

**THE MINUTES OF THE ANNUAL MEETING OF THE
CASTLE EDEN PARISH COUNCIL
HELD ON TUESDAY 15 MAY 2018**

Present: Councillors M Wilmer, B Turnbull and M Colborn

Also Present: County Councillor R Crute, 4 residents

1. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Mrs J Welch and D Martin.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. ELECTION OF CHAIR

RESOLVED that Councillor Mrs 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 elected Vice Chair for the ensuing year.

5. APPOINTMENT OF INTERNAL AUDITOR

RESOLVED that Mr G Fletcher be appointed Internal Auditor for the ensuing year.

6. 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.

East Durham Association of Town and Parish Councils

Councillors Mrs M Wilmer

7. POLICE REPORT

No report had been received.

8. THE MINUTES OF THE LAST MEETING held on 18 April 2018, a copy of which had been circulated to each Member were approved and signed by the Chair.

9. COUNTY COUNCILLOR'S REPORT

Councillor Crute explained that speeding traffic on the B1281 had been raised by residents at the PACT meeting in March when it was suggested that the Police revisit some of the work that had been undertaken some years ago. A community speedwatch had taken place with some residents being involved.

Some work including clearing of vegetation had been carried out on the paths on the B1281 to make them wider. The issue of the kerbs had been reported previously by the Clerk.

With regard to the crematorium, there had been no further information on the conditions.

RESOLVED that the information given be noted.

10. **CORRESPONDENCE**

Newcastle Airport Masterplan

Newcastle International airport has launched an ambitious vision for the future with its Masterplan 2035, and commenced a consultation aimed at getting the views of the public and stakeholders. Consultation on the Masterplan runs until 13th September 2018. Plans can be viewed and representations submitted via the Masterplan website.

RESOLVED that the information given be noted.

11. **PLANNING PROPOSALS**

There were no planning proposals.

12. **CERTIFICATE OF EXEMPTION**

Smaller Authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018 could certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

RESOLVED that the Certificate of Exemption be agreed.

13. **ANNUAL INTERNAL AUDIT REPORT 2017/18**

Consideration was given to the report of the Internal Auditor which examined the system of internal controls that were in place to ensure that the Parish Council may obtain an adequate level of assurances for its activities, a copy of which had been circulated.

The report gave details of the annual review of the internal control arrangements within the Council.

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 were

adequate for the purpose intended and had been operated effectively. The Report recommended that the internal controls within the Parish Council were satisfactory.

RESOLVED that the Internal Audit Report 2017/2018 be accepted.

14. **ANNUAL GOVERNANCE STATEMENT 2017/18**

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 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.

15. **ACCOUNTING STATEMENTS 2017/18**

Consideration was given to the Statement of Accounts and asset register for the Year Ended 31 March 2018, a copy of which had been circulated.

RESOLVED that the Statement of Accounts and asset register be approved.

16. **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

The Clerk gave details of the work that was required to ensure compliance with the new GDPR regulations that came into force on 25 May 2018. The parish council had registered with the Information Commissioners Office (ICO). Further reports and policies would be required to be compiled to ensure compliance.

RESOLVED that overtime be agreed for The Clerk to develop the policies required to ensure compliance.

17. **FINANCE**

Invoices for Endorsement of Payment

PAYEE	DESCRIPTION	Amount	CHEQUE NO
G Fletcher	Internal Auditor	£100.00	000615
CDALC	Subscription	£85.14	000616
L Hardman	Gardener	£450.00	000617
Clerk	Expenses	£63.30	000618

Bank Balances as at 4 May 2018

Bank Statements were viewed by the Chair

Bank Balances were as follows:

Current Account £26,392.27

18. **VILLAGE MATTERS**

a) **ACE Report**

The key points from the last ACE meeting were circulated.

b) **Speed Visors**

Work was ongoing and it was suggested that companies who supplied the visors be invited to a site meeting to discuss what options were available.

c) **Speeding on B1281**

This was discussed earlier on the agenda.