

STRENSALL with TOWTHORPE PARISH COUNCIL

The Village Hall, Northfields, Strensall , York YO32 5XN
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MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
held in the Village Hall on Tuesday 12th May 2026 at 8.00pm

PRESENT

Cllrs Bolton, Chambers, Drake, Fisher (Chair), Green, Hyde, Mattinson, Pillai and Shirbon

In attendance – Parish Clerk

0 members of the public

1. Annual election of Chairman

Cllr Fisher, proposed by Cllr Bolton, seconded by Cllr Mattinson, unanimous

2. Declaration of Acceptance of Office signed by Cllr Fisher and the Parish Clerk

3. Election of Vice Chairman

Cllr Chambers, proposed by Cllr Mattinson, seconded by Cllr Bolton, unanimous

4. Code of Conduct – Councillor Registration and Disclosure of Interest

The Parish Council are responsible for ensuring the information for each Councillor is on the City of York Council website, but it is the responsibility of each Parish Councillor to ensure that information is correct.

5. Apologies for Absence – Cllrs Glynn and May

6. Declarations of Interest - strictly in accordance with the definition of the declaration, all members of the Council, as Council Tax payers, declared a personal interest in the subject of the meeting.

7. Election of Committee Members, Chairman, Vice-Chairman and adoption/review of terms or reference:

(i) Planning Committee

Members - Cllrs Bolton, Carmicheal, Chambers, Fisher, Green and Mattinson

Chairman – Cllr Bolton

Vice-Chairman - Chambers

Terms of Reference

Appointed by	Full Council
Quorum	Three
Membership/Chairmanship Renewed	Annually at Annual Parish Council Meeting
Minimum number of meetings	On a needs basis
Delegated authority for decisions	Yes
Delegated authority for own budget	No
Can appoint Sub-Committee	No

The objective of the Planning Committee is to represent the views of the community with regard to planning related matters, responding to planning application consultations from City of York Council.

(ii) Finance Committee

Members - Cllrs Bolton, Carmichael, Fisher, Pillai and Shirbon

Chairman – Cllr Bolton

Vice-Chairman - Shirbon

Terms of Reference

Appointed by	Full Council
Quorum	Three
Membership/Chairmanship Renewed	Annually at Annual Parish Council Meeting
Minimum number of meetings	On a needs basis
Delegated authority for decisions	No
Delegated authority for own budget	No
Can appoint Sub-Committee	No

The objective of the Finance Committee is to oversee all aspects of the Financial Administration of the Parish Council including arrangements for the preparation, audit of the Council's systems and accounts and human resource (HR) activities for both Employees and Councillors.

(iii) Cemetery Committee

Members - Cllrs Chambers, Drake, Fisher, Hyde and May

Chairman – Cllr Chambers

Vice-Chairman - Hyde

Terms of Reference

Appointed by	Full Council
Quorum	Three
Membership/Chairmanship Renewed	Annually at Annual Parish Council Meeting
Minimum number of meetings	On a needs basis
Delegated authority for decisions	No
Delegated authority for own budget	No
Can appoint Sub-Committee	No

The objective of the Cemetery Committee is to keep under review the provision of existing burial and interment facilities for the residents of Strensall with Towthorpe at the Burial Ground on Sheriff Hutton Road, Strensall. To oversee the day to day maintenance of the Burial Ground except where delegated to the Burial Clerk. To review and draft annually the Burial Ground structure of fees, rules and regulations for services provided in the Burial Ground, for approve by the Parish Council.

(iv) Playground Committee

Members - Cllrs Fisher, May and Pillai

Chairman – Cllr Pillai

Vice-Chairman - May

Terms of Reference

Appointed by	Full Council
Quorum	Three
Membership/Chairmanship Renewed	Annually at Annual Parish Council Meeting
Minimum number of meetings	On a needs basis
Delegated authority for decisions	No
Delegated authority for own budget	No
Can appoint Sub-Committee	No

The objective of the Play Area Committee is to oversee all aspects of the Play Areas owned by the Parish Council including arrangements for the RoSPA Annual Inspection and all necessary works arising from the inspection.

(v) Trees, Allotments & Open Spaces Committee

Members - Cllrs Chambers, Fisher, Green, Hide and Shirbon

Chairman – Cllr Chambers Vice-Chairman - Shirbon

Terms of Reference

Appointed by	Full Council
Quorum	Three
Membership/Chairmanship Renewed	Annually at Annual Parish Council Meeting
Minimum number of meetings	On a needs basis
Delegated authority for decisions	No
Delegated authority for own budget	No
Can appoint Sub-Committee	No

The objective of the Trees, Allotments & Open Spaces is to deal with all matters in relation to trees and grounds maintenance on those pieces of land that the Parish Council owns or leases.

8. Yorkshire Local Councils Association

a) To discuss membership for 2026-2027

Membership agreed

b) To appoint two representatives to attend YLCA branch meetings

Cllrs Chambers and Hyde were appointed as representatives

9. Strensall Community Youth and Sport Association (SCYSA)

The Parish Clerk appointed as Parish Council Representative

10. Governance/Finance

a) General Power of Competence

The Parish Council confirmed that it does not fulfil the criteria, so it could not use this power. Although it has a “qualified” Parish Clerk (CiLCA), but has insufficient elected Councillors. (Seats 14, Two Third is 10, but only 4 are elected).

b) Data audit

The Parish Clerk had conducted this using the template provided by YLCA

c) Policies

In March 2026. YLCA updated the Checklist, so the Parish Clerk will use this to conduct a review of all policies for the next meeting.

d) Insurance

Gallagher Insurance offers a brokering service for the Parish/Town Council sector and this has been used by this Parish Council for at least the last ten years. Benchmarking against other Parish Council insurances, they offer good value for money. The current policy is with Hiscock and the premium is £3039.48 for 10th November 2025 to the 09th November 2026.

e) Direct debits/standing orders

City of York Council - Cemetery Refuse Collections – Annually - £33.63

British Telecom – Landline/Broadband – Quarterly - £202.28

CPRE – Subscription – Annually - £60.00

Information Commissioners Office – Subscription – Annually - £47.00

O2 – Mobile Phone – Monthly - £19.97

f) Training (Councillors/staff)

The Parish Council councillors and staff should consider their training needs

12. To approve financial documentation for 2024/25:

- a) Annual Internal Audit Report including page 3 of the Annual Governance and Accountability Return
- b) Section 1 - Annual Governance Statement on page 4 of the Annual Governance and Accountability Return
- c) Section 2 - Accounting Statements on page 5 of the Annual Governance and Accountability Return
- d) the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities
 - Annual Internal Audit Report,
 - Section 1 – Annual Governance Statement,
 - Section 2 – Accounting Statements,
 - Analysis of variances
 - Bank Reconciliation
 - Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Resolved / Approved (Unanimous)