

**ROMANBY PARISH COUNCIL**  
**Minutes of the ANNUAL Parish Council Meeting Held on Tuesday 14 May 2024**  
**At Romanby Parish Office**

Present: Chair: Councillor S Bradnam  
Councillors: J Davies, N Jones, K G Hardisty, D A Atkinson,  
S Adsett  
Clerk/RFO: A W Lambert  
Public: None  
Police: None

Min No.		Action
<b>24 / 74</b> <b>Introductions</b>	The Chair opened the meeting by welcoming everyone.	
<b>24 / 75</b> <b>Election of Chair</b>	<u>To Elect a Chair for the Forthcoming Year</u> It was proposed that Councill Bradnam be elected as Chair for the forthcoming year.  <b><i>Resolved: As there were no other nominations, that Councillor Bradnam be elected as Chair for the forthcoming year.</i></b>  Councill Bradnam duly signed the declaration of office.	
<b>24 / 76</b> <b>Declarations of Business Interests</b>	<u>To Note Any Declarations of Business (or other) Interests by Elected Members</u> There were no declarations of Business (or other) interests.	
<b>24 / 77</b> <b>Apologies</b>	<u>To Receive Any Apologies for Absence by an Elected Member</u> Apologies had been received from Councillors P Wilkinson, J Town, A Deas, A Everington, B Phillips.	
<b>24 / 78</b> <b>Open Forum / Police Report</b>	<u>To Hold Open Forum</u> PCSO Smith attended the meeting and presented his report. The report was noted.	
<b>24 / 79</b> <b>Appointments</b>	<u>To Make Appointments for the Forthcoming Year:</u> (i) Vice-Chair – to hold until the next meeting. (ii) Committees: <b>JBC:</b> Councillors Davison, Hardisty, Wilkinson and Adsett <b>Finance / Resources:</b> Chair – Councillor Atkinson <b>Parks / Recreation:</b> Chair – Councillor Jones <b>Projects / Planning:</b> Councillors Hardisty and Davison <b>Governance:</b> Chairs of Committees (iii) Parish Council representatives (YLCA) – Councillors Bradnam and Deas – to be confirmed	
<b>24 / 80</b> <b>Minutes</b>	<u>To Approve and Sign the Minutes of the Previous Meeting</u> The minutes of the Parish Council meeting held on Tuesday 9 April 2024 had been circulated prior to the meeting. <b><i>Resolved: That the minutes be agreed as a correct record and signed by the Chair.</i></b>	
<b>24 / 81</b> <b>Matters Arising</b>	<u>To Consider Any Matters Arising from the Previous Meeting which have not been Signed Off</u>	

	<p><b>Parish Council Vacancy</b> There had been no expressions of interest. The information remains on the Parish noticeboards.</p>	
<p><b>24 / 82 Policies / Standing Orders</b></p>	<p><u>To Agree / Confirm Policies / Standing Orders / Financial Regulations</u> The Standing Orders, Financial Regulations and policies had been reviewed by the Chair and shared with Councillors for their consideration.</p> <p><b>Resolved: That the above documentation be agreed.</b></p>	
<p><b>24 / 83 Clerk's Report</b></p>	<p><u>To Receive the Clerk's Report</u> <b>Circulated: The Clerk's Report which included the following information:</b></p> <ul style="list-style-type: none"> <li>➤ Administration – War Memorial Clock / School Litterpick</li> <li>➤ Finance including staffing, annual audit, parish insurance and parish utilities</li> <li>➤ Correspondence</li> <li>➤ Planning</li> </ul> <p><b>Resolved:</b> <b>(a) To include an additional £5,000 in the insurance for contents.</b> <b>(b) Parks and Recreation to consider a way forward for Manor Green.</b> <b>(c) Parks and Recreation to consider a way forward for Ainderby Gardens</b> <b>(d) Not to undertake work to a tree at Oak Tree Drive as it has not come up as an issue in the recent tree survey.</b></p>	
<p><b>24 / 84 Any other Authority</b></p>	<p><u>To Receive a Report from any other Authority</u> There was no report from any other Authority.</p>	
<p><b>24 / 85 Governance Committee</b></p>	<p><u>To Receive a Verbal Report from the Governance Committee</u> It was noted that the Governance Committee had not met.</p>	
<p><b>24 / 86 Finance &amp; Resources Committee</b></p>	<p><u>To Receive a Report from the Finance Committee</u> <b>To Approve the Invoices Received Since the Previous Meeting</b> <b>Circulated: The list of invoices to be paid since the last meeting for approval.</b> <b>Resolved: That the invoices be unanimously agreed.</b></p> <p><b>Bank Reconciliation</b> The bank reconciliation for May 2024 was noted.</p> <p><b>Year End 2023/24 (AGAR)</b> The completed year end documentation had been shared with the Parish Council.</p> <p><b>Resolved:</b> <b>(a) That the Annual Governance Statement be agreed.</b> <b>(b) That the Accounting Statements for 2023/24 be noted.</b> <b>(c) That the documentation be put forward to the internal auditor for auditing.</b></p>	

<p><b>24 / 87 Parks &amp; Recreation Committee</b></p>	<p><u>To Receive a Report on Parks and Recreation</u> The Chair of the Parks and Recreation Committee reported on the following:</p> <ul style="list-style-type: none"> <li>➤ The work on trees across the Parish was almost complete. The planning permission for the TPO tree was still awaited.</li> <li>➤ The issue with the brambles at Ainderby Gardens was ongoing. A response to be sent to the parishioner.</li> <li>➤ An offer of an Ash tree had been made. Discuss with SGS.</li> <li>➤ The bench at the War Memorial Garden had been repaired. Work to the single seats was still to be undertaken.</li> <li>➤ A parks inspection had taken place (Councillors Jones and Town).</li> </ul>	
<p><b>24 / 88 Projects &amp; Planning Committee</b></p>	<p><u>To Receive a Report from the Projects &amp; Planning Committee</u> <b>Planning</b> The planning application list was noted.</p> <p><b>Projects</b> <b>D-Day Event – Thursday 6 June 2024</b> Planning work continues for the event. Timing 8.45 – 9.45 pm.</p>	
<p><b>24 / 89 Joint Burial Committee</b></p>	<p><u>To Receive a Report from the Joint Management Committee (N/A/Romanby JBC)</u> The next meeting would take place on 4 June 2024. The JBC accounts had been audited and the cemetery looks tidy.</p>	
<p><b>24 / 90 Outside Organisations</b></p>	<p><u>To Consider any Reports from Outside Organisations</u> There was nothing to report from outside organisations.</p>	
<p><b>24 / 91 Correspondence</b></p>	<p><u>To Receive Any Correspondence and Action Taken</u> <b><i>Circulated: A list of correspondence received since the last meeting.</i></b> The correspondence list was noted. Some correspondence had been dealt with under the Clerk's report.</p>	
<p><b>24 / 92 Member Reports</b></p>	<p><u>To Receive any Member Reports</u> There were no Member reports.</p>	
<p><b>24 / 93 Date of the Next Meeting</b></p>	<p><u>To Confirm the Date, Time and Location of the Next Meeting</u> Tuesday 11 June 2024 commencing at 7.00 pm.</p> <p>All meetings to commence at 7.00 pm at the Parish Office.</p>	<b>ALL</b>

There being no further business the meeting closed at 8.45 pm.

May 2024