

KIRKANDREWS ON ESK PARISH COUNCIL

Clerk: Allison Riddell
Unit 2
The Old Brewery
Craw Hall
Brampton
CA8 1TR
Tel: 016977 3382
Email: kirkandrewsoneskpc@gmail.com

<https://kirkandrewsoneskpc.co.uk>

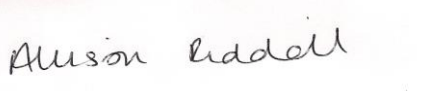
4th May 2022

Dear Councillor,

You are summoned to the Annual Meeting of **KIRKANDREWS ON ESK PARISH COUNCIL** that will be held in **MOAT VILLAGE HALL** on **MONDAY 9th MAY 2022** at 7.30pm.

The meeting is open to members of the public.

Please do not attend the meeting if you have Covid-19 symptoms.



AGENDA

1. **ELECTION OF CHAIRMAN** – To receive and consider nominations for the office of Chairman.
2. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN** – To receive the Chairman's Declaration of Acceptance of Office.
3. **ELECTION OF VICE CHAIRMAN** - To receive and consider nominations for the office of Vice Chairman.
4. **PUBLIC PARTICIPATION** - To receive comments and representations from members of the public in relation to any item on the Agenda. (*The Public Participation period will last 15 minutes and members of the public are permitted to speak for up to 3 minutes. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman*).
5. **APOLOGIES FOR ABSENCE** – To receive apologies for absence and approve reasons for absence.
6. **REQUESTS FOR DISPENSATIONS** - The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
7. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)

8. MINUTES

- 8.1 **MINUTE OF THE MEETING HELD ON 14TH MARCH 2022** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 14th March 2022. (copy herewith)

9. **REPRESENTATION ON OUTSIDE BODIES** – To agree representatives on outside bodies. (Report by Clerk herewith).
10. **STANDING ORDERS AND FINANCIAL REGULATIONS** – To re-adopt standing orders and financial regulations. (no current change from 2021/22, although revised model standing orders from NALC will be issued later this year – available on council's website)
11. **ASSETS** – To review and update, if required, the assets register. (copy herewith)
12. **INSURANCE** – To confirm the parish council has insurance cover in respect of all risks. (Invitation to renew from BHIB Insurance circulated by email)
13. **SUBSCRIPTIONS** – To review the Parish council's subscriptions -
 - 13.1 **CALC** – To consider an invitation to renew the CALC annual subscription for 2022/23 in the sum of £164.52. (copy herewith)
 - 13.2 **SLCC** - To consider continuation of contributing towards the Clerk's subscription to SLCC. This is not due for renewal until December 2022 and costs approximately £35.00.
14. **POLICY REVIEW** – To review the council's core policies including GDPR. (No change from 2021/22 although an additional policy to cover training is recommended)

(copies available on the parish council's website)
15. **MEETING CALENDAR** – To note a report from the Clerk. (copy herewith)
16. **REPRESENTATIVES' REPORTS** - To receive reports by representatives on Outside Bodies.
17. **TOWN AND COUNTRY PLANNING APPLICATIONS** –
 - 17.1 **LAND ADJACENT FOREST GATE, BLACKBANK (21/0617)** – Erection of 1 dwelling (outline). To note that an appeal has been made to the Secretary of State in respect of the application. Members are to consider whether they wish to withdraw or modify previous comments.

(information available on the city council's website)
18. **FINANCIAL MATTERS**
 - 18.1 **BANK RECONCILIATION TO 19.04.22** – Report by Clerk. (copy herewith)
 - 18.2 **EXPENDITURE TO APPROVE** –
 - £547.36 A. Riddell – net wage to 27.05.22 – cheque number 101038
 - £80.00 J. Batey – Internal audit – cheque number 101039
 - £250.00 Scottish Borders Council – TA127 – cheque number 101040
 - £22.00 J. Robb – bus shelters – cheque number 101041
 - £500.00 R. Farrimond – play area – cheque number 101042
 - £39.00 Moat Village Hall –hall hire – cheque number 101043
 - £223.83 Brampton PC – copier/subs – cheque number 101036 (to ratify)
 - 18.3 **S137 SPENDING** – To review the spending incurred under s137 in the financial year to 31st March 2022 and consider any further spending in the current financial year.
 - 18.4 **INTERNAL AUDITOR** – To consider the appointment of the internal auditor for 2022/23.
 - 18.5 **INTERNAL AUDITORS REPORT** – To note the internal auditors report. (copy herewith)
 - 18.6 **EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022 AND EXEMPTION CERTIFICATE**–
 - 18.6.1 To consider the approval of the Annual Governance Statement for year ending 31st March 2022.

18.6.2 To consider the approval of the Statement of Accounts for year ending 31st March 2022

18.6.3 To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2022.

18.6.4 To agree that Kirkandrews on Esk Parish Council can certify itself as exempt from a limited assurance review and authorise the Chairman to sign the Certificate of Exemption to be submitted to the external auditor.

18.6.5 To receive notification of Public Rights & Publication of Unaudited Annual Governance & Accountability Return for accounts year ending 31st March 2022 as Monday 13th June to Friday 22nd July 2022.

(copy of Accounts, AGAR and Exemption Certificate herewith)

- 19. PARISH FOOTPATHS** – To receive a report from Councillor Bundred and consider what action, if any, to be taken.
- 20. LAND AT MOAT VILLAGE HALL** – To receive a report from Councillor Richardson on ownership of the land at Moat village hall.
- 21. LETTER TO LOCAL MP** – To consider a request from Councillor Wilson for the Parish Council to write a letter to the local MP airing concerns over the increasing costs of fuel for the rural population.
- 22. QUEEN'S GREEN CANOPY** – To agree a plaque for the recent tree planting commemorating the Platinum Jubilee.
- 23. CALC** – To note that all CALC emails had been circulated to members. Any emails requiring a decision would be listed separately.
- 24. CORRESPONDENCE RECEIVED BY THE CLERK** - To note items of correspondence received since the last meeting and take actions as appropriate. (circulated by email to members)
- None at time of agenda publication.
- 25. LITERATURE AVAILABLE FROM CLERK** - To note items of literature received since the last meeting:-
- 25.2 NOTICE OF EXECUTIVE KEY DECISIONS** – 22nd April 2022.
- 26. AGENDA ITEMS FOR NEXT MEETING** - To submit items for the next meeting and note that any further items for consideration should be submitted to the Clerk on or before 4th July 2022.
- 27. DATE OF NEXT MEETING** –Monday 11th July 2021 – Moat Village Hall, 7.30pm.