

**THE MINUTES OF THE ANNUAL MEETING OF THE  
CASTLE EDEN PARISH COUNCIL  
HELD ON THURSDAY 10 MAY 2016**

**Present:**

Councillors M Colborn, D Martin, Mrs V Robertson, B Turnbull and Mrs M Wilmer

**Also Present:**

Mrs A Moon – ACE, County Councillors Pounder and Crute, PCSO Hyde

**1. APOLOGIES FOR ABSENCE**

Apologies for absence was submitted on behalf of Councillor B Robertson.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. ELECTION OF CHAIR**

**RESOLVED** that Councillor M Wilmer be elected Chair for the ensuing year.

**COUNCILLOR MRS M WILMER IN THE CHAIR**

**4. APPOINTMENT OF VICE CHAIR**

**RESOLVED** that Councillor B Turnbull be appointed Vice Chair for the ensuing year.

**5. REPRESENTATIVES ON OUTSIDE BODIES**

**RESOLVED** that the following Member be appointed to serve as representative of the Parish Council on the following external body for the ensuing year.

**Easington Area Association of Town and Parish Councils**

Councillor M Wilmer

**Castle Eden Nature Reserve**

Councillor M Wilmer and M Colborn

**6. APPOINTMENT OF INTERNAL AUDITOR**

**RESOLVED** that Mr R Heywood be appointed Internal Auditor for the ensuing year.

**7. POLICE REPORT**

PCSO Hyde advised that there had been 27 incidents since the last meeting, 15 of which were A19 related. There had been 1 ASB neighbour dispute and 1 theft of oil. There would be late night/early morning patrols as part of Farm and Coast Watch. Rural areas were to be targeted. There would be a rise in crime due to a change in recording procedures.

Members reported that there were a number of dead rabbits that had been shot near Blue House Gill. There was also a number of quad and motorbikes early evening and weekends on the Wingate side of the bridge.

**RESOLVED** that the information given be noted.

8. **THE MINUTES OF THE LAST MEETING** held on **14 APRIL 2016**, a copy of which had been circulated to each Member were approved and signed by the Chair.

#### **Matters Arising**

##### **Parish Plan – Minute No 10 refers**

The Chair advised that all questionnaires had been distributed and thanked everyone for their help. Approximately 60 questionnaires had been returned. It was suggested that future questionnaires could be advertised and data collected via Facebook or the website.

#### 9. **COUNTY COUNCILLOR'S REPORT**

Councillor Crute advised that an appeal had been received for the Dene Leazes planning application. The refusal was based on visual impact and the impact on surrounding area. Representations had been submitted.

An appeal had been received for the Crematorium planning application and had been agreed to be dealt with by written representations. County Councillors and the residents group would be submitting their representations.

Councillor Martin had not originally agreed with the previous objections and did not agree on the representations that had been submitted.

Following discussion, it was **RESOLVED** that representations be made by the Parish Council to the Planning Inspectorate.

#### 10. **CORRESPONDENCE**

There was no correspondence.

#### 11. **PLANNING PROPOSALS**

Consideration was given to the following planning applications:

- a) DM/16/01183/TCA Various works to 1no. tree at East Field Stockton Road, Castle Eden for Mr Milroy

**RESOLVED** that no objection be made.

- b) DM/16/01250/TCA Removal of two Beech trees (labelled T12), Crown lift to 6m of two Pine trees (labelled T13). Crown reduce one Ash tree by 5m and crown lift to 2m and remove deadwood of a group of mixed sycamore and cherry (labelled G15) protected by a conservation area (section 211 notice) (all other trees not given consent as require a separate tree preservation order application) at Tollgate House Stockton Road Castle Eden for Mr Wilds

**RESOLVED** that no objection be made.

12. **FINANCE REPORT**

Balance as per bank reconciliation as at 31 March 2016 £9,035.20

13. **INTERNAL AUDITORS REPORT**

Members were advised that all Local Councils in England were expected to complete an Annual Return which summarised their annual activities at the completion of each financial year.

It was Members responsibility to ensure that financial management was adequate and effective and the Council had a sound system of internal controls.

A section within the Annual Return had been completed by the Parish Council's independent internal auditor and in his view the system of internal controls was adequate for the purpose intended and had been operated effectively.

The Report therefore concluded that there were no recommendations concerning the Audit.

**RESOLVED** that the Internal Audit Report 2015/16 be accepted.

14. **ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2016**

**RESOLVED** that the annual governance statement be approved and the following confirmed:

- 1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.
- 2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- 3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.
- 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.
- 5 We assessed the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- 6 We maintained throughout the year an adequate and 1154 effective system of internal audit of the council's accounting records and control systems.
- 7 We took appropriate action on all matters raised in reports from internal and external audit.
- 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 the council and, where appropriate, included them in the accounting statements.
- 9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

15. **STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 MARCH 2016**

Consideration was given to the Statement of Accounts for the Year Ended 31 March 2016, a copy of which had been circulated.

**RESOLVED** that the Statement of Accounts be approved.

16. **VILLAGE MATTERS**

(i) **ACE Report**

Amanda Moon circulated the key points from the last ACE meeting and gave an update on progress.

(ii) **Proposed Crematorium**

This item was dealt with earlier in the agenda.

(iii) **Electricity Wires at The Village**

Councillor Mrs Robertson referred to the electricity wires in The Village and questioned if they could be re-routed underground as they looked unsightly. She believed wires in a neighbouring village had been put underground.

**RESOLVED** that a request be made for re-routing of underground cabling.

(iv) **Public Right of Way**

The PROW behind School House was not recognisable since the ploughing of the field.

**RESOLVED** that the PROW be reported.

(v) **Overgrown Hedges**

The hedge was overgrown onto the footpath near Burdon Walk and the footpath had overgrown foliage from The Village to Hesleden.

**RESOLVED** that the overgrown hedge and foliage be reported.

17. **ANY ADDITIONAL URGENT ITEMS OF BUSINESS**

**AUGUST RECESS (AOB)**

Following discussion, it was **RESOLVED** that the Parish Council would adopt the practice of having a recess in August.