



**Minutes of the Annual Council Meeting held on  
Monday 24<sup>th</sup> May 2021 at 7.00pm**

website: [www.kirkella-westella-pc.info](http://www.kirkella-westella-pc.info)

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**Those Present:-**

Councillors; M. Raymond (Chairman), J. Bailey, S. Horton (Vice Chairman), N. McMaster,  
N. Oakes, S. Raymond, D. Robinson and E. Robinson.  
Mrs. A. Pickering – Clerk  
Ward Councillor Ben Weeks  
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- 2774 Election of Chairman - Cllr. M. Raymond proposed by Cllr. D. Robinson, seconded by Cllr. Bailey. Cllr. M. Raymond duly elected.
- 2775 Election of Vice Chairman - Cllr. Horton proposed by Cllr. S. Raymond, seconded by Cllr. McMaster. Cllr. Horton duly elected.
- 2776 Apologies for Absence - Cllr. D. Kaye.
- 2777 Chairman's Welcome Message - The Chairman began by thanking the NHS for their splendid work over the past year and their continued hard work distributing the COVID vaccine. The Clerk was thanked for continuing the work of the Parish Council in the absence of monthly meetings, and the preparation of the risk assessment for this evening's meeting in conjunction with E.R.Y.C. and St. Andrews School. Councillors were thanked for the continued hard work, behind the scenes, in very difficult circumstances. Special thanks were given to Mr. Church, Headteacher, for allowing us the use of the dining room for our Parish Council meetings. It was advised that the Clerk would not be asking for additional agenda items for the June meeting due to the backlog of items received whilst meetings had not taken place, these items must be dealt with first.
- 2778 Election of Officers - The election of Officers took place for the period May 2021 – May 2022.
- Responsible Finance Officer** – Mrs. A. Pickering.  
**Finance Group Members** – Cllrs. McMaster, S. Raymond and D. Robinson, proposed by Cllr. Oakes, seconded by Cllr. Bailey.  
**Advisory Planning Officer** – Cllr. Kaye, proposed by Cllr. S. Raymond, seconded by Cllr. Horton.  
**Planning Group Members** – Cllrs. Bailey, Oakes, M. Raymond and D. Robinson (advice only), proposed by Cllr. S. Raymond, seconded by Cllr. Horton.  
**Publicity Officer** – Cllr. M. Raymond (with the support of Cllr. Kaye), proposed by Cllr. McMaster, seconded by Cllr. Oakes.  
**Responsible Environment Councillors** – Cllrs. Bailey and E. Robinson, proposed by Cllr. S. Raymond, seconded by Cllr. D. Robinson.  
**Councillors Responsible for Street Furniture** - Cllrs. Oakes and D. Robinson, proposed by Cllr. Bailey, seconded by Cllr. McMaster.
- 2779 Update of Members' Register of Pecuniary and Non-Pecuniary Interests - No changes to declare.
- 2780 Minutes of Parish Council Meeting 9<sup>th</sup> March 2020 - The minutes of the meeting held on Monday 9<sup>th</sup> March 2020 were accepted as a true and faithful record of what took place, and were duly signed by the Chairman.
- Minutes of Parish Council Meeting 10<sup>th</sup> August 2020 - The minutes of the meeting held on Monday 10<sup>th</sup> August 2020 were accepted as a true and faithful record of what took place, and were duly signed by the Chairman.
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2781 Finance

- a) Annual Accounts for Year Ending 31<sup>st</sup> March 2021 - The annual accounts were presented to members for approval. After discussion, the accounts were duly signed by the Chairman and Responsible Finance Officer.
- b) VAT Claim Year Ending 31<sup>st</sup> March 2021 - A VAT claim had been made for the sum of £2539.82 for the period 01/04/20 – 31/03/21.
- c) Completion of Internal Audit - The Chairman read out a letter from Mr. G. Lawson, Internal Auditor, received on the successful completion of the internal audit of the Council's books for the year ending 31st March 2021. Mr. Lawson asked that it be recorded in the minutes, the efficient way in which the accounts were presented to him. The professional commitment and due diligence applied to the accounts reflect the high standards of the Financial Officer. Such dedication reflects the Parish Council accounts are in 'safe hands'.
- d) Approve Annual Governance Statement 2020/21 - Members had been provided with a copy of the annual governance statement which was explained by the R.F.O. After discussion, the form was completed, approved and signed by the Chairman and Clerk.
- e) Approve Accounting Statements 2020/21 - The Clerk advised that the Annual Audit Accounting Statements 2020/21 had been prepared for audit and signed by the Responsible Finance Officer on 20th May 2021. After discussion, the document was approved and signed by the Chairman.

2782 Planning Application 21/013111/STPLF

Erection of 211 dwellings and associated infrastructure including access, internal road layout and landscaping – Land South Of Larkfield, 23 Great Gutter Lane West - The Clerk was asked to request a time extension on this application to enable it to be considered by Councillors for further discussion at the June Parish Council Meeting. It should be noted that the application is currently incorrect, showing location as Willerby not Kirk Ella.

2783 Annual Town and Parish Council Planning Liaison Meetings – June 2021 - E.R.Y.C. will be holding two events via Zoom, Tuesday 22<sup>nd</sup> June at 5.00pm and Thursday 24<sup>th</sup> June at 10.00am, Cllr. Oakes to attend on behalf on the Parish Council, Clerk to book.

2784 Annual Parish Meeting - Date confirmed Thursday 27<sup>th</sup> May, 7.00pm, Kirkella St. Andrews Community Primary School, West Ella Road, Kirk Ella (Dining Room).

2785 Date and Time of Next Meeting - Monday 14<sup>th</sup> June 2021, 7.00pm.

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Chairman's Signature

Meeting closed at 7.50pm.