

STOCKTON-ON-THE-FOREST PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON WEDNESDAY 25 MAY 2016 AT 7.30PM**

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

In Attendance: Fiona Hill (FH) - Parish Clerk
CYC Ward Cllrs Paul Doughty (PD)

Public Present: 0

- 17/1 To accept apologies for absence:**
Parish Councillors David Crossley (DC) and Allan Piper (AP)
CYC Ward Cllr Helen Douglas (HD)
- 17/2 To record declarations of interest in items on the agenda:**
None
- 17/3 To confirm the minutes of the Meeting held on Wednesday 27 April 2016:**
These Minutes were unanimously approved, proposed RDM, seconded JC
- 17/4 To discuss matters arising from previous minutes:**
None
- 17/5 To discuss long-standing matters:**
- a. Appearance of the parish e.g. grass cutting/litter
Parish Council agreed it looked very good at the moment
 - b. Light between church and public house
Cllrs reported that the zig-zag road markings were now outside the school. PD was pursuing the rest of the work;
 - c. Yorkshire Marathon/Tour De Yorkshire - NTR
 - d. City of York Local Plan - NTR
 - e. Barr Lane Proposed Closure - NTR
- 17/6 To receive any matters raised by members of public:**
None
- 17/7 To report and make relevant recommendations on new planning applications:**
- 1. 16/00910/FUL A Rhodes (Haulage) Ltd, Grange Farm
Letter C, proposed: JC, seconded: CS, unanimous
“The bund, with trees on top, around the parking area, should be increased to ensure the development is not visible from the surrounding area.

- 17/8 To report planning decisions by City of York Council:**
None
- 17/9 To receive reports from representatives of following outside bodies:**
a. Footpaths
b. Foss (2008) Internal Drainage Board
NTR
- 17/10 To discuss the Stockton-on-the-Forest Play Area:**
FH would chase up Playscheme about the ROSPA works, plus the repairs and moving of play equipment as discussed.
- 17/11 To report any new correspondence received by the council:**
None
- 17/12 To receive matters raised by members:**
-PD advised that the Ward Committee meeting is on Tue28Jun16, in this village hall, 6.30 p.m.
- JC had chaired the village hall AGM and gave a brief summary
- RDF reported dog walkers on private land with dogs off leads, FH was asked to contact the Dog Warden for advice.
- FH was asked to request again footpath between Hopgrove Lane South and Deans Garden Centre and Sandy Lane to the footpath
- FH was asked to contact CYC regarding the recent Traffic Measures, asking them to look at the areas – Holtby Lane, Stockton Lane
- 17/13 To discuss matters raised by Parish Clerk/Responsible Financial Officer:**
1. Bookkeeping records for the year ending 31Mar16 to date
These were circulated around Cllrs
2. Internal Control Checks
FH reported on a new template from YLCA, which could be used from the next meeting
3. Internal Audit
This had been conducted by Yorkshire Internal Audit Services and was awaiting the written report.
4. Work Place Pensions
FH reported that she had completed the Declaration of Compliance on 20May16.
5. Matters raised by/with Yorkshire Local Councils Association (YLCA)
NTR
6. To approve the following invoices for payments
- | | | | | |
|-----|------------|---------------|---------|--------|
| 6.1 | Fiona Hill | Clerks Salary | £261.25 | 101103 |
| 6.2 | CJ Atlay | Hedge Cutting | £75.00 | 101104 |

17/14 To confirm the dates of the future meeting(s) on Wednesday at 7.30 p.m. in the village hall as:

29 June 2016

27 July 2016

26 October 2016

31 August 2016

30 November 2016

28 September 2016

21 December 2016

The meeting closed at 2123 hrs

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 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 - 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