

STAPLETON AND CLEASBY PARISH COUNCIL

Clerk: Gill O'Driscoll, e: [stapletonandcleasbyparishc@gmail.com](mailto:stapletonandcleasbyparishc@gmail.com)  
Stapleton and Cleasby Parish Council, c/o 18 Tolmie Close, Spennymoor, DL16 6PG

MINUTES OF ANNUAL GENERAL MEETING

MINUTES OF ANNUAL GENERAL MEETING OF STAPLETON AND CLEASBY PARISH COUNCIL, ON WEDNESDAY  
21<sup>ST</sup> JULY 2021 AT 7.30PM IN CLEASBY VILLAGE HALL

PRESENT: Councillor J Blueman (Chairman)  
Councillor P Crack  
Councillor C Mitchell  
Councillor C Vigors  
Councillor K Webster  
Councillor A Thompson

Action

Officers: Mrs G O'Driscoll (Clerk)

21/07 APOLOGIES FOR ABSENCE

1. Cllr Sleighthome – Accepted  
Cllr Dawson - Accepted  
Cllr Thompson - Accepted

21/07 ELECTION OF CHAIRMAN

2. The Clerk called for nominations for Chairman.  
It was proposed, seconded and unanimously agreed that Councillor Blueman be elected as Chairman.  
**Cllr Blueman accepted and stated this would be his final year in office and he was duly elected as Chairman.**

21/07 ELECTION OF VICE CHAIRMAN

3. The Clerk called for nominations for Vice Chairman.  
It was proposed, seconded and unanimously agreed that Councillor Vigors be elected as Vice Chairman.  
**Cllr Vigors accepted she was duly elected as Vice Chairman.**

21/07 ELECTION/APPOINTMENT OF RESPONSIBLE FINANCIAL OFFICER

4. It was proposed, seconded and unanimously agreed that the Clerk remain the responsible financial officer.  
**Mrs O'Driscoll accepted and duly appointed.**

21/07 DECLARATION OF ACCEPTANCE OF OFFICE

5. Chairman and Vice Chairman were invited to sign and date the acceptance of office and did so.

21/07 CHAIRMAN'S ANNUAL REPORT FOR 2020-2021

6. The Chairman stated that due to the pandemic the PC had only held two meetings online via Zoom during the year

No urgent or pressing matters came to the Parish Council's attention during the year,

councillors were working in the background and contacted by phone and email when necessary. Planning applications were sought in both villages and duly granted by RDC.

Speeding in Cleasby remains an issue, contacted RDC to request additional signage and this was refused. Stapleton residents' access road has been repaired with residents contributing towards the costs. Posts and chains on Stapleton Village Green have been repaired and renovated.

Chairman thanked all councillors and clerk for their input during the year.

21/07 TREASURER'S ANNUAL REPORT FOR 2020-2021

7. a) The clerk outlined the bank balance at 31/3/20 stood at £6,987. Income received was £5,603 and expenditure £8,013 with a surplus of £4,577 carried forward.

b) VAT paid during the year was £950.35 therefore included in the above expenditure figure. This amount was claimed and received on 23<sup>rd</sup> April 2021 and will be included in income for 2021-2022.

c) The Annual Governance and Accountability Return was **considered and approved**. The Certificate of Exemption in related to the AGAR was **considered and approved**. The Parish Council therefore declared itself exempt from sending the completed AGAR to the external auditor (PKF LittleJohn) for a limited assurance review. Clerk to send to External Auditor PKF Littlejohn.

GO

d) The clerk reported that the full report governing finance was scheduled as part of the audit report. The audit for 2020-2021 had been delayed due to the Covid-19 pandemic but had taken place and all was in order.

GO

e) Notice of Public Rights prepared and ready to place on notice boards.

f) Asset Register previously approved on 16<sup>th</sup> February 2021 and stands at £14,500.

21/07 TO RECEIVE GOVERNANCE DOCUMENTS

- 8.
- Standing Orders
  - Code of Conduct
  - Publication Scheme
  - Risk Assessment and Management

**All documents reviewed, agreed and adopted.**

21/07 AGREE DATES FOR MEETINGS FOR 2021-2022

9. 8<sup>th</sup> September 2021, 10<sup>th</sup> November 2021, 12<sup>th</sup> January 2022, 9<sup>th</sup> March 2022, 11<sup>th</sup> May 2022.

21/07 ANY OTHER BUSINESS

10 The Chairman confirmed that with regret he had accepted the Clerk's resignation. The Clerk was thanked for her contribution and work. Clerk confirmed that all outstanding matters would be dealt with prior to her departure and accounts sent off for audit. Advertising of the vacancy to be arranged in due course.

All

The meeting closed at 8.32pm

SIGNED: ..... DATE: .....  
(Chairman)