

**STOCKTON-ON-THE-FOREST PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL  
ON WEDNESDAY 31 AUGUST 2016 AT 7.30PM**

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

**In Attendance:** Fiona Hill (FH) - Parish Clerk  
CYC Ward Cllrs Paul Doughty (PD) and Helen Douglas (HD)

**Public Present:** 0

**17/43 To accept apologies for absence:**  
Parish Councillor David Crossley (DC)

**17/44 To record declarations of interest in items on the agenda:**  
None

**17/45 To confirm the minutes of the Meeting held on Wednesday 27 July 2016:**  
These Minutes were unanimously approved, Proposed RDM, Seconded CS

**17/46 To discuss matters arising from previous minutes:**  
The Parish Council discussed a site for the Dog Poo Bin offered by CYC Ward Cllrs. The site agreed was adjacent to first entrance to greenhouses next door to Bull Commercial Centre, but not near the bench. FH would email Ward Cllrs to check if this was OK.

**17/47 To discuss long-standing matters:**  
a. Appearance of the parish e.g. grass cutting/litter  
FH was asked to write to Yorkshire Housing asking them to make good the verges where reroofing of properties was taking place at Gay Meadow  
b. Light between church and public house  
FH was asked to write to CYC saying the Parish Council were pleased to see the zig-zags outside the primary school, but wanted an update report on the legal dept progress with development outstanding issues.  
c. Yorkshire Marathon/Tour De Yorkshire - NTR  
d. City of York Local Plan  
FH had put all documents received in a circulation pack  
e. Barr Lane Proposed Closure – NTR

**17/48 To receive any matters raised by members of public:**  
None

**17/49 To report and make relevant recommendations on new planning applications:**

1. 16/01576/FUL Kirklands, 82 The Village  
Letter B, proposed: DC, seconded: RDM, Unanimous

**17/50 To report planning decisions by City of York Council:**

None

**17/51 To receive reports from representatives of following outside bodies:**

a. Footpaths

RDF/JC would review the signage along Beanland Lane

b. Foss (2008) Internal Drainage Board

NTR

**17/52 To discuss the Stockton-on-the-Forest Play Area:**

The Parish Council discussed the monkey bars at length and it was eventually, unanimously, reluctantly agreed that they would be cut off just below ground level. RDF would action this and store the monkey bars.

**17/53 To report any new correspondence received by the council:**

York North Safer Neighbourhood Policing Team had sent a report for July 2016. Which FH had circulated around Cllrs.

**17/54 To receive matters raised by members:**

FH was asked to contact CYC Planning Enforcement about Parkers, as there was now a hot food van on site.

**17/55 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

None this month

3. Internal Audit

FH advised that the written report had been received and only two issues were raised:

Balances/Reserves – FH was looking into a Reserves Policy

Grants to Churches – FH advised that advice from both YLCA and the Internal Auditor was held on file.

3.1 Risk Management - FH reported that this was still WIP

3.2 Information Commissioners Office - FH reported that this was still WIP

4. Work Place Pensions

FH had place a copy General Note on file, which included helpful information about the Now Pension.

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	101110
6.2	Fiona Hill	Home Work Allowance	£46.80	101111
6.3	Aspects	Play Area Grass Cutting	£141.64	101112

**17/56 To confirm the dates of the future meeting(s) on Wednesday at 7.30 p.m. in the village hall as:**

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

The meeting closed at 2116 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 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](mailto: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