

**THE MINUTES OF THE ANNUAL MEETING OF THE  
CASTLE EDEN PARISH COUNCIL  
HELD ON THURSDAY 18 MAY 2017**

**Present:**

Councillors D Martin, B Turnbull and Mrs M Wilmer

**Also Present:**

Mrs A Moon – ACE, PCSO Goodwin and Gill

**1. APOLOGIES FOR ABSENCE**

Apologies for absence was submitted on behalf of Councillor M Colborn.

**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

**6. APPOINTMENT OF INTERNAL AUDITOR**

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

**7. POLICE REPORT**

PCSO Goodwin explained that there had been 26 incidents since the last meeting, 14 of which were road/A19 related, 1 criminal damage and 1 poaching. Active patrols were being carried out regarding poaching in the area. Letters had been handed out to various individuals.

A community speedwatch had been carried out at The Factory on 29 April with the aid of one volunteer who had contacted the police regarding the speed of vehicles. 182 cars were checked in 1 hour, none passed the speed limit of 40mph with a majority travelling at 30mph or less.

Incidents are down 8% year on year.

Councillor Turnbull referred to the abandoned car on the Blackhall road and asked when it would be removed. PCSO Goodwin explained that they had been unable to contact the registered keeper as they no longer lived at the address. He would escalate this to be removed.

Councillor Turnbull advised that the stone rocks had been removed on the old A19. PCSO Goodwin advised that the Heritage Coast Officer had them replaced when they had been removed previously.

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

8. **THE MINUTES OF THE LAST MEETING** held on **20 APRIL 2017**, a copy of which had been circulated to each Member were approved and signed by the Chair.

#### **Matters Arising**

##### **Removal of Spoil Heap**

DCC had advised that the vehicle routing plan for the Hesleden spoil heap reclamation required HGV's to travel through Castle Eden on the B1281 to the A19. However, reclamation works had not yet commenced at the site and no material had been extracted or removed. Some site establishment works had been carried out, including the formation of the access road, which would have necessitated some HGV movements but they are not restricted by the planning permission. The preparation works are almost complete now so future vehicle movements should follow the agreed plan.

9. **COUNTY COUNCILLOR'S REPORT**

There were no County Councillor's present.

10. **CORRESPONDENCE**

a) **Citizens Advice Bureau**

A request for a donation had been received from the Citizens Advice Bureau

**RESOLVED** that the request be noted.

b) **Request for Donation**

A request for a donation had been received from a resident of Shotton Colliery who was fundraising for Chester le Street Amateur Rowing Club.

**RESOLVED** that the request be noted.

c) **Planning Application at Hulam Farm**

An anonymous letter had been received providing information on the development. The Parish Council had previously made their comments on the application.

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

11. **PLANNING PROPOSALS**

There were no planning applications to consider.

## **12. FINANCE REPORT**

Balance as per bank reconciliation as at 31 March 2017 - £12,220.17  
Bank statements were viewed by the Chair

### **Invoices for Endorsement of payment**

PAYEE	DESCRIPTION	AMOUNT	CHEQUE NO
G Fletcher	Audit	£100.00	000589
Castle Eden Village Hall Association	Hire of Hall	£480.00	000590
Co Durham Association of Local Councillors	Subscription	£82.62	000591
J Collins	Expenses	£62.40	000592

## **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 good practice would be for the Chair to view the bank statements and the Financial Regulations and Standing Orders be reviewed.

**RESOLVED** that the Internal Audit Report 2016/17 be accepted.

## **14. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2017**

**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. STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 MARCH 2017**

Consideration was given to the Statement of Accounts for the Year Ended 31 March 2017, a copy of which had been circulated.

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

**16. REVIEW OF STANDING ORDERS**

The Clerk advised that the Standing Orders had been reviewed.

**RESOLVED** that the Standing Orders be adopted.

**17. REVIEW OF FINANCIAL REGULATIONS**

The Clerk advised that the Financial Regulations had been reviewed.

**RESOLVED** that the Financial Regulations be adopted.

**18. VILLAGE MATTERS**

**ACE Report**

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

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

**Footpaths on B1281**

Councillor Turnbull queried if any information had been received regarding the footpaths merging into the road.

**RESOLVED** that a response be requested from DCC.