

NOTICE OF ANNUAL PARISH ASSEMBLY

The Laxton Annual Parish Assembly will be held at the Victory Hall, Laxton on:

Tuesday 24th May 2022, at 7.00pm

This is the statutory Annual Meeting of the Parish. **All Parishioners are welcome to attend and raise any issues, questions or comments about life in the Parish. We hope to see as many people as possible.**

Councillor Jackie Goulden, Chair of Laxton Parish Council

Email: laxtonpc@btinternet.com

A G E N D A

1. Approval of minutes of the Annual Parish Assembly held on 5th May 2021.
2. Question Time – any questions / comments / suggestions relating to any aspect of village life

ANNUAL ASSEMBLY OF THE PARISH OF LAXTON

7:00pm, 5 May 2021

PRESENT: Councillors Bray, Goulden, Newton, Sweeting and Yarrow.

Ward Councillor Bayram.

Apologies were received from Councillor Collins.

There were no members of the public.

Clerk: Alan Bravey

The meeting was held virtually by Zoom due to COVID restrictions.

1/21 **MINUTES – Resolved -** That the minutes of the Parish Assembly held on the 22nd May 2019 should be agreed as a correct record and signed by the Chairman.

2/21 **MATTERS ARISING –** There were no matters arising.

3/21 **QUESTION TIME –** There were no questions.

SIGNED:

DATE:

LAXTON PARISH COUNCIL

www.laxtonpc.org.uk

Clerk: Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire, HU15 1GW
Telephone: 07932 016856 Email: laxtonpc@btinternet.com

18/05/2022

To: All Members of the Council

You are summoned to attend the **Annual General Meeting** of **Laxton Parish Council** that will be held on **Tuesday 24 May 2022, following the Annual Parish Assembly, which begins at 7pm**, to transact the business set out below. The meeting will take place at Laxton Victory Hall, Station Road, Laxton, DN14 7TW. Members of the public and press are welcome to attend and may address the Council during the public participation section.

Yours sincerely



Clerk to the Council

A G E N D A

1. To receive apologies for absence
2. To elect a Chair until the Annual Meeting of the Council in May 2023
3. To elect a Vice-Chair until the Annual Meeting of the Council in May 2023
4. To record declarations of interest by any member of the council in respect of the agenda items below.
5. To receive and sign the Minutes of the Parish Council Meeting, held on Wednesday, 27 April, 2022 as a true and correct record
6. Public Participation - to temporarily suspend the meeting to receive questions from the public.
7. To agree to reopen the meeting following suspension
8. To decide on the appointment of Personnel Committee Members (currently Councillors Sweeting, Watson and Yarrow)

LAXTON PARISH COUNCIL

www.laxtonpc.org.uk

Clerk: Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire, HU15 1GW

Telephone: 07932 016856 Email: laxtonpc@btinternet.com

9. To decide on the Appointment to Saltmarshe and Laxton Charity (currently Councillor Yarrow)
10. To decide on the Appointment to Laxton Village Hall Committee (currently Councillor Collins)
11. To decide on the Appointment to Laxton Allotments Committee (currently Councillor Sweeting)
12. To agree meeting dates for 2022/23: 22/6, 27/7, 28/9, 19/10, 23/11, 26/2, 25/1, 22/2, 22/3, 26/4
13. To receive the minutes of the Personnel Sub Committee and to accept the recommendation made therein
14. To receive the action log from the Clerk
15. To receive an update from Ward Councillors
16. To receive an update from Parish Councillors
 - i. Planning Permission, Jubilee Avenue – Councillor Watson
17. To receive a Queen's Jubilee Update
18. To discuss the following correspondence:
 - i. ERNLLCA, April Newsletter
 - ii. Drainage Board, Maintenance Responsibilities
 - iii. Humberside Fire and Rescue Beacon Safety Advice
 - iv. ERYC, Invite to Code of Conduct Training
 - v. ERYC, Confirmation of PROW meeting
 - vi. Humberside Police, Newsletter
 - vii. ERYC, Cycle Equipment Offer
 - viii. ERYC, Free School Meals Activity Grant
 - ix. Two Ridings Wind Farm, Confirmation of £500 grant to replace damaged noticeboard.
 - x. Env Agency, Humber Strategy Update (no projects relating to Laxton)
19. To raise any highways, dykes or drainage issues
20. To approve Section 1 of the Annual Governance Statement

LAXTON PARISH COUNCIL

www.laxtonpc.org.uk

Clerk: Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire, HU15 1GW

Telephone: 07932 016856 Email: laxtonpc@btinternet.com

21. To approve Section 2 of the Annual Governance Statement
22. To receive the budget outturn report and bank reconciliation for 2021/22
23. To approve the schedule of accounts for payment
24. To agree any agenda items for the Annual Parish Council meeting on 22 June 2022

LAXTON PARISH COUNCIL

7.00pm 27 April 2022

PRESENT: Councillors Goulden (Chair), Collins, Newton, Sweeting, Watson and Yarrow.

Ward Councillor Bayram was also present. Apologies were received from Councillor Huntley.

Clerk: Alan Bravey

The meeting was held at Laxton Victory Hall.

43/22 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS – There were no declarations of interest.

44/22 MINUTES OF PREVIOUS MEETING – Resolved – That the minutes of the meeting of the Parish Council held on Wednesday 27 April 2022 should be confirmed as a correct record and signed by the Chair.

45/22 PUBLIC PARTICIPATION – There were no members of the public present.

46/22 ACTION LOG UPDATE – The Clerk had chased up the electricity pole at Cotness Corner, and Housing regarding parking on Church Close, and two residents had volunteered to join the playground sub-committee.

47/22 WARD COUNCILLOR UPDATE – Councillor Handley had been appointed deputy leader of East Riding of Yorkshire Council. Clinical Commissioning Groups had been replaced as statutory health bodies in March 2022 by a Yorkshire and Humber wide integrated care system. It was anticipated that the larger body would be better placed to bid for national NHS funding. COVID infections were dropping steadily in the area, and were expected to continue to do so over Summer. Vaccinations were helping to limit the impact of the Omicron virus, and it had not yet been decided whether a fourth booster jab would be offered.

48/22 PARISH COUNCILLOR UPDATE - Councillors Sweeting and Watson provided an update from the Queen's Jubilee Planning Committee. Promotion banners and flyers had been prepared and were ready to print. There would be refreshments at the Village Hall from 8pm on the 2nd June, before a piper played "Diu Regnare" and the beacon was lit. The Village Hall would be dressed on the 1st June and there would be a scrap book and a memory tree available during the celebrations. Saturday 4th June would be a family fun day, with a children's entertainer and activities such as a scarecrow competition and a treasure hunt. There were also some bad weather contingencies. In the evening there would be a free roast and a band at the Bricklayers Arms.

Resolved – the Parish Council would purchase two banners to promote the Jubilee event, print the promotional leaflets and order bunting, table cloths and other decorations.

49/22 **CORRESPONDENCE – Resolved** – (a) that the following correspondence should be received by the Council:

- ERYC, Approval for Jubilee Tree Planting for 7 trees
- Resident, Feedback on playground proposals
- PWLB, Loan Statement
- Humberside, Police April Newsletter
- ERYC, launch of new website helps residents stay independent in their homes for longer
- ERYC Approval of planning permission: Saltmarshe Hall, External alteration to install doorway, internal alterations to create WC facilities and construction of car park area for 30 vehicles
- ERYC, Grant of £500 for Platinum Jubilee Celebrations
- ERNLLCA, Newsletter

(b) that it be noted that the Section 137 figure for 2022/23 was £8.82 per elector and (c) that the Government had scrapped the section 56 of the Countryside and Rights of Way Act 2000 deadline of 1 January 2026 to formally register on the definitive map unrecorded rights of way over private land create before 1949.

50/22 **PLANNING APPLICATION 22/01013/PLF – MANOR FARM, COTNESS LANE, ERECTION OF A SINGLE STOREY EXTENSION TO EXISTING OFFICE BUILDING – Resolved** – The Parish Council had no objections to the application.

51/22 **PLANNING APPLICATION 22/01013/PLF – MANOR HOUSE, STATION ROAD, LAXTON -REPAIRS AND ROOF LIFT TO ROOF DUE TO ROT AND WOOD WORM DAMAGE - Resolved** – The Parish Council had no objections to the application.

52/22 **HIGHWAYS, DRAINS AND DYKES** – The Clerk had reported the poor condition of the roads in the Parish. It was agreed that Councillor Bayram would also raise with ERYC.

53/22 **ACCOUNTS FOR PAYMENT – Resolved** – a) that the following accounts should be paid:

- i. Clerk / HMRC – May Salary / PAYE - £163.84
- ii. ERNLCCA – Annual Subscription - £304.92
- iii. Websters – Strimmer for Allotment - £279

54/22 **AGENDA ITEMS FOR NEXT MEETING – Resolved** – the next meeting would take place at 7pm on the 18th May.

SIGNED:


DATE:

Laxton Parish Council Correspondence Record

24st April – 18 May 2022

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not be circulated, please notify the Clerk on ettonpc@outlook.com on 07932 016856.

Date Received	Attached?	From	Purpose of Correspondence
28 th April	Y	ERNLLCA	April Newsletter
29 th April	N	Drainage Board	Advising the Bridge at Cotness Corner is a highways structure and therefore ERYCs responsibility to clean out
5 th May	N	Humberside Fire and Rescue	<p>Beacon Safety Advice: There are different types of beacon referred to in the guide, but the safety messages remain the same:</p> <ul style="list-style-type: none">• Ensure the structure and base are generally of a sound nature, able to withstand a ladder pitched against it for loading with wood for example.• Do not burn plastics, metals or use any accelerants.• Some beacons are fixed in position already, but be aware of structures or vegetation which may be different from the previous lighting. Particular attention to wind direction might help this.• Don't light the beacon in very high winds• A responsible person should be on site to supervise the beacon at all times during and after lighting

Date Received	Attached?	From	Purpose of Correspondence
			<ul style="list-style-type: none"> Barriers or a cordon around the immediate vicinity of the beacon will protect the public from falling debris / embers etc. (lining the beacon with chicken wire may reduce this)
7 th May	N	ERYC	Invite to Code of Conduct Training via Zoom – 22 June 2022 - 7.00pm
7 th May	N	ERYC	Confirmation of PROW meeting, 24 th May at 10:30
10 th May	Y	Humberside Police	Newsletter
11 th May	N	ERYC	<p>Offer to store cycling equipment (maps, inner tubes etc) in the phone box, and to install a cycling</p>  <p>station in the village</p>
11 th May	N	ERYC	There's up to £40,000 available for organisations to provide a range of activities for children, young people or families who are eligible for free-school meals including sport, play, art, music, dance and outdoor adventure. All sessions must include fun and healthy meal! Funding can be spent on equipment, staffing, volunteer expenses, capital costs, venue hire, marketing, training, etc.
18 th May	N	Two Ridings Wind Farm	Confirmation of £500 grant to replace damaged noticeboard.
18 May	N	Env Agency	Humber Strategy Update (no projects relating to Laxton)



Serving our communities to
make them safer and stronger

Parish/Town News Release

Howdenshire - Update for May 2022

1. Crime and ASB

You can obtain Crime and ASB data for your own area by visiting www.police.uk, clicking on "whats happening in your area" and entering your postcode.

2. Crime issues of particular not

The following list shows some of the crimes that have occurred in the previous month in your area:

- Navigation equipment was stolen from 2 tractors at a farm near Wressle.
- A secure garden shed at a property in North Cave was broken into and items stolen including 2 chain saws and a petrol mower.
- Entry was gained into an outhouse at a property in Spaldington and items stolen.

3. Community Priorities.

The Neighbourhood Policing Team meets regularly with partners to ensure we have a multi-agency approach to local issues, individuals and problem solving. These meetings are attended by local partners, including Humberside Fire and Rescue Service, Youth and Family Support, Housing Officers, Environmental Health and the East Riding Anti-Social Behaviour Team, among others. We share information and resources to deal with local neighbourhood issues, in particular, those identified as causing the most harm in the community. We also continue to patrol the Howdenshire areas during our shifts.

4. Crime Reduction Advice

NOT SURE – DON'T OPEN THE DOOR- Distraction Burglars and Rogue Traders

A distraction Burglar is someone who gains access to your property by distracting or tricking their way in to steal cash or valuables. This can include claiming to be representing a company or charity to gain entry into homes before stealing items whilst the occupants are distracted.

A rogue trader is a cold caller who deliberately overcharges for unsatisfactory goods and /or services. This can include charging for unnecessary work, damaging property deliberately in order to obtain money, leaving work unfinished and intimidating behaviour in order to extort money.



LOCK, STOP, CHAIN and CHECK

When someone calls at your door and offers to do repairs to your home, asks for urgent help, or when someone official knocks on your door, follow these simple steps to help protect yourself and your home from bogus callers.

LOCK: Keep your front and back doors locked at all times, even when at home.

STOP: Before you answer, stop and think if you are expecting anyone. Before you answer the front door, ensure that no rear or side doors and windows have been left insecure. It may be that the caller is trying to distract you while someone else sneaks in.

CHAIN: If you decide to open the door, put the door chain or bar on first. Keep the bar or chain on while you are talking to the person on the doorstep. Some bogus callers call on older and vulnerable people saying they need help urgently. They may ask you to



Serving our communities to
make them safer and stronger

Parish/Town News Release

help them outside the house or ask to come in to make a phone call or have a glass of water. Only go to help them if you have someone else with you. Don't worry if you choose not to help it is not rude or unfriendly.

CHECK: If someone who looks official calls at your door, always do the following. Ask for and carefully check their identity card, even if they have a prearranged appointment (all genuine callers will carry one). Do they look like the person on the card? Is the name the same one as that on your letter? Close the door while you do this. If you are not expecting them and they have not shown you an identity card, do not let them in until you have checked and double-checked that the caller is genuine. If you are going to ring the company the caller claims to be from, don't rely on a number provided by them, you could be ringing an accomplice sat in the van outside.

If you think the caller is genuine, but you would rather have a friend or relative with you, ask the caller to rearrange to a time when you are not on your own. Don't agree to any work or sign anything on the spot. Do not be pressured into having any work carried out. Never pay cash up front and never go to the bank or cash point with a trader.

Doorstep crime isn't common, but it can have a long-lasting impact on victims' lives. Remember if you're not sure of a caller, don't open the door – but do give us a ring. You can call us on 101. But please always call 999 in an emergency or if you suspect a crime is in progress.

5. Appeals

Operation Sceptre

Humberside Police are supporting the national firearms and knife surrender scheme. Between the 12- 29th May you can hand in firearms and weapons at your nearest Police Station. All weapons handed in will be made safe and destroyed.

6. Stay informed

Stay informed through our social media channels, find us on [Twitter](#), [Facebook](#) and [Instagram](#):

<https://www.humberside.police.uk/teams/howdenshire> Facebook – Humberside Police – East Riding of Yorkshire West

Twitter - Humberside Police – East Riding of Yorkshire West - @Humberbeat_ERYW.

For incidents that don't require an immediate response call our non-emergency 101 line. You can also report [non-emergency crimes online](#) via our reporting portal. In an emergency always dial 999.

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

LAXTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

24/05/2022

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes | No
✓ |

laxtonpc.org.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

LAXTON PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	12,912	13,374	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	7,508	7,545	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	273	380	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	1,662	2,030	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	3,141	3,141	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	2,516	5,198	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	13,374	10,930	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	13,374	10,930	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	8,311	8,732	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	18,472	16,195	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

24/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Prepared by Alan Bravey, Clerk to Laxton Parish Council

Closing Statements 31 March 2022	£	£	£	£
Current Account 050439		9372		
Premium Account 227884		1448		
Petty Cash Float		60		
Undeposited Cheque			10880	
Less				
Unpresented Cheques:			50	
Add				
Undeposited Cash:	0			
NET BALANCES				10930
Ledger				
Opening Balance		13374		
Add Reciepts in the Year		7925		
Less Payments in the Year		10370		
CLOSING CASH BOOK BALANCE				10930

2021 / 2022 Outturn Report

<u>Expenditure</u>	Budget £	Actual Spend £	Difference £	Notes
Salaries / N.I.	1966.08	2,030.40	64.32	
Training Budget	100	40.00	-60.00	
Postage/Stationery / Printing / IT	250	246.94	-3.06	
Councillor Mileage & Subsidence	50	0.00	-50.00	
Insurance	260	257.60	-2.40	
Seats / Bins / Notice Boards / Phonebox	400	1,707.22	1307.22	Litter Picking Equipment, Phone Box
Room Booking / Village Hall Rent	200	120.00	-80.00	
Grants / S157	1000	1,083.33	83.33	Tommys, Church Grant, Xmas Tree
Emergency equipment	350	363.91	13.91	
Public Works Loan	3141.44	3,141.44	0.00	
Subscriptions	330	328.07	-1.93	
Audit	175	200.00	25.00	
Lighting SLA	260	254.72	-5.28	
Election Costs	0	0.00	0.00	
Drainage Rates	3	3.13	0.13	
Allotments	0	148.73	148.73	
Contingencies	5	0.00	-5.00	
Entertainment	0	165.00	165.00	Phone Box Comp, Piper Deposit
Total Expenditure	8490.52	9925.49	1434.97	
<u>Income</u>				
Precept	7545	7545	0.00	
Allotments	140	100	-40.00	
Grants / Reimbursements	0	0	0.00	
Reserves	805.52	805.52	0.00	
Other	0	1	-1.00	
Total Income	8490.52	8451.52	-41.00	

Reserves 10930.00

Laxton Parish Council

Accounts for Payment

May 2022

Payments made to be noted

Payee	Details	Total	VAT
Harry Broadley & sons	Jubilee Banner	£74.40	TBC
Ouse and Humber Drainage Board	Drainage Rates	£3.38	
Clerk	Web Domain Renewal and Stationary Expenses	£23.56	
Clerk	Dox Zoo Printing for Jubilee Flyers	£38.03	.92
Clerk	Jubilee Bunting, Table Cloth, Pens, Tags, Door Banner	£118.55	18.75

Payments to be Authorised

Payee	Details	Total	VAT
HMRC	PAYE	65.20	
Alan Bravey	Salary	98.64	
Caterers	Jubilee Cake	TBC	