

STOCKTON-ON-THE-FOREST PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON WEDNESDAY 26 OCTOBER 2016 AT 7.30PM**

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

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

Public Present: 0

- 17/71 To accept apologies for absence:**
Parish Cllrs David Crossley (DC), Russell Dowson (RDM), Allan Piper (AP) and Ken Sawyers (KS)
CYC Ward Cllr Paul Doughty (PD)
- 17/72 To record declarations of interest in items on the agenda:**
None
- 17/73 To confirm the minutes of the Meeting held on Wednesday 28 September 2016:**
These Minutes were unanimously approved
- 17/74 To discuss matters arising from previous minutes:**
None
- 17/75 To discuss long-standing matters:**
a. Appearance of the parish e.g. grass cutting/litter
CS reported that the signs at HLS were still overgrown
b. Light between church and public house -NTR
c. Yorkshire Marathon
CS reported that the signage was better, so there was less congestion and there was less litter
d. City of York Local Plan - NTR
e. Barr Lane Proposed Closure – NTR
f. Notice board repair/replacement
CS was obtaining a quote from a local supplier
g. Stone Riggs parking
HD reported that the consultation documents had been delivered and the deadline was Fri11Nov16, but they would visit each property to personally gauge interest.
- 17/76 To receive any matters raised by members of public:**
None

- 17/77 To report and make relevant recommendations on new planning applications:**
 1. 16/02181/LBC 71 The Village
 Letter B Unanimous
 2. 16/02355/TCA Church Farm, 84 The Village
 Letter C Unanimous
 Subject to approval by the Conservation /Tree Officers
- 17/78 To report planning decisions by City of York Council:**
 None
- 17/79 To receive reports from representatives of following outside bodies:**
 a. Footpaths
 RDF reported that she has cutback the overgrown sign.
 b. Foss (2008) Internal Drainage Board
 NTR
 c. North Yorkshire Police, Safer York Partnership
 FH had circulated by email a report received for the previous month
- 17/80 To discuss the Stockton-on-the-Forest Play Area:**
 FH had put the ROSPA report in a circulation pack for Cllrs. KS had conducted the checks last month and CS would conduct the checks next month. Cllrs reported that all was quiet at the moment.
- 17/81 To report any new correspondence received by the council:**
 None
- 17/82 To receive matters raised by members:**
 - JC reported that the multipurpose bin was not in situ
- 17/83 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
 These were deferred until the next meeting
 3. Internal/External Audit
 FH reported that the Annual Return had been sent back without concern
 3.1 Risk Management - FH reported that this was still WIP
 3.2 Information Commissioners Office –
 FH reported that she had received a response which was detailed at end of these minutes
 The Parish Council unanimously agreed to follow this advise, but would review annually at the APCM.
 4. Budget/Precept/Reserves
 Cllrs would think about this a preparation for discussing at the next meeting

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

5.1 Recording at Meeting Policy

A updated YLCA template had been circulated by email and could be adopted at the next meeting.

5.2 Transparency Code

FH reported that Parish Councils were been encouraged to be imaginative when applying for funding.

6. Matters raised by/with City of York Council

6.1 Section 106

FH reported that David Meigh, CYC had emailed and the details were shown at the end of these minutes.

6.2 Double Taxation

FH reported that the deadline was 30Nov16 and she would submit a claim for bus shelter cleaning and grass cutting.

7. To approve the following invoices for payments

7.1	Fiona Hill	Clerks Salary	£258.65	101119
7.2	HMRC	PAYE	£193.60	101120
7.3	Playsafety	ROSPA Inspection	£109.20	101121
7.4	Bentley of York	Website Domain	£7.39	101122

17/84 To confirm the dates of the future meeting(s) on Wednesday at 7.30 p.m. in the village hall as:

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 2050 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 enrolled 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 not have to contribute.

4. Write to your staff - Done

Parish Clerk fully informed

5. Declare your compliance - Done

Confirmation letter received 20May16

FH reported that she had specifically asked I.C.O.– “Please could you clarify what protection a Parish Council gets from registration and what risks there would be if not registered?”

I.C.O. had responded as follows – “Thank you for your email dated 28/9/16. Please see the link below to our website to determine whether your organisation should be registered. The Data Protection Act 1998 requires every data controller (eg organisation, sole trader) who is processing personal information to register with the ICO, unless they are exempt. Failure to register can result in a heavy fine. <https://ico.org.uk/for-organisations/register/> We hope this clarifies the situation for you and for any further information on this matter please contact our Registration helpline on 0303 123 1113”.

FH had clicked on the link above and there were two questions:

1. Do you use CCTV for the purposes of crime prevention? Yes/No

2. Are you processing personal information? Yes/No

‘Processing’ means doing any of the following with the information:

obtaining it; recording it; storing it; updating it; and sharing it.

‘Personal information’ means any detail about a living individual that can be used on its own, or with other data, to identify them.

FH reported that she believed the answer to both questions was No, so the link advises – “You are under no requirement to register. You are not processing personal data and you therefore do not have to register with the ICO. However, it is important that your organisation adheres to the principles of the Data Protection Act (DPA) and understands best practice for managing information. To help ensure you are complying with the DPA, we have produced a range of training materials including practical toolkits, training videos and more. You can still register voluntarily if you wish”.

Hi all this info can be found at <https://www.yorkopendata.org/> then put 106 in the search box. This detail what has been paid and what is due if planning applications are progressed by the developer.

However, to save you looking through a very large spreadsheet I can confirm that we are holding money in the following areas

Fox Inn 90 The Village Stockton On The Forest	12/02140/FUL	11,380	146	11,526
Aspen House 65 The Village Stockton On The Forest	13/03587/FUL	6,702	42	6,744
Chapel Farm 111 The Village Stockton On The Forest	12/01216/FUL	2,004	34	2,038
Stockton Lodge Sandy Lane Stockton On The Forest	10/00617/FUL	2,004	11	2,015

I imagine your next question will be when will the above be released. I periodically do releases and one is due, just need to check with sports colleague first as 30% of the above should be spent on sports projects.