

HOLLYM PARISH COUNCIL
MINUTES TO MONTHLY MEETING HELD ON THE 21st MAY 2026.
HOLLYM VILLAGE HALL, NORTH LEYS ROAD, HOLLYM, HU19 2SB.

Present:

Cllr. Adrian Boasman	AB – Chair
Cllr. Fred Dearing	FD – Vice Chair
Cllr. Keith Bedson	KB
Cllr. Rob GH Clubley	RGHC
Cllr. Fred Dearing	FD
Cllr. Annie Ives	AI
Cllr. Rebecca Lindgren	RL
Cllr. George Tupling	GT

Clerk: Rachel Foster **Ward Councillor(s):** 1 **Members of Public:** 4

Minute	Discussion and Agreement	Action
26/05/041	To note apologies for absence and absentees	
	No apologies.	
26/05/042	Councillors' disclosure of interests in matters on the Meeting Agenda	
	None Declared	
26/05/043	To confirm the minutes of the meeting	
	Ordinary Meeting held on 09/04/2026 ' Agreed ' by all and signed by Chair.	
26/05/044	Clerks(s) Report	
	Clerk gave an update to the work of Town Smart has done to the bus shelter. She also gave a brief summary of the ERNLLCA conference that will be of use to the Council.	
26/05/045	Public Forum	
	No comments.	
26/05/046	Ward Councillor Update	
	Cllr Sean McMaster gave an update on the issues he's been working on. The repairs to the path on the main road will be considered by ERYC in the next financial year. Cllr McMaster will continue to push for these repairs through his regular meetings with Highways. Traffic management do not have data to support a crossing being implemented in the village. It was suggested that Pride in Place could be used to help with safety of the village as the Police Commissioner fund is currently closed but will be updated when it is open again. Cllr McMaster would like to talk with the Polic Commissioner, not only about the front desk closure of Withernsea Police Station but also the speeding problems in the villages. The DIFEY fund is also open for funding applications. ⁴ Cllr RGHC raised concerns from residents over the repairs on the road near the old train route. It is catching under carriages of vehicles. Cllr McMaster will address this with Highways.	
26/05/047	Finance	

	<p>a) Receipts 'noted' – Bank Interest – April £4.46</p> <p>b) Payments 'resolved' as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Clerk Salary – April Salary</td> <td style="text-align: right;">197.92</td> </tr> <tr> <td>Lloyds Bank Fee - April</td> <td style="text-align: right;">4.25</td> </tr> <tr> <td style="text-align: center;">Total Payment – May 2026</td> <td style="text-align: right;">202.17</td> </tr> </table> <p>c) Bank Reconciliation noted – 30th April 2026.</p> <p>d) Annual Governance Accountability Return (AGAR): Deferred until the next meeting.</p>	Clerk Salary – April Salary	197.92	Lloyds Bank Fee - April	4.25	Total Payment – May 2026	202.17	Clerk
Clerk Salary – April Salary	197.92							
Lloyds Bank Fee - April	4.25							
Total Payment – May 2026	202.17							
26/05/048	Planning and Consultations							
	<p>Noted the following Planning Decisions:</p> <p style="padding-left: 20px;"><u>Planning Appeal Ref: 25/03178/OUT</u></p> <p style="padding-left: 20px;">Proposal: Outline – Erection of 9 dwellings with associated access, parking, turning and landscaping following demolition of existing buildings (access and Layout to be considered)</p> <p style="padding-left: 20px;">Location: Land North of 1 to 6 Smook Hills Road Hollym East Riding of Yorkshire HU19 2QQ</p> <p style="padding-left: 20px;">Applicant: Messrs Cash</p> <p style="padding-left: 20px;">ERYC Decision – Refusal of planning permission.</p>							
26/05/049	Community and Parish Council items							
	<p>a) Resolved a date for the Community Litter Pick – Sunday 28th June 10am-12pm</p> <p>b) Deferred Cllr B Jull’s memorial plaque until the next meeting.</p> <p>c) Resolved responses to the Town and Parish Council Communication Survey</p> <p>d) Approved attendance of the Clerk to ERNLLCA Conference 2026</p>	Clerk Clerk						
26/05/050	Reports received from Committees and/or Councillors on External Bodies							
	<p>a) Health – No Report.</p> <p>b) Shape – The meeting was focused on speeding. Volunteer Speed Patrols are active, however these rarely can be prosecuted.</p> <p>c) Village Hall – Nothing to report.</p>							
26/05/051	To note correspondence received							

	<p><u>Agenda items</u> 15/04/2026 – Parish Open Door – 2026 Town and Parish Council Communication Survey</p> <p><u>For Information and reporting only</u> 08/04/2026 – ERYC - Pride in Place 09/04/2026 – SHAPE – Reminder for the next Southern Transition Planning Group Meeting & Agenda 09/04/2026 – ERNLLCA – Meeting slides 09/04/2026 – Forward Planning – Planning Obligations SPD 10/04/2026 – ERNLLCA – Planning training 17/04/2026 – East Riding Planning – Consultation for 26/00218/PLF Withernsea Rugby Union Football Club 20/04/2026 – Parish Open Door – Aldbrough Community Fund 20/04/2026 – ERYC – Surface Dressing 2026 22/04/2026 – ERNLLCA – Riparian Ownership of Drainage 23/04/2026 – Parish Open Door – Revised Planning Enforcement Plan 2026</p>	
26/05/052	Items raised for the next agenda	
	None.	
26/05/053	Date and time of next meeting(s): 11 th June 2026	
	Meeting Closed at: 20.43pm	

Signed

Date

CLERKS REPORT – 30/05/2026

DIFEY Fund

The DIFEY Fund is a minimum of £1500 to a maximum of £5000

East Riding of Yorkshire Council recognises the impact of the cost-of-living crisis and aims to support sustainable community activities that improve wellbeing, access to services, and reduce isolation.

The Do it for East Yorkshire Fund supports these aims, along with projects that build pride of place, encourage use of community services, and test new pilot ideas.

Specifications

Applications will need to include new or substantially developed elements to their projects.

Please consider why you want to do this activity and what evidence you have that this is needed.

What are the outputs, outcomes and benefits of delivering this project?

How will the project build capacity within your organisation or community?

How will the project be sustained after the funding has ended

R. Foster

Clerk to Hollym Parish Council

**Hollym Parish Council -
Monthly Payment Schedule**

Date	Description	Ref:	Amount	Budget Item	Notes	Power to Spend
07/05/2026	Clerk Salary		197.92	Salaries	April Salary	LGA 1972, s112
	Bank Charges		4.25	Expenses	April Bank Charges	LGA 1972, s111
	Yorkshire & Humber Grounds Maintenance		44.00	Steetscene	Pinfold Maintenance	LGA 1972, s111
	Bank Charges		4.25	Expenses	May Bank Charges	LGA 1972, s111
01/06/2026	Yorkshire & Humber Grounds Maintenance		22.00	Steetscene	Pinfold Maintenance	LGA 1972, s111
	Monthly Payment		272.42			
	* Clerk Expenses being reclaimed as paid upfront					
Note:	Payments are to be made via Bank Transfer once authorised at the meeting by the Chair and Clerk and ' Resolved ' by the PC					
01/06/2026	Authorised:					
	Chair:					
	Clerk:				Minute Ref: 26/06/	

Hollym Parish Council - Bank Reconciliation 2026/2027

	A	B	C
1	01/04/2026		
2	Opening Balance - Treasurer Account		417.16
3	Opening Balance - Saver Account		10461.55
4			
5	Income		3,109.38
6	Total		13988.09
7			
8	Less:		
9	Payments		960.69
10			
11	Reconciliation at 31/05/2026		13027.40
12			
13			
14	Closing Balances as at 31/05/2026:		456.47
15	Treasurer Account		12570.93
16	Saver Account		
17			
18	Less Uncleared Items		
19			
20			13027.40
21			
22	Signed By Chair:		Date:
23			
24	Signed By Clerk:		Date:
25			
26			
27			
28	Minute Ref: 26/06/		

Annual Internal Audit Report 2025/26

Hollym Parish Council

<https://hollymparishcouncil.eastriding.gov.uk/> WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).			
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed). Date(s) internal audit undertaken: 02/06/2026 Name of person who carried out the internal audit: ANJNEW SV

Signature of person who carried out the internal audit:  Date: 02/06/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Hollym Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DOMINIC TAY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)

	Yes	No
The authority website is up to date and the information required by the Transparency Code has been published.		

<https://hollymparishcouncil.eastriding.gov.uk/> THE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

Hollym Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	10,760	11,699	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	5,800	6,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	306	9,594	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2,809	2,851	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	2,358	13,563	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	11,699	10,879	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	11,699	10,879	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	22,753	33,503	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Local Councils Only	Yes	No	
11. Do the figures in the accounting statements above exclude any Trust transactions?	<input type="checkbox"/>	<input type="checkbox"/>	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

SIGNATURE REQUIRED

Date

I confirm that these Accounting Statements were approved by this authority on this date:

SIGNATURE REQUIRED

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Certificate of Exemption – AGAR 2025/26 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2026 and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2026 and a completed Certificate of Exemption is submitted no later than **30 June 2026** notifying the external auditor.

Hollym Parish Council

certifies that during the financial year 2025/26, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2025/26: £15,594

Total annual gross expenditure for the authority 2025/26: £16,414

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2022
- In relation to the preceding financial year (2024/25), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2026.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

I confirm that this Certificate of Exemption was approved by this authority on this date:

Signed by Chair

Date

as recorded in minute reference:

Generic email address of Authority

Telephone number

clerk@hollym-pc.gov.uk

07730691410

*Published web address

<https://hollymparishcouncil.eastriding.gov.uk/>

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2026. Reminder letters for late submission will incur a charge of £40 + VAT.