

STAVELEY AND COPGROVE PARISH COUNCIL

Dear Sir/Madam

I HEREBY GIVE YOU NOTICE that the **ANNUAL MEETING OF THE PARISH COUNCIL** will be held on **Wednesday 20th May 2026** commencing at **7.00pm** in Staveley & Copgrove Village Hall. This will be followed by the **ANNUAL PARISH MEETING** and an **ORDINARY MEETING OF THE PARISH COUNCIL**.

All Members of the Council are hereby **SUMMONED** to attend for the purposes of considering and resolving upon the business to be transacted at the meetings as set out hereunder.

Members of the Public and Press are welcome to attend.

Members of the Public may speak at the Chair's discretion at the **ANNUAL MEETING** and **ORDINARY MEETING OF THE PARISH COUNCIL**. The meetings may be subject to audio and/or visual recording and any recordings broadcast.

THE **ANNUAL PARISH MEETING** is for all electors of the Parish. It is not a meeting of the Parish Council. Anyone is welcome to attend the meeting, however, only registered electors of the Parish may speak and vote during the meeting.

Signed.....Graham Bowland.....Acting Clerk to Parish Council

THE ORDINARY MEETING OF THE PARISH COUNCIL

BUSINESS TO BE TRANSACTED

1. WELCOME

Introduction from the Chair. To remind those attending of the Council's expectations for the audio and/or visual recording of the meeting

2. APOLOGIES FOR ABSENCE

To receive apologies

3. CO-OPTION OF NEW PARISH COUNCILLOR

To elect by co-option a new Parish Councillor to fill vacant seat in Staveley

Introduction and discussion with the candidate

And, if successful;

Signing of the Declaration of Acceptance of Office

Completion of the Registration of Interests form to be provided to the NYC Monitoring Officer (as required under rule 29 of the Localism Act 2011)

4. DECLARATIONS OF INTEREST

To receive declarations of pecuniary interest and/or other non-disclosed interests and their nature

a) Declarations

To receive, consider and/or decide upon applications for dispensation

b) Applications for dispensation

5. MINUTES

To receive and approve the Minutes of the last Meeting

a) Minutes of the Staveley and Copgrove Parish meeting held on 9th March 2026

b) Action Points from the above meeting

6. COUNCILLOR AND OFFICER REPORTS

To receive and consider reports upon matters arising at meetings/events at which the Parish Council is represented.

- a) North Yorkshire Council – Cllr Windass

7. MATTERS ARISING

To receive information on the following ongoing issues and to decide further action where necessary.

- a) Resignation of Julia Oysten from role as Parish Clerk
 - recruitment of new Clerk
 - Temporary Clerk
- b) Staveley Walk
- c) Installation of Parish Council Notice Board for Staveley Village Green
- d) Acquisition of Village Benches
 - Legacy of Peter Walker – contract quotes to review and determine who to use
 - New Benches given CIL Money (see finance section)
- e) Staveley Grass Cutting 2026
- f) Children's Play Area – Staveley
 - Lease with Staveley Residents in Need (SRIN)
 - Review of Playground Inspection Company Report and determine any actions arising
- g) Website and email updates
 - Use of staveleyandcopgrovepc.org.uk email and website
- h) Parish Archives and storage of important Parish Council documents
 - Purchase of a filing cabinet
- i) Litter
 - Nothing received from NYC re litter picking high viz jackets/equipment

8. CORRESPONDENCE requiring decision/response

To consider and/or resolve upon correspondence requiring decision/response

- a) Request from Mr & Mrs Best for water facilities to the Allotments. (see email)
- b) Request from residents on Spellow Crescent to contact NYC regarding insufficient grass cutting – link this to discussion on whether the PC takes on responsibility for all grass cutting in the Village and what level of reimbursement they would be
- c) Request from Mr & Mrs Best to have stones dug up and re-sited on the Village Green – trucks have driven over them and embedded deep into the grass

9. CORRESPONDENCE for information

To receive correspondence for information

- a) North Yorkshire Council: Call for Sites reopened 11th May to 22nd June 2026 as per email 11th May.
- b) North Yorkshire Highways: Closure of Minskip Road until 12th June 2026 as per email 12th May.

10. FINANCE

To receive, consider, note, approve and/or resolve upon the following items:

- a) The balance at the bank. Inspection of bank statements and bank reconciliation
- b) The Income & Expenditure Account for the period 1st April to date
- c) Expenditure since last meeting for approval
- d) Expenditure planned before the next meeting
- e) Internal Audit Meeting 16 April 2026
 - Review of effectiveness of internal financial control measures
 - Internal Auditors Report
 - Signing of the Annual Governance and Accountability Return (AGAR)
 - Certification of Exemption from full AGAR as turnover less than £25,000
- f) Insurance Policy renewal
- g) CIL Monies received of £14,112.97 and how this can be spent within the Parish

11. PLANNING

To monitor and record Planning Applications within the Parish. To consider, note and/or resolve the following Planning matters and Planning Applications.

- a) 26/01662/FUL Extension to existing storage building and erection of building for storage (retrospective) Abacus House, Copgrove. Circulated and commented on before 18th May deadline

12. COMMUNICATIONS

To discuss, consider and/or resolve upon the following matters. To solicit, receive and/or identify any items for inclusion/posting

- a) The Parish Council Facebook page
- b) The Parish Council Website
 - The AGAR and associated documents

13. THE NEXT AGENDA

To identify any items for inclusion by the Clerk on the next Agenda

14. PUBLIC SESSION

To receive questions and comments from Members of the Public

15. DATE OF NEXT MEETING

To confirm the date of the next meeting