

## **BUCKDEN PARISH COUNCIL**

### **Notice of the Annual General Meeting of Buckden Parish Council to be held at Buckden Village Institute on Monday 13<sup>th</sup> May 2024 at 7pm**

Date: 01 May 2024

**To:** All members of Buckden Parish Council (Councillor R Ingram, Councillor A Jarrett, Councillor P Ramsden, Councillor P Vetch, Councillor J Way)

Dear Councillors,

You are hereby summoned to attend a meeting of Buckden Parish Council on Monday 13<sup>th</sup> May at Buckden Village Institute. The business to be transacted is shown below.

Please ensure that you have reviewed all attachments prior to the AGM, as there are several documents/assertions that you will need to confirm your approval or otherwise, at the meeting.

Yours sincerely

Elaine Barlow-Hall  
Clerk to the Council  
Buckden Parish Council [buckdenclerk@gmail.com](mailto:buckdenclerk@gmail.com)

This meeting is open to the press and public by virtue of the Public Bodies (Administration of Meetings) Act 1960

### **AGENDA**

#### **2425/1. Election of the Chairman**

To receive nominations and elect the Chair of Buckden Parish Council for the 2024-25 municipal year.

#### **2425/2. Election of Vice Chairman**

#### **2425/3. Declaration of acceptance of office**

- a) To receive declarations from all councillors.
- b) To resolve to permit any councillor that is unable to sign their declaration of Acceptance of Office at this meeting, or who has not undertaken this task before this meeting, to sign their Declaration before or at the next ordinary meeting of the Council.

#### **2425/4. Chair's Remarks**

#### **2425/5. Apologies for absence**

To receive and consider the reasons for absence.

**2425/6. Disclosures of interest**

To receive any disclosable pecuniary interests or personal interests from members on matters to be considered at the meeting. The disclosure should include the nature of the interest.

**2425/7. Minutes of previous meeting**

To approve the minutes of the Ordinary Meeting of the Parish Council held on Monday 11<sup>th</sup> March 2024 (attached).

**2425/8. Confidential items to be discussed in confidence after item 2425/21**

To consider if any further items on the agenda need to be discussed in confidence after item 2425/, following exclusion of the press and public, due to the sensitive nature.

**2425/9. Public participation**

Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the Council. However, they may not speak during the rest of the meeting unless specifically invited to do so by the Chair.

**2425/10. Reports from Invited Guests and County Councillors**

**2425/11. Policies**

To Review:

- a) Standing Orders
- b) Financial Regulations
- c) Complaints Procedure
- d) Code of Conduct

**2425/12. Documents**

To receive and approve:

- a) The Asset Register
- b) The Council's Risk Assessment

**2425/13. Meeting dates**

To confirm the dates of future meetings for the civic year 2024-25

**2425/14. Highway Matters**

To consider any Highways issues in the parish and any action required

- a) Flooding from blocked culvert
- b) Flooding of Buckden Causeway, above Cray
- c) Road condition of Oughtershaw Road
- d) Road closures due to Yorkshire Water repairs
- e) New Village Signs
- f) Expansion of the Parking within the National Park Car Park

**2425/15. Planning**

To receive and note the following planning applications:

- a) C/13/191F/LB: Manor House ground floor cloak room
- b) C/13/133B: National Trust 630m footpath alongside the Wharfe

**2425/16. Land Registry Project**

To receive an update on Land Registry Project.

**2425/17. Correspondence**

To note any correspondence received by the Council and to agree any actions if necessary:

- a) Letter from NYC re Subsidised Local Bus Services
- b) Letter from National Park Authority regarding tree pruning in garden of Dale View
- c) Letter from YDNP re Management Plan annual forum

**2425/18. Finance**

- a) To receive and note the Bank Statements for March and April 2024
- b) To review and approve the 2024/25 Bank Reconciliation
- c) To receive the renewal quote for the council's insurance
- d) To approve the appointment of Debbie Roe of Beck Cottage Bookkeeping as Internal Auditor for the year 2024-25
- e) To approve the following payments:
  - i) YLCA AGAR training Webinar - £25
  - ii) WEL Medical for replacement Defibrillator Pads - £73.08
  - iii) WEL Medical for replacement Defibrillator Battery - £244.74
  - iv) YLCA Annual Membership fee - £66
  - v) Beck Cottage for the Internal Audit - £50

**2425/19. Annual Governance and Accountability Return**

- a) To declare Buckden Parish Council as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015, for 2023-2024 due to gross income and expenditure not exceeding £25,000, and to approve the Certificate of Exemption.
- b) To receive the Internal Auditor's Report
- c) To consider the Annual Governance Statement (Section1)
- d) To consider and approve the Accounting Statements 2023/24 (Section 2)
- e) To note the period for the exercise of public rights

**2425/20. Date of next meeting**

The next meeting of Buckden Parish Council will be held at 7.00pm on Monday 8th July.

**2425/21. Exclusion of press and public**

To resolve that, members of the press and public be excluded under the provisions of the Public Bodies (Admission to Meetings) Act 1960 s1(2) during consideration of items of a confidential nature, as determined under item.

The Clerk should be given seven clear days' notice of items for the agenda of the next meeting.