

Washburn Parish Council

Clerk: Dr Jason Knowles PSLCC
Postal Address: 11 Wrenbeck Drive, Otley, LS21 2BP
E-mail: washburnpc@gmail.com

To All Members of the Parish Council

You are summoned to attend the Annual Meeting of the Council
to be held via Zoom
**at 7.15pm on
Tuesday 4th May 2021**

Meeting ID: 881 8788 3449

Passcode: 600506



**Dr Jason Knowles
Parish Clerk
24th April 2021**

PUBLIC PARTICIPATION

Notice is given that at the start of this meeting 15 minutes will be set aside for members of the public to address the committee on matters relevant to the meeting within the following rules:

- (a) Members of the public wishing to speak are to have given prior notice to the Parish Clerk**
- (b) Any member of the public invited to speak will be permitted to speak for no more than 5 minutes**
- (c) In the event of more than 3 members of the public wishing to address the committee then priority will be determined by subject matter**

Cllr. Graham Hebblethwaite – Chair
Cllr. Jacqueline Davison – Vice Chair
Cllrs. Martyn Ainsley, Howard Barker, Andrew Campbell, Ann Johnson, Christine Ryder, Stephen Ryder,
Fiona Walkinshaw, Kevin Wilson

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AGENDA

1. **Election of Chair and Vice-Chair:** Nominations will be received for the Election of Chair and Vice Chair, with the signing of the Declaration of Acceptance at a later date
2. **Apologies:** Members will be asked to receive apologies and approve reasons for absence given by councillors
3. **Declarations of Interest:** To receive any declarations of interest not already declared under the Council's Code of Conduct or Members Register of Disclosable Pecuniary Interests
4. **Minutes for approval:** Members are asked to confirm for accuracy only the Minutes of the meeting of: 1st March 2021
5. **Ongoing issues:** Members to receive information on the following ongoing issues and decide further action where necessary:
 - 5.1 To receive further information on Common Land in the Parish
 - 5.2 To receive further information on white lining around the reservoirs
6. **Annual Governance Statement:** Members will be asked to approve the Annual Governance Statement
7. **Annual Accounting Statement:** Members will be asked to approve the Accounting Statement for 2020/21
8. **Standing Orders and Financial Regulations:** Members will be asked to adopt the Standing Orders and Financial Regulations
9. **Risk Assessment and Asset Register:** Members will be asked to approve the Risk Assessment and Asset Register
10. **Insurance:** Members will receive details and resolve the council insurance for 2021-2022

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- 11. Code of Conduct:** Members will be asked to approve the Code of Conduct
- 12. Police Matters:** Members will receive an update on crime data
- 13. County and Borough Matters:** Members to receive an update on county and borough matters
- 14. Plans considered since last meeting:** Members are asked to note the attached comments
- 15. Planning Application Decisions:** Members are asked to note the attached decisions
- 16. Correspondence received:** Members to be informed of new correspondence received and decide any action where necessary
- 17. Highways Issues:** Members to report on any Parish highways issues
- 18. Maintenance:** Members to receive an update on maintenance issues
- 19. Finance:** Members will be asked to:
 - 19.1** Approve details of the accounts for payment
 - 19.2** To receive a bank reconciliation and budget comparison to 30th April 2021
 - 19.3** To receive the outcome of the council's recent internal audit
- 20. Next Meeting**
 - 20.1** To notify the clerk of matters for inclusion on the agenda of the next meeting
 - 20.2** To confirm the date of the next meeting as Monday 5th July 2021 at 7.30pm at the Robinson Library

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