

CLAXTON & SAND HUTTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL, SAND HUTTON ON MONDAY 15 OCTOBER 2012 AT 7.30 P.M.

MEMBERS PRESENT:

Cllr Dr C Hall (CH) Cllr P Stott (PS) Cllr Mrs J Whiteley (JW)
Cllr Mrs L Edwards (LE)

IN ATTENDANCE:

Fiona Hill – Parish Clerk (FH)

MEMBERS OF PUBLIC PRESENT:

Five

1: TO ACCEPT APOLOGIES FOR ABSENCE:

Parish Councillor R Smith (RS)
Parish Councillor Mrs A Steele (AS)
Ryedale District Councillor Keith Knaggs (KK)
North Yorkshire County Councillor Clare Wood (CW)

2: TO RECORD DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:

None

3: TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 17 SEPTEMBER 2012:

These were unanimously accepted without amendment.

4: TO DISCUSS MATTERS ARISING FROM PREVIOUS MINUTES:

4.1 Footpaths through woodland
FH had chased Richard Marr, NYCC via email, re. High fencing, but was awaiting a response

- FH was still awaiting a response from NYP regarding the A64 diversions along Whinny Lane, so she would chase this up.
- Memorial Tree –LE and JW would obtain tree and organize a planting team prior to 11 November
- LE had spoken to the Head Teacher (Janet Wardell) at Sand Hutton Primary School about the faded road markings and she would be happy for them to be repainted. AS had seen a notice in the Yorkshire Post about NYCC conducting this type of work in the area. FH would ask NYCC if this school would be included.

5: TO RECEIVE ANY MATTERS RAISED BY MEMBERS OF PUBLIC:

- Constant water due to leak adjacent to village hall was reported. LE advised the NYCC Highways were aware of this and it would be dealt with
- The bend leaving Sand Hutton towards Claxton was an area of concern especially to cyclists. FH would write to NYCC Highways requesting the central white lines were re-painted solid to stop cars crossing them and meeting cars travelling in opposite direction.

6. TO DISCUSS, IF NECESSARY, LONG-STANDING MATTERS:

- 6.1 Saturday Social
The date would be 08Dec12 and it would take place in the morning. CH, AS and LE to meet to plan Saturday Social and how to include local groups.
- 6.2 Parish Plan
LE would locate the spending plan for left over funds.
- 6.3 Village Website/Newsletter
CH/PS would draft a Parish Council article including an appeal for volunteers for snow clearance.
- 6.4 High Speed Broadband
NYCC had awarded their contract to BT, so the Parish Council awaits to see what services will be available to the parish.
- 6.5 Village Assets/Furniture
- 6.5.1 Street Lights
LE reported that NYCC had conducted the “health check”, so FH would contact them to obtain a report/certificate.
- 6.5.2 Benches
JW reported that the painting was underway.
- 6.6 Highway Issues
- 6.7.1 Village Hall Signs/Village Signs
FH had been unsuccessful in obtaining funding, so PS would clean and apply hammerite (Village Sign). The Parish Council gave a vote of thanks to Mike Young for this work on the Village Hall sign
- 6.7.2 Speeding
FH had contacted CW who was still unable to advise hire costs of the matrix.
- 6.7.3 Flooding
LE gave an update on the various issues –
- The sewage drain cover on Main Street, Claxton had been replaced by Yorkshire Water.
 - The leaking pothole near Chestnut Farm, Sand Hutton was been monitored by Neil Jefferson, NYCC, as he suspected the recent repairs had not been done correctly.
 - LE, PS and JW had walked the land behind Walker House, Claxton to research the dykes and land works.
 - LE and PS had inspected the gardens of Fawcetts and Cousins where there is an issue with water leaving the village
 - LE reported that Yorkshire Water had visited 1 Whinny Lane and said they had repaired the pipe, conducted a deep water desilt and repaired the hole in the garden. LE, PS and JW will monitor this.
 - LE, JW and PS would look at the ditches on the land leased by the Thompsons beside Whinny Lane, Claxton.

7. TO DISCUSS, IF NECESSARY, MATTERS RAISED WITH/BY:

- 7.1 North Yorkshire County Council (NYCC)
NTR

- 7.2 Ryedale District Council (RDC)
NTR
- 7.3 North Yorkshire Police (NYP)
NTR
- 7.4 Parish Liaison Meetings
The next meeting will be on 17 October 2012, LE and PS hoped to attend.
FH had received agenda and minutes.

8: TO REPORT AND MAKE RELEVANT RECOMMENDATIONS ON NEW PLANNING APPLICATIONS:

None

9: TO REPORT PLANNING DECISIONS BY RYEDALE DISTRICT COUNCIL:

None

10: TO REPORT ANY NEW CORRESPONDENCE RECEIVED BY THE COUNCIL:

The Parish Council felt the weekly email lists that the Parish Clerk circulated were working well, but would monitor this regularly.

The Parish Council noted receipt of the following:

- Foss Drainage Board – Completion of Audit (LE to place on notice board)
- Audit Commission – External Auditor appointment
- R.D.C. – Ryedale Area Committee Meeting, Wed19Sep12
- HSBC – Changed to banking services/charges
- Y&NYPFA – The Way Forward
- Kompan – Playground Brochure
- Clerks & Councils Direct, Sep12 (To circulate around Cllrs)
- LCR, Autumn 2012 (To circulate around Cllrs)
- RAY Mailpack, Autumn 2012 (To circulate around Cllrs)

11: TO REPORT MATTERS RAISED BY MEMBERS:

None

12: TO DISCUSS MATTERS RAISED BY PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER:

12.1 Bookkeeping records for year ending 31Mar13 to date

FH circulated copies around Parish Councillors.

12.2 To conduct Internal Control Check(s)

The Parish Council conducted the Bank Controls and found records to be in order.

12.3 To report matters raised with/by Yorkshire Local Councils Association

NTR

12.4 Quality Parish Council Scheme

FH reported as follows:

Electoral Mandate –

LE and RS co-opted on 17 September 2012

JW – co-opted on 08 August 2011

AS, CH and PS all nominated and elected at June 2011 elections, accepted office at 27 June 2011 meeting.

Qualifications of the clerk – FH holds the CiLCA 2012 qualification
Portfolio still to research: Meetings, Communications, Annual Reports, Accounts (Annual Return), Code of Conduct, Promoting Local Democracy and Citizenship, Terms and Conditions, Training.

12.5 Statutory/recommended documents

FH reported as follows:

Standing Order – the YLCA model template was circulated a round Parish Councils, which was recommended for adoption. Parish Councillors/Parish Clerk would proof read it, with the intention of adopting the document at the next meeting

Documents still to research - Financial Regulations, Complaints Procedure, Grant Awarding Policy, Asset Register, Risk Management, Training Statement of Intent, Freedom Of Information Publication Scheme

12.6 Archiving/Filing

The Village Hall Committee would next meet in 22 October 2012 and the request to place a filing cabinet in the village hall would be raised by CH.

12.7 De-fib Fund

The amount of £3000.00 is currently ring-fenced for this fund.

12.8 To approve the following payments:

12.10.1	Parish Clerk	Salary	£130.10
12.10.2	HMRC	PAYE	£

13: TO CONFIRM THE DATES OF THE FUTURE MEETINGS ON MONDAYS AT 7.30 P.M. IN THE VILLAGE HALL, SAND HUTTON AS:

19 November 2012	17 December 2012	
14 January 2013	11 February 2013	11 March 2013
08 April 2013	13 May 2013	10 June 2013
08 July 2013	12 August 2013	09 September 2013
14 October 2013	11 November 2013	09 December 2013