

Terrington Parish Council

Minutes of the Annual Parish Council meeting held on Monday 19 May at 7:00pm in Terrington Village Hall

The Annual Parish Council meeting commenced at 19.58 hrs following the Annual Parish Meeting. Before the meeting began members of the public were invited to raise any issues they wanted to mention to the Council. The current planning application for a 2-bed wood cabin on land of North Back Land was raised. Concerns were expressed that the narrow single-track lane, that provides access to two schools and a doctor's surgery and has no pedestrian footpath, cannot take any more traffic.

1. Election and declaration of acceptance of office.

1.1 Election of Chairman

Cllr Bill Winning was nominated as chairman of Terrington Parish Council
Proposed Cllr Lewis Seconded Cllr Barlow

Cllr Winning was unanimously elected and signed the declaration of acceptance to duly and faithfully fulfil the duties of chairman of Terrington Parish Council.

2. Attendance and apologies.

Present: Cllr Winning (Chairman), Cllr Barber, Cllr Barlow, Cllr Challoner Walker, Cllr Kendrick, Cllr Lewis, Kerr Wilson (Parish Clerk), Keith Adkins (RFO) and 5 members of the public.

Apologies - None

3. To confirm the minutes of the extraordinary meeting of Terrington Parish Council held on Wednesday 7 May 2025. (initially tabled as 10 March 2025 but those minutes were approved at an extraordinary PC meeting on 7 May 2025 leaving the 7 May PC minutes to be confirmed)

The minutes of the Council meeting held on Wednesday 7 May 2025 were approved as a true and accurate record.

Proposed Cllr Lewis Seconded Cllr Barlow

4. Declaration of interests - None

5. Finance

Appointment of a Responsible Finance Officer (RFO).

Motion: To consider appointing a Responsible Finance Officer and web master with a remuneration of £600 pa (as approved by the Parish Council on 10 March 2025).

Amendment. It was proposed that the motion be amended to increase the remuneration from £600 pa to £650 pa (the additional £50 being funded from general reserves) as the position includes the role of web master.

Proposed Cllr Winning Seconded Cllr Barber
The amendment was carried unanimously

Further amendment. That the motion be amended to consider appointing Keith Adkins as the Council's Responsible Finance Officer and web master with a remuneration of £650 pa.

Proposed Cllr Winning *Seconded Cllr Lewis*
The second amendment was carried unanimously

- 5.1 Substantive motion.** To consider appointing Keith Adkins as the Parish Council's Responsible Finance Officer and web master with a remuneration of £650 pa.

Proposed Cllr Winning *Seconded Cllr Kendrick*
The substantive motion was carried unanimously.

Resolution. The Council **resolved** to approve the appointment of Keith Adkins as the Council's Responsible Finance Officer and web master with a remuneration of £650 per annum.

- 5.2** To note the following receipts:

£4300.00 Parish Precept for 2025-26 from North Yorkshire Council

The Council noted the receipt of the parish precept of £4300

- 5.3** To note the following payments against approved expenditure:

£449.00 + VAT to Cllr W Winning for a defibrillator cabinet (expenditure authorised on 20-1-2025 Minute 6.1).

£236.00 for annual membership from 1-4-2025 of Yorkshire Local Councils Associations (expenditure authorised on 10-3-2025 Minute 4.7.2).

£49.00 to Cllr W Winning for annual subscription for cemetery green waste collection (expenditure authorised on 10-3-2025 Minute 4.7.7).

£10.80 to Terrington Village Hall for the hire of the Wimbush Room for the March 2025 Parish Council Meeting (expenditure authorised on 10-3-2025 Minute 4.7.5).

The Council noted the payments listed at 5.5.

- 5.4** To receive a final statement of receipts and payments for the Financial Year 2024-25 under each budget head.

The Council noted and received the final statement of receipts and payments for 2024-25

- 5.5** To certify, given that total receipts and total payments are both less than £25,000, that Terrington Parish Council is exempt from external audit for the financial year 2024-25.

Proposed Cllr Winning *Seconded Cllr Barber*

The Council certified that the total receipts and payments for the financial year 2024-25 are less than £25,000,

- 5.6** To receive and note the Annual Internal Audit Report for 2024-25.

The Council received and noted the Annual Internal Audit Report for 2024-25.

- 5.7** To thank Mike Blunt for carrying out the annual audit and to note that a donation of £150 to the church fabric fund will be made in lieu of payment to the auditor (expenditure authorised 10-3-2024 Minute 4.7.8).

The Council expressed its thanks to Mike Blunt for carrying out the annual audit and noted that a donation of £150 to the church fabric fund would be made in lieu of payment to the auditor.

- 5.8** To approve the Annual Governance Statement for 2024-25

Proposed Cllr Winning *Seconded Cllr Barber*

The Council approved the Annual Governance Statement for 2024-25.

5.9 To approve the Accounting Statements for 2024-25.

Proposed Cllr Winning Seconded Cllr Kendrick

The Council approved the Accounting Statements for 2024-25.

5.10 To set the period of 30 working days for the exercise of public rights to begin on Tuesday 3 June 2025 and end on Monday 14 July 2025.

Proposed Cllr Winning Seconded Cllr Barlow

The Council agreed to set the period of 30 working days for the exercise of public rights to begin on Tuesday 3 June 2025 and end on Monday 14 July 2025.

5.11 To agree that, in accordance with the relevant Accounts and Audit Regulations and the Transparency Code for Smaller Authorities, Terrington Parish Council will publish the following documents on its website:

Certificate of Exemption for 2024-25
Annual Internal Audit Report for 2024-25
Annual Governance Statement for 2024-25
Accounting Statements for 2024-25
Analysis of variances for 2024-25
Bank Reconciliation at 31 March 2025
Notice of the period for the exercise of public rights
List of items of expenditure above £100 during 2024-25
List of public land and building assets at 31 March 2025

Proposed Cllr Winning Seconded Cllr Lewis

The Council agreed to publish the finance and related documents as listed above on the website.

5.12 To authorise payment of £214.00 to Zurich Municipal for annual insurance from 1 June 2025.

Proposed Cllr Winning Seconded Cllr Lewis

The Council authorised payment from 1 June 2025 of £214 to Zürich Municipal for the annual insurance.

6. Our Community First Responders

To note that Terrington Parish now has a Community First Responder (CFR).

The CFR is a partnership with local communities set up by NHS Yorkshire Ambulance Service. Authorised volunteers are trained to provide life-saving treatment to patients in the vital first few minutes of an emergency until the ambulance crew arrives.

The Council was pleased to note the appointment of two Terrington volunteers, Jan Tyler and Maoliosa Kitchen as CFR's, assigned to Terrington Parish and beyond.

7. Terrington Parish Neighbourhood Plan – To receive an update on the work of the Neighbourhood Plan Group.

Having submitted the Terrington Parish Neighbourhood Plan to North Yorkshire Council (NYC) Cllr Kendrick explained that the next step will be to commence a Regulation 16 consultation on its Plan.

Post-meeting note – On 6 June 2025 the Parish Council was informed that it would have to wait until NYC has completed its own consultation, (due to finish on Tuesday 15 July

2025) and align all the neighbourhood plan consultations, before the Terrington Parish consultation can begin.

8. North Yorkshire Local Plan – To receive an update.

The NYC Local Plan consultation started on Monday 19 May and finishes on Tuesday 15 July 2025. This consultation is about the priorities and issues that the local plan can help to address. NYC wants the views of the public on their priorities and issues, what the places and spaces in North Yorkshire should be like and how the new local plan can influence that.

9. Children's Playground Project – To receive an update

(The organisers of the children's playground project were unable to attend the Parish Council meeting so sent in the following report).

'Through sponsorship and donations, we have received £4165.75 so far. The village hall is contributing £15,000. We are in the process of completing grant applications for the playground which will be submitted by the 31st May. Our next steps are to produce a newsletter for the village regarding where the village hall are up to and what further fundraising events are planned. We hope that the Parish Council can make a donation too.'

Councillors noted the progress made in raising funds for the project. It was suggested that the Parish Council would benefit from having a better understanding of the Project business plan and how the long-term maintenance of the Playground would be funded and managed.

10. Matters for inclusion on next agenda - Children's Playground Project.

11. Date of next meeting - to be confirmed

The meeting closed at 20.40 hrs