CLERK ON THE FOLLOWING

- (a) To consider whether under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting and no person may report on the meeting for the following items of business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted
- (b) To consider delegating decision making to the clerk on the following items, subject to consultation with all Members of the Council via a meeting of Members in private by Zoom

18 OLD SCHOOL (YOUTH CENTRE) & HOUSE

Further to minute 13 of the last meeting, to consider a verbal report by the clerk

19 PUBLIC SEATS

Further to minute 15(ii) & (ii) of the last meeting, to consider quotations when received

20 PLAYGROUNDS...

Further to minute 138 of 10 October 2023 to consider a report by the clerk and quotations when received

21 BUILDING DEVELOPMENT AT MEADS LANE, CROSSGATES

Further to minute 16(ii) of the last meeting, to consider the making of a planning complaint

N.B. The Chairman at his/her discretion may adjourn the meeting to allow members of the public to make comment or to ask questions.

SEAMER PARISH COUNCIL

STANDING ORDERS:

2. DISORDERLY CONDUCT AT MEETINGS

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly...

3. MEETINGS GENERALLY [**PUBLIC PARTICIPATION**]

- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.