

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:
PD reported that CYC were about to commence consultation on the possibility of car parking in Stone Riggs. It is hoped that Ward Funding could be used for this.

17/47 To discuss long-standing matters:
a. Appearance of the parish e.g. grass cutting/litter
FH would email Russell Stone, CYC to report overgrown verges at Holtby Lane junction and both sides of the road uphill from HLS. FH would write to Stockton Hospital asking them to ensure staff use litter bin near bench
b. Light between church and public house -NTR
c. Yorkshire Marathon/Tour De Yorkshire
FH to write to organisers of marathon asking them to put signage at HLS "Local Residents, Emergency Only"
d. City of York Local Plan
FH was asked to write to CYC advising that the parish Council had no issues and supported the local plan.
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:
None

- 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
JC would photograph damaged/broken signs and email to FH, for forwarding to CYC
b. Foss (2008) Internal Drainage Board
NTR
- 17/52 To discuss the Stockton-on-the-Forest Play Area:**
RDM had conducted the checks last month and AP would conduct the checks next month. RDM had used cable ties to fix the net. FH advised that the ROSPA inspection would take place in September. Liam Dennis, Community Involvement Officer, City of York Council would hopefully attend the next meeting to offer advice on play areas.
- 17/53 To report any new correspondence received by the council:**
None
- 17/54 To receive matters raised by members:**
None
- 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
 - 3.1 Risk Management - FH reported that this was still WIP
 - 3.2 Information Commissioners Office - FH reported that this was still WIP
 - 3.3 Balances/Reserves – FH advised Reserves Policy is WIP
 4. Work Place Pensions
NTR, can now remove
 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	101113
6.2	SOTF PCC	Grant	£400.00	101114*
6.3	Aspects	Play Area Grass Cutting	£283.28	101115
6.4	Yorkshire Internal Audit Services		£295.00	101116
- * This replaces cheque 101109 which was made out to incorrect payee

FH to obtain quotes for replacement noticeboard, as Ward Funding had been received.

17/56

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

28 September 2016		
26 October 2016	30 November 2016	21 December 2016
25 January 2017	22 February 2017	29 March 2017
26 April 2017	31 May 2017	28 June 2017
26 July 2017	30 August 2017	27 September 2017
25 October 2017	29 November 2017	20 December 2017

The meeting closed at 2057 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

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