

**Hutton Cranswick Parish Council**  
**Minutes of the Meeting of the Parish Council, held on the 22<sup>nd</sup> April, 2026.**  
**The Meeting was held at the WI Hall, Main Street, Cranswick and commenced at 7.00 pm.**

**Present:** Councillors: Alderton, Ingham, Jones, Kelly, Kemp, Poolford, Richardson (minute 26/089 onwards), Sibley-Calder, Swan, Teare, Thompson (in the Chair). Residents: One. The Clerk recorded the minutes.

**26/082 Apologies:** Cllrs: Bucknall and Mrs Simpson. Ward Councillor Bibb.

**26/083 Declaration of Pecuniary and Non-Pecuniary Interests: –**

Cllr Ingham – item 10(a) and minute 26/089(a) – Non-pecuniary – In-Bloom Member.

Cllr Ingham – item 10(b) and minute 26/089(b) – Non-pecuniary – SRA Committee Member.

Cllr Kemp – item 10(a) and minute 26/089(a) – Non-pecuniary – In-Bloom Member.

Cllr Kemp – item 10(b) and minute 26/089(b) – Non-pecuniary – SRA Committee Member.

Cllr Poolford – item 15 and minute 26/096 – Non-pecuniary – Allotment Tenant.

**26/084 Minutes – Resolved** – That (a) the minutes of the meeting of the Council held on the 25<sup>th</sup> March, 2026 be approved and signed as a correct record (proposed Cllr Swan/seconded Cllr Alderton) and (b) the value of £5511.00 in minute 26-045 be corrected to £5531.00 (proposed Cllr Teare/seconded Cllr Ingham).

**26/085 Financial Monitoring: -**

(a) 2026-27 Budget – Month 1 position was discussed and noted.

(b) Bank Statements and Reconciliation at 31<sup>st</sup> March, 2026 was £143,760.78.

(c) Bank Statements and Reconciliation at 22<sup>nd</sup> April, 2026 was £135,608.38.

(d) An update on the Periodic Receipts Risk Register was noted.

**26/086 Questions to Ward Councillors:** – Cllr Bibb was unable to attend the meeting.

(a) The ‘Watton to Cranswick’ finger post on the signpost at the junction of Station Road/Meggison’s Turnpike had now been ordered and was expected to be repaired within 3 months. East Riding of Yorkshire Council would be requested to arrange for the work to be done in advance of the ‘In Bloom’ judging day in July.

There were no updates on (b) the repair/replacement of the Watton/Cranswick direction sign (ref 235669) and (c) the repair to the sign on Howl Lane.

**26/087 Council Priorities** – Doctors Surgery: It was noted that the SRA was willing to offer a room for a drop in Doctor’s surgery. Cllr Sibley-Calder reported that unfortunately, the clubhouse would not meet the stringent regulations required for the location of a surgery. The Group’s next meeting was on the 19<sup>th</sup> May, 2026.

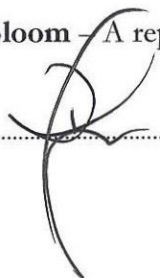
**26/088 Planning Application.**

**26/00894/TCA:** CRANSWICK CONSERVATION AREA - Fell 1 no. Wetland Cypress Conifer tree (T1) at 2 Hotham Road, Hutton Cranswick, East Riding of Yorkshire, YO25 9QW – Tree Works in Conservation Areas – No Objections (proposed Cllr Jones/seconded Cllr Alderton).

**26/089 Representatives reports: -**

(a) **In Bloom** – A report previously circulated by Cllr Mrs Simpson was noted.

Signed.....



Date 20<sup>th</sup> May 2026

(b) **SRA** – The Committee was to seek, through a questionnaire, what support there would be from young people in using a ‘Pump Track’ at the SRA. Councillors offered to help in passing out questionnaires. The SRA was willing to offer a room for a drop in Doctor’s surgery after the completion of the remodelling of the women’s changing rooms.

In supporting some ‘quick wins’ that young people might want to take forward it had been suggested that Councillors came along to the SRA to listen to young people, who are currently using the SRA and perhaps have a stall at the Summerfest. It was hoped that the first draw of the 100 Club would be in August.

Cllr Ingham was to step down from the role of parish council representative on the SRA Committee but would continue to be the SRA Committee as Sports Coordinator.

(c) **Pond** – Cllr Sibley-Calder had taken more weed out of the pond. The pond was getting overgrown with the weed.

(d) **Parish Paths** – Cllr Poolford reported that East Riding of Yorkshire Council could not commit to any financial match funding for maintaining the Village paths. It was noted the hedge close to Howl Lane on footpath 2 was very overgrown. The maintenance of paths would start in early May.

(e) **Book Exchange** – The Exchange continued to be well used. There was a shortage of books for younger children.

#### 26/090 Traffic Issues:

(a) Restriction on parking near the Spar and White Horse pub: It was noted the aim of the hatching was to prevent parking in the location without the need for changing the current restriction.

(b) Bus layby – A reply from East Riding of Yorkshire Council was awaited on an ‘In Principle’ agreement to the proposed design and an indication as to the next steps to go through to implement the scheme.

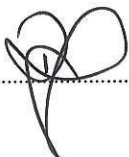
**26/091 Internal Audit 2025-26** – (a) The auditor had set out measures to strengthen the systems, procedures, and governance arrangements that the Council already had in place. In relation to digital and data compliance: the website was not on a .GOV Domain with the Council needing its own webpage; the draft data protection policy must be approved and published and data protection training for councillors and staff. The report also recommended other policies that should be in place.

It was **Resolved** (a) To note the audit report and (b) To approve the action plan supporting the measures outlined in the report, including adopting: a revised Model Publication Scheme and draft new policies produced as part of the audit process: audit ref. 17: Co-option; 24: Data Protection/Information Security, 27: Recordings Policy and 92: Training Statement of Intent - Members Development Policy (proposed Cllr Thompson/seconded Cllr Teare).

A .GOV.uk website address must be provided and registered by an Approved Registrar authorized by the Government Digital Service. The Council’s Registrar had provided two options for the Council to move to a .GOV.uk website and commented that technically, the website did not need to be separated as the website was in the Council’s control and that currently, there were a few small errors on the website that could be easily corrected. The Council’s website provider had commented on the options from the Registrar. It was **Resolved** to seek recommendations from the Communications Group on the two options from the Registrar (proposed Cllr Thompson/seconded Cllr Swan).

(b) The auditor had signed off the Annual Internal Audit Report for the Annual Governance Return 2025-26. However, given the findings the auditor considered the Council had not fully complied with control objective O: ‘*The authority has complied with laws, regulations & proper practices relating to digital and data compliance.*’ The Council was disappointed with this decision.

Signed.....



Date 20 May 2026

### **Annual Governance and Accountability Return 2025-26 (AGAR)**

**26/092 AGAR: Section 1 - Annual Governance Statement 2025-26** – In Section 1 the Council had to agree by answering ‘yes’, ‘no’ or ‘not applicable’ to ten assertions. In responding to the assertions, the Council was aware of the guidance on proper practices in the Smaller Authorities’ Proper Practices Panel Practitioners’ Guide 2025 and the Council had noted a summary of actions it had taken throughout the year to support its decisions.

Given the outcome of the internal audit the Council discussed how to answer Assertion 10. Agreeing to saying YES to Assertion 10 ‘*We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review*’ meant the Council had made suitable arrangements for its IT and data management and had complied with proper practices in doing so. The guidance stated- ‘*it is best practice to use .gov.uk domains for smaller authorities’ emails and websites*’. The huttoncranswickpc.gov.uk email address had been in place from September, 2023.

It was **Resolved** (a) to agree (YES) to Assertions 1-8 and 10, Assertion 9 was not applicable (proposed Cllr Thompson/seconded Cllr Ingham).

**26/093 AGAR: Section 2 - Accounting Statements 2025-26** – The Responsible Financial Officer had signed Section 2 on the 14<sup>th</sup> April, 2026. Following consideration of the relevant Practitioners’ Guides, the annual internal audit report, scrutiny of the Account Statements and evidence supporting the Statements, it was **Resolved**:

- (a) to approve and sign Section 2 - Accounting Statements 2025-26 and approve:
  - (b) The Bank Reconciliation as at 31<sup>st</sup> March, 2026.
  - (c) The Explanation of Variances 2025-26.
  - (d) The dates of the period for the exercise of public rights 2025-26.
  - (e) The Notice of Public Rights and Publication of Unaudited AGAR for Accounts for year ended 31<sup>st</sup> March, 2026.
  - (f) The documentation to be submitted with the Annual Return.
  - (g) The payment of £1.00 to be charged for each copy of the Annual Governance and Accountability Return.
- (proposed Cllr Ingham/seconded Cllr Swan)

The following documents would be submitted with the Annual Return: The Annual Internal Audit Report 2025-26; AGAR Sections 1, 2 and 3; the Bank Reconciliation as at 31<sup>st</sup> March, 2026; the Explanation of Variances; the notification of the commencement date of the period for the exercise of public rights and contact details.

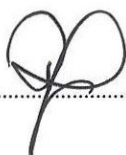
The Notice of Public Rights and Publication of Unaudited Return was to be published on the notice boards and the Council’s website on the 22<sup>nd</sup> May, 2026. The dates for the period for the exercise of public rights would commence on Wednesday 3<sup>rd</sup> June, 2026 and end on Tuesday 14<sup>th</sup> July, 2026, as suggested by the External Auditor.

**26/094 Allotments** – Cllr Poolford reported there were no vacant plots at present.

**26/095 Play Area** – Costed proposals for installing swing/hang bars, a replacement slide and work to identify the most suitable location for a seesaw for younger children were being finalised.

**26/096 Gatehouse Lake** – The Angling Club had provided details of how it managed its membership waiting list. The Council considered it was well managed using a robust process.

Signed.....



Date 20<sup>th</sup> May 2026

**26/097 Payments, April, 2026 – £13, 732.72**

Cheque No	Name	Details	Net of Vat	VAT	Total (including VAT)
4230	Hutton Cranswick WI Hall Account	Hire of Hall	20.00		20.00
4231	ERNLLCA	Membership subscription fees to East Riding and Northern Lincolnshire Local Council Association and National Association of Local Councils (25/124)	875.07		875.07
4232	Post Office	EDF: - Pond - Electricity SC 02-03-26 to 31-03-26	15.00	0.75	15.75
4233	Beverley and North Holderness Internal Drainage Board	Agricultural Drainage Rates - 01-04-26 to 31-03-27.	117.98		117.98
4234	Hutton Cranswick in Bloom	Award of grant (26/039)	1500.00		1500.00
4235	Hutton Cranswick Sports and Recreation Association	Award of grant (26/045)	5531.00		5531.00
4236	Hutton Cranswick Bulletin	Award of grant (26/067)	4000.00		4000.00
4237	Hutton Cranswick Village Show	Award of grant (26/069)	1000.00		1000.00
4238	Peter Magee	Updates to website following internal audit	75.00		75.00
4239	S.Sanderson	Salary, allowances and expenses	587.84	10.08	597.92
<b>Total</b>			<b>13721.89</b>	<b>10.83</b>	<b>13732.72</b>

**Resolved** – To approve the payments, as presented (proposed Cllr Sibley-Calder/seconded Cllr Swan).

**26/098 Payment of invoices, following publication of the agenda – £354.00.**

Cheque No	Name	Details	Net of Vat	VAT	Total (including VAT)
4240	T Eling, Landscapes and Garden Services	Cutting Greens - 31-03-26 08-04-25 (25/056); Centenary Wood weed control.	295.00	59.00	354.00
<b>Total</b>			<b>295.00</b>	<b>59.00</b>	<b>354.00</b>

**Resolved** – To approve the payments, as presented (proposed Cllr Poolford/seconded Cllr Sibley-Calder).

**26/099 Correspondence** – The following correspondence was received and noted: -

- (a) East Riding & Northern Lincolnshire Local Councils Association (ERNLLCA) dated March, 2026 Newsletter.
- (b) ERNLLCA - Managing Projects for Town and Parish Councils.
- (c) National Association of Local Councils (NALC) - Chief Executive's Bulletin dated 2<sup>nd</sup> April, 2026.
- (d) East Green Link 2 (EGL2) Regional Fund Public Information Events newsletter.
- (e) ERNLLCA - East Riding of Yorkshire District Committee - Domestic Violence and Abuse Partnership.
- (f) East Riding Local Plan Update - Notice of Adoption - Planning Obligations Supplementary Planning Document.
- (g) Egdon Resources - Planning Application to drill for gas at Foxholes.
- (h) East Riding of Yorkshire Council Winter Maintenance 2026-27 (Salt Bins).
- (i) Clean Air Solar Farm public launch update.
- (j) East Riding of Yorkshire Council 2026 Town and Parish Council Communication Survey.
- (k) Police – Parish and Town News dated April, 2026 - Drifffield, Rural, East Wolds and Coastal Wards.
- (l) Beverley & North Holderness IDB - Notice of Entry-Payments-Maintenance-Byelaws-Land Transfer.
- (m) Concerns from a resident about E-Scooters in Village – It was noted, privately owned e-scooters were currently illegal to use in public places.
- (n) Scarborough Hall Culvert Replacement.
- (o) NALC - Chief Executive's Bulletin dated 16<sup>th</sup> April, 2026.
- (p) NALC - Chief Executive's Bulletin dated 9<sup>th</sup> April, 2026.
- (q) East Riding 4 Community - Funding alerts and news for the VCSE sector.
- (r) East Riding of Yorkshire Council Standards Committee dated 27<sup>th</sup> April, 2026.
- (s) The monthly inspection log of the Play Area.

**26/100 Topics for The Bulletin** – An article on the Book Exchange.

Signed.....



Date..

20<sup>th</sup> May 2026

**26/101 Recruitment Process** – The process was being finalised to advertise for a new Clerk.

**26/102 Next Meeting** – 20<sup>th</sup> May, 2026 at the WI Hall, Main Street, Cranswick: -

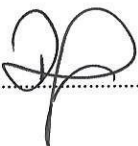
- (a) 7.00 pm - Annual Parish Meeting,
- (b) 7.15 pm - Annual Meeting of the Council.
- (c) 7.30 pm - Ordinary Meeting (May).

**26/103 Exclusion of press and public to resolve that due to the confidential nature of the business to be transacted, the press and the public are excluded from the remainder of the meeting (Section 1(2) Public Bodies Admissions to Meetings Act 1960)** (proposed Cllr Teare/seconded Cllr Swan).

**26/104 Footpath and Cycleway from Cranswick to Hutton** – Deferred to the May Meeting.

There being no further business, the Meeting closed at 8.30 pm.

Signed.....



Date. 20<sup>th</sup> May 2026