

STOCKTON-ON-THE-FOREST PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON WEDNESDAY 28 OCTOBER 2015 AT 7.30PM**

Councillors Present: David Crossley (DC) Rosie Dunn (RDF)
Chris Small (CS)

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 0

16/79 To accept apologies for absence:

Ward Cllrs Helen Douglas (HD) and Paul Doughty (PD)
Parish Councillors John Coldwell (JC), Russell Dowson (RDM), Allan Piper (AP)
and Ken Sawyers (KS)

16/80 To record declarations of interest in items on the agenda:

None

16/81 To confirm the minutes of the Meeting held on Wednesday 30 September 2015:

Minutes were unanimously agreed and signed.

16/82 To discuss matters arising from previous minutes:

a. Appearance of the parish e.g. grass cutting/litter

The Parish Council felt everything looked OK at the moment

b. Light between church and public house

FH advised the CYC had asked their legal dept to advise on this issue

c. Yorkshire Marathon/Tour De Yorkshire

FH advised that Lucy Elsender, Run For All had changed jobs and was unable to attend this evenings meeting, but would find out if any of her colleagues could attend a future meeting.

d. City of York Local Plan

NTR

f. Barr Lane Proposed Closure

NTR

16/83 To receive any matters raised by members of public:

None

16/84 To report and make relevant recommendations on new planning applications:

6.1 15/02273/FUL Land at Grid Ref. 465166 458317 Towthorpe Moor Lane

Letter B, Proposed DC. Seconded CS, Unanimous

16/85 To report planning decisions by City of York Council:

None

16/86 To receive reports from representatives of following outside bodies:

a. Footpaths

NTR

b. Foss (2008) Internal Drainage Board

There would be a meeting next Monday and Dc would attend

16/87 To discuss the Stockton-on-the-Forest Play Area:

RDF had done the checks last month and CS would do the checks next month.

FH was asked to contact Aspects Horticultural to request that they trim the hedge.

FH would again contact Yorkshire Housing about the trees.

16/88 To report any new correspondence received by the council:

10.1 CYC - Earswick PC - Neighbourhood Plan - Designation of area

The Parish Council noted receipt of this letter

16/89 To receive matters raised by members:

FH was asked to write to North Yorkshire Police about the abandoned car on Barr Lane

16/90 To discuss matters raised by Parish Clerk/Responsible Financial Officer:

1. Bookkeeping records for the year ending 31Mar16 to date

FH circulated copies around Cllrs

2. Internal Control Checks

The monthly were conducted and everything found to be in order.

3. Work Place Pensions

FH had downloaded the "Duties Checker" from The Pensions Regulator" website, which she would reproduce at the end of these and future minutes. The details would be updated as necessary.

4. Budget/Precept 2016/2017

FH advised Cllrs to give this some thought, so it could be drafted at the Nov15 meeting, finalised at the Dec15 meeting and approved at the Jan16 meeting

5. Matters raised by/with Yorkshire Local Councils Association (YLCA)

5.1 Retention of Documents Policy

This was approved and signed by the Chairperson

6. To approve the following invoices for payments

6.1	Fiona Hill	Clerks Salary	101082	£256.05
6.2	Aspects Horticulture	Play Area Grass Cutting	101083	£139.09
6.3	Playsafety Ltd	ROSPA*	101084	£106.80
6.4	Ardent IFA Ltd	Auto Enrolement	101085	£295.00

* FH was asked to chase up the ROSPA report, which was not enclosed with the cheque.

Cheque 101086 was issued to replace cheque 101073

16/91 To confirm the dates of the future meeting(s) on Wednesday at 7.30 p.m. in the village hall as:

25 November 2015	16 December 2015	
27 January 2016	24 February 2016	30 March 2016**
27 April 2016	25 May 2016	29 June 2016
27 July 2016	31 August 2016	28 September 2016
26 October 2016	30 November 2016	21 December 2016

** FH reminded Cllrs that she planned to be away at this meeting

The Pensions Regulator - Duties Checker

Stockton-on-the-Forest Parish Council is an employer who has to provide a pension

Their Staging Date is 01 January 2016

What you need to do and by when:

1. Confirm who to contact - Done

FH has exchanged emails with The Pensions Regulator to advise them that both the Primary Contact and the Secondary Contact is Fiona Hill

2. Choose a pension scheme - Done

The Parish Council have enrolled with Now Pensions with assistance from Ardent IFA Ltd, 80 Clifton, York, YO30 6BA. Tel: 01904 655330. Email: hello@ardentuk.com

3. Work out who to put into a pension - To Do

This must be done on the Staging Date

4. Write to your staff - To Do

This must be done within six weeks after the Staging Date

5. Declare your compliance - To Do

This must be done within five months after the Staging Date