



**Minutes of the Annual Parish Council Meeting
Wednesday 19th May 2021 at Kettlewell Village Hall at 7.30pm**

Present; Councillor R Appleton, Councillor J Close, Councillor C Lister, Councillor I Macefield, Councillor C Wilkinson

Five members of the public and Councillor S Metcalfe (Craven District Council)

Laura Jowett (Clerk)

2122/1 To elect the Chairman of the Parish Council 2021-2022

Councillor Lister was proposed and seconded and elected as Chairman of the Parish Council

2122/2 To receive the Chairman's Declaration of Acceptance of Office

Councillor Lister read and signed the declaration of acceptance of office.

2122/3 To receive apologies and approve the reasons for absence

None received, all councillors were present.

2122/4 Disclosures of Interest / Dispensations

To receive any disclosure of pecuniary or non-pecuniary interest from members on matters to be considered at the meeting. To decide upon any dispensation requests from members received by the clerk in respect of this meeting.

None

2122/5 To elect the Deputy Chairman of the Parish Council 2021-2022

Councillor Macefield was nominated, seconded and elected as Deputy Chairman

2122/6 To confirm the Council's representatives on other bodies:

Resolved to appoint representatives as follows:

- a) **Playground Committee – Councillor R Appleton and Councillor J Close**
- b) **Village Hall Committee – Councillor C Wilkinson**
- c) **NYCC Craven Area Committee – Councillor I Macefield and Councillor R Appleton, if required**
- d) **CDC Craven Parishes Liaison meeting - Councillor I Macefield and Councillor R Appleton, if required**
- e) **YLCA – Clerk to the Council**
- f) **YDNP parish forum meetings – Councillor R Appleton and Councillor I Macefield**

g) Any other organisations/ committees
Scarecrow Committee – Councillor Richard Appleton

2122/7 To review the asset register and resolve to adopt the financial risk assessment

Resolved to amend the number of sandbags to 6 and to review the number of benches and street lighting. Subject to this amendment the Council **resolved** to approve the Asset Register and Financial Risk Assessment

2122/8 To confirm:

- a) Standing Orders**
- b) Financial Regulations**
- c) Code of Conduct**

Resolved to confirm the Council's standing Orders, Financial Regulations and the Code of Conduct. The Council will review its Financial Regulations in the coming months.

2122/9 To confirm the dates of future meetings to the end of the financial year 2021-2022

Resolved to confirm the dates of the meetings as follows

Date and time	Comments
7:30pm on 2 June	
7:30pm on 7 July	
<i>August</i>	<i>No meeting</i>
7:30pm on 8 September	2 nd Wednesday
7:30pm on 6 October	
7:30pm on 3 November	
7:30pm on 1 December	
7:30pm on 5 January	
7:30pm on 2 February	
7:30pm on 9 March	2 nd Wednesday
7:30pm on 6 April	Annual Parish Meeting (not a Parish Council meeting)
8pm on 6 April	Parish Council Meeting
7:30pm on 4 May	Annual Meeting of the Parish Council
8pm on 4 May	Parish Council Meeting