

**THE MINUTES OF THE ANNUAL MEETING OF THE
CASTLE EDEN PARISH COUNCIL
HELD ON TUESDAY 16 MAY 2019**

Present: Councillors M Wilmer, B Turnbull, D Martin, L Taylor and J Welch

Also Present: 1 resident

1. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors R Crute and L Pounder

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

Councillor Mrs M Wilmer

Hesleden Restoration Community Liaison Committee

Couoncillor B Turnbull

7. POLICE REPORT

No report had been received from the Police. Members reported that there had been a lot of attempted break ins and a number of strangers in the village. The defibrillator door had been opened but there had been no damage to the machine. An initiative with the Police had seen a number of boulders being placed on the walkway to help prevent off road bikes accessing it.

8. THE MINUTES OF THE LAST MEETING held on 18 April 2019, a copy of which had been circulated to each Member were approved and signed by the Chair.

The Castle, Castle Eden

DCC had advised that the owners of The Castle were not breaching any planning regulations by advertising it for bed and breakfast.

9. COUNTY COUNCILLOR'S REPORT

There was no County Councillor present.

10. CORRESPONDENCE

Councillor Training

A training course was being held on 19 June 2019 at Yarm for new and experienced Councillors.

RESOLVED that the information given be noted.

11. PLANNING PROPOSALS

Consideration was given to the following planning proposals:

a) DM/19/01212/FPA Change of use of open space to private garden area at Land To Rear Of 11 Rowland Crescent, Castle Eden

Concern was expressed regarding the loss of public open space and would like to ensure that the appropriate covenants/conditions were attached to any permission granted.

RESOLVED that an objection be made to the loss of public open space.

b) DM/19/01425/FPA Single storey side extension at Lindisfarne, St James Fields, Castle Eden

RESOLVED that no objection be made.

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 2018/19

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 2018/2019 be accepted.

14. **ANNUAL GOVERNANCE STATEMENT 2018/19**

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 2018/19**

Consideration was given to the Statement of Accounts and asset register for the Year Ended 31 March 2019, a copy of which had been circulated.

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

16. **FINANCE**

Invoices for Endorsement of Payment

PAYEE	DESCRIPTION	Amount	CHEQUE NO
G Fletcher	Internal Auditor	£100.00	000636
Clerk	Expenses	£55.20	000637
L Hardman	Gardener	£450.00	000638
CE Village Hall Ass	Hire of Hall	£480.00	000639

Bank Balances as at 4 May 2019

Bank Statements were viewed by the Chair

Bank Balances were as follows:

Current Account £31,125.85

17. **VILLAGE MATTERS**

a) **ACE Report**

The key points from the last ACE meeting were circulated.

b) **Hesleden Restoration Community Liaison Committee**

It was reported that there had been 220,000 cubic metres of combustible materials removed. A planning application would be submitted to extend the time to remove a further 180,000 cubic metres. There would be £28,000 in the community fund that groups could submit a bid for. This currently stood at £11,000. Only 1 application had been received to date. If any group was to submit an application then 3 quotes would be required. The next meeting would be held in 3 months.