

STOCKTON-ON-THE-FOREST PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON WEDNESDAY 30 AUGUST 2017 AT 7.30PM**

Councillors Present: John Coldwell (JC) Russell Dowson (RDM)
Rosie Dunn (RDF) Chris Small (CS)

In Attendance: Fiona Hill (FH) – Parish Clerk
CYC Ward Cllr Paul Doughty (PD)

Public Present: 0

18/57 To accept apologies for absence:

Parish Councillor David Crossley (DC) and Ken Sawyers (KS)
CYC Ward Cllr Helen Douglas (HD)

18/58 To record declarations of interest in items on the agenda:

RDM, Reclaim for payment for Bus Shelter Cleaning

18/59 To confirm the minutes of the Meeting held on Wednesday 26 July 2017:

These Minutes were unanimously approved

18/60 To discuss matters arising from previous minutes:

None

18/61 To discuss long-standing matters:

1. Appearance of the parish e.g. grass cutting/litter -
FH was asked to chase up Aspects as the strimming had not been done.
2. Light between church and public house
PD gave an update on this matter, of which the content was confidential
3. Yorkshire Marathon
NTR
4. City of York Local Plan
The public consultation would commence September 2017
5. Barr Lane Proposed Closure
NTR
6. Strensall with Towthorpe PC Neighbourhood Plan
NTR
9. City of York Council – Speed Management 16/17 Hopgrove Lane South
NTR

10. Damage to bus shelter outside The Fox Inn
FH had given CYC quote to the insurance company and was in the process of completing the claims form

18/62 To receive any matters raised by members of public:
None

18/63 To report and make relevant recommendations on new planning applications:

Letter A: We support the application

Letter B: We have no objections

Letter C: We do not object but wish to make comments or seek safeguards as set out overleaf

Letter D: We object on the planning grounds set out overleaf

1. 17/01990/FUL Carlton Cottage, Old Carlton Farm, Warthill
Letter B Proposed: RDM Seconded: RDF Unanimous

2. 17/02040/TCA 1 Maple Court
Letter B Proposed: JC Seconded: DC Unanimous

3. 17/01704/FUL The Gardens, Malton Road
Letter C Proposed: CS Seconded: JC Unanimous

- As long as the work is approved by an Arboriculturist, as it is in a Conservation Area

18/64 To report planning decisions by City of York Council:
None

18/65 To receive reports from representatives of following outside bodies:

a. Footpaths

These were all in reasonably good order. PD would chase up the signs

b. Foss (2008) Internal Drainage Board

NTR

c. North Yorkshire Police, Safer York Partnership

FH had circulated the monthly report

d. Stockton Hall Hospital

NTR

18/66 To discuss the Stockton-on-the-Forest Play Area:

DC had conducted last month checks and RDF would conduct next month's checks.

FH reported that Danby's planned to commence work w/c 11Sep17

RDF would look at the goal net and either make safe or remove.

It was understood that a party had taken place on the play area, without prior permission from the Parish Council. There was a concern about any liability, so FH was asked to draft a notice asking that permission be requested from the Parish Council prior to the event taking place

18/67 To report any new correspondence received by the council:

1. Holy Trinity Church – Grant Application

The Parish Council noted receipt of a letter requesting a grant and FH sent the committee a copy of the grant policy. The application would be considered on completion of the application form.

18/68 To receive matters raised by members:

- Cllrs would look at the overgrown hedge and path surface along the Snicket and discuss at the next meeting.
- JC would obtain some magnets for the new notice board and was authorised to spend up to £20.00

18/69 To discuss matters raised by Parish Clerk/Responsible Financial Officer:

1. Bookkeeping records for the year ending 31Mar18 to date

FH circulated a bank reconciliation and an Income & Expenditure report.

2. Internal Control Checks

Cllrs spotted that the unpresented items were not listed on the bank reconciliation, so it did not balance. FH would re-issue and circulated via email.

3. Internal/External Audit Report

NTR

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

4.1 Internal Audits – FH read out a small list of issues raised in other audits that she recommended were actioned by this Parish Council

4.2 Standing Orders – The tailored draft was adopted and signed by the Chairperson

4.3 Risk Management – A financial risk assessment was adopted and signed by the Chairperson. CS would trial a template property inspection sheet.

4.4 Transparency Code Funding

FH was reminded to obtain quotes for a laptop and external storage

4.5 Reserves Policy

The policy had been previously adopted. The use of Earmarked/General Reserves would be discussed when the budget/precept were discussed.

4. To approve the following invoices for payments

4.1	Fiona Hill	Salary	£261.28	101151
4.2	Aspect Hort	Play Area Grass Cutting	£141.64	101152
4.3	Russell Dowson	Bus Shelter Cleaning	£25.00	101153

18/70 To confirm the dates of the future meeting(s) on Wednesday at 7.30 p.m. in the village hall as:

27 September 2017	25 October 2017	29 November 2017	20 December 2017
31 January 2018	28 February 2018	28 March 2018	25 April 2018
30 May 2018	27 June 2018	25 July 2018	29 August 2018
26 September 2018	31 October 2018	28 November 2018	19 December 2018

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 enroled with Now Pensions Trustee Ltd, 164 Bishopgate, London, EC2M 4LX with assistance from Ardent IFA Ltd, 80 Clifton, York, YO30 6BA. Tel: 01904 655330. Email: hello@ardentuk.com

Type of pension scheme:	Occupational
Employer pension scheme reference (EPSR):	1D81
Pension scheme registry number (PSR):	12005124

3. Work out who to put into a pension - Done

The Parish Clerk is an Entitled Employee and the Employer is not required to automatically enrol them into the workplace pension scheme. The Employee is entitled to join the scheme, but the Employer does won't have to contribute.

4. Write to your staff - Done

Parish Clerk fully informed

5. Declare your compliance - Done

Confirmation letter received 20May16