

# STAPLETON AND CLEASBY PARISH COUNCIL

Clerk: Gill O'Driscoll, e: [stapletonandcleasbyparishc@gmail.com](mailto:stapletonandcleasbyparishc@gmail.com)  
Stapleton and Cleasby Parish Council, c/o Chalice Cottage, Caldwell, Richmond, DL11 7QF

## 2020 AGM MINUTES

MINUTES OF ANNUAL GENERAL MEETING OF STAPLETON AND CLEASBY PARISH COUNCIL, ON WEDNESDAY 16TH DECEMBER 2020 AT 7.30PM IN CLEASBY AND STAPLETON VILLAGE HALL.

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

Action

Officers: Mrs G O'Driscoll (Clerk)

1 APOLOGIES FOR ABSENCE

Cllr C Vigors

The absence of Councillor K Sleighthome was noted.

2 DECLARATIONS OF INTEREST

None.

3 ELECTION OF CHAIRMAN

The clerk called for nominations for Chairman.

It was proposed, seconded and unanimously agreed that Councillor Blueman be elected Chairman.

**Councillor Blueman accepted and was elected Chairman.**

4 ELECTION OF VICE CHAIRMAN

The clerk called for nominations for Vice Chairman.

It was proposed, seconded and unanimously agreed that Councillor Crack be elected Vice Chairman.

**Councillor Crack accepted and was elected Vice Chairman.**

5 ELECTION/APPOINTMENT OF RESPONSIBLE FINANCIAL OFFICER

It was proposed, seconded and unanimously agreed that the **Clerk remain the responsible financial officer.**

6 DECLARATION OF ACCEPTANCE OF OFFICE

Councillors Blueman and Crack were invited to sign and date the acceptance of office and did so.

7 CHAIRMAN'S ANNUAL REPORT FOR 2019/20

The Chairman gave an overview of the Parish Council had undertaken throughout the year 2019-2020

This included the purchase in May 2019 of two flower troughs with marble inscription

plaques in memory of Claire Glass who was a vibrant councillor and is still very sadly missed. One trough has been positioned on the Green outside the Hall in Cleasby and the other positioned on the Green at Stapleton near to where Claire resided.

**Cleasby:** The Village Hall sought permission to have the access road crossing the green to the hall reconstructed. The Council agreed to this and this has been completed.

Site meeting took place with NYCC regards VAS in Cleasby. Deemed unsuitable due to the short distance from the speed limit sign to Cleasby Corner. "Watch your speed" **JB** signs are being investigated as an alternative.

Footpath/right of way issues initially resolved but concerns have been raised again.

White line road markings renewed in Cleasby.

**Stapleton:** Water leakage on Stapleton Bank was resolved.

Resurfacing of property entrance tracks to the Stapleton 'west' Green and residents agreed to contribute to the cost.

VAS for Stapleton installed.

The PC (during the pandemic) acquired a new clerk to the team. A lot of unseen work has continued throughout the year by the Chair and Clerk.

The Chairman thanked Clerk, District and County Councillors for their guidance and assistance and also the parish Councillors for their ongoing support.

## 8 TREASURER'S ANNUAL REPORT FOR 2019/20

- a) The clerk outlined the bank balance as at 31/3/19 stood at £5,822.96. The total income was £5,855.38 and expenditure was £4,691.47 for the year and the surplus of £1,163.91 carried forward into the new financial year with the balance on 1/4/2021 being £6,986.87. The precept for the forthcoming year is £5,000.00.
- b) The clerk reported that the full report governing finance was scheduled as part of the audit report. The audit had taken place and all was in order.
- c) The annual governance and accountability return (AGAR) was **considered and approved**. The certificate of exemption in relation to the AGAR was **considered and approved**. To be sent to External Auditor. **GO**
- d) Notice of public rights prepared and ready to post on notice boards.
- e) Asset Register approved. For 2021 the VAS and Stone troughs are to be added. **GO**

## 9 TO REVIEW GOVERNANCE DOCUMENTS

- a) Standing Orders
- b) Publication Scheme
- c) Code of Conduct

d) Risk Assessment and Management  
**All documents reviewed, agreed and adopted.**

10 FIX DATED FOR THE MEETINGS FOR 2020/21

Suggested that the Parish Council meet every six weeks at the moment due to Covid-19 Pandemic. Next meeting set to **10<sup>th</sup> February 2021** subject to government guidelines and meeting dates set for the year then if that meeting goes ahead.

The meeting closed at 7.55pm

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