

STOCKTON-ON-THE-FOREST PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON WEDNESDAY 29 JUNE 2016 AT 7.30PM**

Councillors Present: John Coldwell (JC) David Crossley (DC)
Rosie Dunn (RDF) Allan Piper (AP)
Ken Sawyers (KS) Chris Small (CS)

In Attendance: Fiona Hill (FH) - Parish Clerk
CYC Ward Cllr Helen Douglas (HD)

Public Present: 3

17/15 To accept apologies for absence:

Parish Councillors Russell Dowson (RDM)
CYC Ward Cllr Paul Doughty (PD)

17/16 To record declarations of interest in items on the agenda:

RDF – Tenant of grassland adjacent to the applicants property
KS – Neighbour of planning applicant

17/17 To confirm the minutes of the Meeting held on Wednesday 25 May 2016:

These Minutes were unanimously approved, proposed JC, seconded RDF

17/18 To discuss matters arising from previous minutes:

None

17/19 To discuss long-standing matters:

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

The verges had been cut this week, but the junctions were in need of more attention. The owners of Snowball Plantation would be asked to cut the verges near them, which were currently a safety hazard at the T-junction. CYC would be asked to spray the ditches, which were becoming overgrown.

b. Light between church and public house - NTR

c. Yorkshire Marathon/Tour De Yorkshire - NTR

d. City of York Local Plan

The draft had now been published and the consultation would run until 18 July 2016

e. Barr Lane Proposed Closure – NTR

17/20 To receive any matters raised by members of public:

None

CS was Chairperson item 17/21

17/21 To report and make relevant recommendations on new planning applications:

1. 16/01350/FUL Whitecroft, Sandy Lane

Letter D, proposed: DC, seconded: AP, 5 votes in favour, 1 abstention

-The Parish Council is not in favour of back-land development, as this is overdevelopment of a small site.

-The Flood Risk Assessment states that the application is not within a flood risk area, but the neighbouring property (Sandy Nook) has flooded twice recently.

- The Parish Council urges you to obtain clarification of the systems to be used for the surface water and waste, as soakaway would aggravate an already vulnerable area

17/22 To report planning decisions by City of York Council:

None

17/23 To receive reports from representatives of following outside bodies:

a. Footpaths

b. Foss (2008) Internal Drainage Board

NTR

17/24 To discuss the Stockton-on-the-Forest Play Area:

RDF, KS and CS had attended a site meeting with John Danby of Playscheme. To remove the monkey bard would be expensive, as the base was shared with another piece of equipment. The cross bar of the monkey bars had been removed. FH was asked to obtain a quote for a low balance beam (approx. 18 ins) to utilise the posts, which could be cut shorter. Cllr would decide whether to go ahead with this after receiving quote.

Gary Harkness and a colleague from Victim Support introduced themselves and a lively discussion took place about recent events, to which they had been involved.

17/25 To report any new correspondence received by the council:

1. Holy Trinity Church – Request for Grant towards upkeep of the graveyard

A grant of £400.00 was unanimously agreed.

- Cllrs noted receipt of the Stockton Hall Village Liaison Meeting Minutes

17/26 To receive matters raised by members:

- HD advised that Ward Cllrs had some dog poo bins available FOC, which would be emptied by CYC, if Cllrs could agree a site. Cllrs would give this some thought.

- Speeding and Potholes were still a concern, so FH would contact Fiona Barker, Neighbourhood Officer, CYC

17/27 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

Cllrs used the new template for the first time to conduct these checks

3. Internal Audit

FH advised that she was still awaiting the written report.

3.1 Standing Orders

Cllrs unanimously agreed to adopt new wording regarding Financial Controls and procurement, as recommended by YLCA, which is shown at the end of these minutes.

3.2 Financial Regulations

Cllrs unanimously agreed to adopt new Financial Regulations, including updated wording for Procurement.

3.3 Risk Management

FH reported that this was still WIP

3.4 Information Commissioners Office

During Internal Audit the question was raised as to whether Parish Councils should be registered, which would cost £35.00. FH had emailed I.C.O. and received a response as follows:

“Regarding Parish Councils and their requirement to register under the 1998 Data Protection Act.

As a Parish Council is a statutory body with statutory functions they cannot be classed as a ‘not for profit’ organisation. If they are processing data electronically, including word processing and are unable to rely on the exemptions, then they are required to register. If all data is held manually they would be exempt from registration. Data Controllers who are exempt from registration must still comply with the provisions of the 1998 Act. The eight Data Protection Principles can be found using this link <https://ico.org.uk/for-organisations/guide-to-data-protection/data-protection-principles/>

If a registration is required for the parish councils, you can complete the registrations online at www.ico.org.uk or you can start the process by telephoning the Registration Helpline on 0303 123 1113”.

FH advised that she was researching this further.

4. Work Place Pensions

FH had received further information, which would be recorded in the box at the end of these minutes.

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	£258.65	101105
6.2	Zurich	Insurance	£667.61	101106
6.3	Aspects	Play Area Grass Cutting	£283.28	101107
6.4	HMRC	PAYE	£193.80	101108
6.5	Holy Trinity Church	Grant	£400.00	101109

17/28 To confirm the dates of the future meeting(s) on Wednesday at 7.30 p.m. in the village hall as:

27 July 2016	31 August 2016	28 September 2016
26 October 2016	30 November 2016	21 December 2016

The meeting closed at 2130 hrs

18. Financial controls and procurement

- a. The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i the keeping of accounting records and systems of internal controls;
 - ii the assessment and management of financial risks faced by the council;
 - iii the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v procurement policies for contracts of all levels (subject to standing order 18(c) below) and requirements under the Public Contract Regulations 2015.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall satisfy the requirements of the Public Contract Regulations 2015 and will be procured on the basis of a formal tender as summarised in standing order 18(d) below. The council will advertise the contract opportunity on the Contract Finder website.**
- d. Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e. Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. Where the value of a contract is likely to exceed £172,514 (or other threshold specified by the Office of Government Commerce from time to time) the council must comply with the Public Contracts Regulations 2015 and where applicable, the Utilities Contracts Regulations 2006 (SI No. 6, as amended). If the 2006 Regulations apply to the contract the council must comply with EU procurement rules.**

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