

**MINUTES OF THE ANNUAL MEETING OF THE CRIDLING STUBBS  
PARISH COUNCIL, HELD ONLINE, ON WEDNESDAY 5<sup>th</sup> MAY 2021**

**PRESENT –**

Chairman Ian Phillips, Councillors Lorna Phillips and Chris Brundell  
Mr. C.A. Hughes, Clerk to the Council and RFO

**APOLOGIES**

No apologies were received.

**1. APPOINTMENT OF CHAIRMAN**

RESOLVED that Ian Phillips is appointed as Chairman of Cridling  
Stubbs Parish Council.

**2. APPOINTMENT OF VICE CHAIRMAN**

RESOLVED that Chris Brundell is appointed as Vice Chairman of  
Cridling Stubbs Parish Council.

**3. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERSTS**

Councillor Chris Brundell declared an interest to agenda item 12.B,  
grass cutting arrangements for 2021.

**4. MINUTES**

RESOLVED that the Minutes of the Parish Council Meeting held on the  
16<sup>th</sup> December 2020, 6<sup>th</sup> January 2021 and the 13<sup>th</sup> January 2021  
(copies of which had previously been circulated to each Member) was  
approved as a correct record and signed by the Chairman.

**5. ACCOUNTS FOR PAYMENT**

RESOLVED

(1) that the following schedule of accounts for payment was  
approved:-

Information Commissioner (ICO)	£40.00	000211
Yorkshire Local Councils Associations	£40.00	000212

(Training days)		
Yorkshire Local Councils Associations (Subscription)	£59.00	000208
Yorkshire Hygiene Supplies Ltd (Sanitiser)	£36.00	000221
John Hardy (Internal Auditor)	£50.00	000222
Amanda Brundell (Grass and Hedge Maintenance)	£75.00	000223

## 6. **PLANNING**

Cridling Stubbs Parish Council have received two planning applications from Selby District Council since the last meeting of the Council dated 13<sup>th</sup> January 2021,

Planning Application 1 – 4 Manor Farm Cottage - Single story rear extension, 2020/1296/HPA.

Planning Application 2 – Meadowcroft, Cobcroft Lane, Cridling Stubbs – Proposed rear single storey extension and adaptations, 2021/0394/HPA.

RESOLVED,

1. that Cridling Stubbs Parish Council is not to place any observation or objection to planning applications 2020/1296/HPA and 2021/0394/HPA.

## 7. **CO-OPTION**

RESOLVED

1. that four electors have expressed an interest to fill the two councillor vacancies of Cridling Stubbs Parish Council.
2. that electors are advised to write to Cridling Stubbs Parish Council detailing information about themselves and why they would like to be appointed to the Parish Council.
3. that Cridling Stubbs Parish Council will appoint two electors onto Cridling Stubbs Parish Council at the next Parish Council meeting.

**8. CORRESPONDENCE AND REPORTS**

RESOLVED to be noted

1. that Cridling Stubbs Parish Council has received a letter of complaint dated 4<sup>th</sup> April 2021.
2. that a letter of response from Chairman Ian Phillips is to be provided following an Extraordinary (special) Meeting of the Council dated 28<sup>th</sup> April 2021.
3. that Daniel Phillips is to provide training to the Clerk of the Council to give him access to the Councils website.
4. that Amanda Brundell (Grass Cutting) is to provide an invoice for payment every month.
5. that Cridling Stubbs Parish Council is to meet four times a year in the months of March, May, September and December.
6. that Cridling Stubbs Parish Council will not provide payments through electronic banking.

**9. INTERNAL CONTROL AND EFFECTIVE AUDIT SYSTEM**

RESOLVED

1. that Cridling Stubbs Parish Council have a sound system of internal control.
2. that Cridling Stubbs Parish Council has an effective audit system.

**10. ANNUAL RETURN**

RESOLVED

1. that Cridling Stubbs Parish Council did not approve the Annual Return, Accounting Statement and Internal Report for 2020/21.
2. that Council Members will review the Annual Return, Accounting Statement and Internal Report before the documents are approved.
3. that the External Audit Certificate of Exemption is approved.

4. that Council Members require written evidence that purchase price is recorded in section 9 (fixed assets) of the Accounting Statement.

11. **DATE OF NEXT MEETING**

The next Parish Council Meeting is TBA.

*Signature*