



SEAMER PARISH COUNCIL

www.seamercrossgates-pc.gov.uk

Clerk and Responsible Financial Officer

Proper Officer

Andy Jennings

PO Box 512 | Scarborough | YO11 9GH

M: 07777 667232

E: clerk@seamercrossgates-pc.gov.uk

6 May 2025

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 4TP on Tuesday 13 May 2025, commencing at 7.00pm for the transaction of the following business.

Proper Officer of the Council

AGENDA

1 APPOINTMENT OF CHAIRMAN 2025/26

To receive nominations and appoint a Chairman for 2025/26

2 DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman to sign the Declaration of Acceptance of Office

3 APPOINTMENT OF VICE-CHAIRMAN 2025/26

To receive nominations and appoint a Vice-Chairman for 2025/26

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 2025/26

(a) Appointment of Members with responsibility for Financial Controls

- (i) To consider appointing:
 - (1) under Financial Regulations 6.1, 6.5, 7.1 & 8.1, at least 3 Member signatories for the bank mandate to approve transactions, with the clerk for online inputting only
 - (2) under Financial Regulation 2.6, a Member other than the Chairman or a signatory, to verify bank reconciliations by signing them and 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
 - (3) the Chairman and 2 other Members of the Community Engagement Working Group
- (ii) Further to minute 24(a)(i) of 10 August 2021, to note Councillor Milner 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 & arrangements for reporting back

- (i) To consider appointing representatives to the following outside bodies:
 - (1) Yorkshire Local Councils Associations (YLCA) Scarborough Branch [2 Members]
 - (2) Crossgates Community Centre (Management Committee) [1 Member]
 - (3) Seamer & Irton War Memorial Hall (Management Committee) [1 Member]
 - (4) Seamer & District Youth Centre (Management Committee) [1 Member]
 - (5) Seamer Sports Association (Management Committee) [1 Member]
- (ii) To consider applications for dispensations from restrictions on participation, to report on/represent the Council on business relating to/affecting an Outside Body

7 MINUTES

To approve and sign as a correct record, the previously circulated minutes of the meeting of the Council held on 8 April 2025

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 5.15. iii. & Standing Orders 15. b xviii.-xx, to consider a report by the clerk concerning 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 the Terms of Reference of the joint Community Award Working Group with Irton Parish Council, to note the award of the Community Award for 2025/26

12 STANDING ORDERS

Further to minutes 189(iii) of 11 February 2025 and 12(d) of the last meeting, to consider approving and adopting updated Standing Orders, based on the revised National Association of Local Councils (NALC) model reflecting the Procurement Act 2023 (Attached)

13 COMMUNITY EVENTS AND ENGAGEMENT

Further to minutes 8(a)(iv) & (b)(iv) of the last meeting, to consider a verbal report by the Chairman of the Community Engagement Working Group, concerning recommendations for:

- (a) arrangements for the next Newsletter
- (b) arrangements for the next 'Come and meet your Councillors' event
- (c) holding a Seamer Gala

14 CORRESPONDENCE

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

- (a) Monthly Police Report (Attached)
- (b) York & North Yorkshire Combined Authority Police and Crime Plan (Attached)
- (c) North Yorkshire Council Let's Talk Skills Survey (Attached)

15 PLANNING MATTERS

(a) Planning Applications

(i) Application considered and resolved under delegation

Further to Standing Order 15(b)(xv), to consider a report by the clerk concerning a planning application responded to and the response made to the Planning Authority under delegation since the last meeting (Attached)

16 OUTSIDE BODIES

To consider any reports from representatives on outside bodies

17 FINANCIAL MATTERS

Further to minutes 143(xii) of 12 November 2024 and 12(c)(i) - (iv) of the last meeting:

(a) Asset Register

to consider approving an updated Asset Register (Attached)

(b) Budget Update 2024/25

to consider the Budget Update for the outturn of 2024/25 (Attached)

(c) Annual Internal Audit Report 2024/25

to receive and consider the Annual Internal Audit Report 2024/25 (Attached)

(d) Annual Governance Statement 2024/25

to receive and consider approving the Annual Governance Statement to be signed by the Chairman (Attached)

(e) Accounts and Accounting Statements 2024/25

(i) to consider approving the Accounts 2024/25 (Attached)

(ii) to note the Explanation of Variances 2023/24 to 2024/25 (Attached)

(iii) to receive and consider approving the Accounting Statements to be signed by the Chairman (Attached)

(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: 2024/25 in the maximum sum of £10.81 per elector, circa £37,920 and 2025/26 in the maximum sum of £11.10 per elector, circa £39,250

(h) Accounts for payment and income received

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

18 EXCLUSION OF THE PUBLIC

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:

(a) which is likely to reveal the identity of any individual (*item 20, below*)

(b) relating to the financial or business affairs of any particular person (including the authority holding that information) (*items 19 to 21, below*)

(c) in respect of which a claim to legal professional privilege could be maintained in legal proceedings (*item 19, below*)

19 AGRICULTURAL TENANCIES

To consider seeking legal advice concerning the Council's remaining agricultural tenancies

20 OLD SCHOOL HOUSE

To consider any maintenance needs for the Old School House arising from (To follow):

(a) further to minute 145(b)(iii) of 12 November 2024, the Energy Performance Certificate

(b) the latest periodic inspection report

21 ASSET INSPECTION SCHEDULE

To consider the Asset Inspection Schedule and Playground Routine Inspection Checklists of 31 March 2025 and 2 May 2025 (To follow)

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.