

## CLAXTON & SAND HUTTON PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL, SAND HUTTON ON MONDAY 16 JULY 2012 AT 7.30 P.M.

#### MEMBERS PRESENT:

Cllr P Stott (Chairperson)(PS)            Cllr Dr C Hall (CH)  
Cllr Mrs A Steele (AS)

#### IN ATTENDANCE:

Fiona Hill – Parish Clerk (FH)

#### MEMBERS OF PUBLIC PRESENT:

Four, including Laura Edwards (LE)

#### 1: TO ACCEPT APOLOGIES FOR ABSENCE:

Parish Councillor Mrs J Whiteley (JW)  
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 25 JUNE 2012:

These were unanimously accepted without amendment.

#### 4: TO DISCUSS MATTERS ARISING FROM PREVIOUS MINUTES:

- 4.1 Casual Vacancies – Claxton x1, Sand Hutton x1  
Parish Councillors continued to ask around to try and find interested parties.
- 4.2 School Playing Field Access  
LE had advised the Parish Council that due to issues with responsibility of care of the field when hired and lack of interest from other parents this matter had not been pursued. The Parish Council decided to shelve this issue and remove the item from the agenda.
- 4.3 Footpaths through woodland  
CH had spoken to the lease owner who said signs would be put up and people can walk up the main track. The land owner, Church Commissioners, would need to be consulted regarding advertising of right of way.

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

- A parishioner advised that the drains on Kirk Balk Lane were full of grit/gravel washed down with water during heavy rain. FH would contact NYCC to request road sweeper.
- FH thanked LE for all her help with the hand-over and flooding issues

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

- 6.1 Saturday Social, 11Aug12, 1030-1230  
Arrangements were discussed.
- 6.2 Parish Plan  
NTR – funding ring-fenced in accounts
- 6.3 Village Website/Newsletter  
Cllr Steele had prepared an article for The Circular. The Parish Clerk had contacted Bill Heath about events guide.
- 6.4 High Speed Broadband  
The group is compiling the competition pack submission at present and as part of it, they want to ensure that it contains the most up to date information regarding interested parties. To ensure that, the group will shortly be issuing a simple questionnaire to every household in the catchment area to gauge current levels of interest in receiving high speed broadband and the group asks everyone to please complete it and then the group will collect them.
- 6.5 Village Assets/Furniture
  - 6.5.1 Street Lights  
FH had contacted NYCC to set up a maintenance contract. Details would be circulated when available
  - 6.5.2 Benches  
NTR
- 6.6 Village Grass Cutting  
FH would contact George Ellis to arrange a cut of the “path” a.s.a.p.
- 6.7 Highway Issues
  - 6.7.1 Village Hall Signs  
Cllr Hall reported that this was work in progress with supplier
  - 6.7.2 Farm Traffic  
NTR
  - 6.7.3 Footpath Parking  
Parish Council would keep a Watching Brief on this matter, but it could, for now, be removed from the agenda
  - 6.7.4 Speeding  
FH reported that NYCC Cllr Clare Wood would attend the August 2012 meeting to discuss Vehicle Activated Speed Signs
  - 6.7.5 Flooding  
PS/LE gave a report on this ongoing issue
  - 6.7.6 Ditches from Greenhills – A64  
PS reported that this work had been done and the item could be removed from the agenda

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

- 7.1 North Yorkshire County Council (NYCC)  
CW had emailed regarding VAS signs to say “There is a plan afoot which will be clearer come the autumn but am happy to give advance information” She would attend the 13 August 2012 meeting to discuss this.
- 7.2 Ryedale District Council (RDC)  
NTR
- 7.3 Yorkshire Local Councils Association (YLCA)  
NTR

7.4 North Yorkshire Police (NYP)  
FH had contacted Andy Grant (PC604) with the forthcoming meeting dates, but due to shifts would be unable to attend any of them, so he would submit written reports. He had emailed the Monthly Stats from the Ryedale Safer Neighbourhood Team, which FH had circulated to Parish Councillors. FH was asked to invite him to the Saturday Social.

7.5 Parish Liaison Meetings  
NTR

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

8.1 12/00600/FUL The Lodge, 6 Upper Helmsley Road  
The Parish Council discussed the application and FH was asked to reply to RDC as follows: "The Parish Council has no objections, but would ask that a condition is included that the detached building must not be allowed separate occupation to the main dwelling".

**9: TO REPORT PLANNING DECISIONS BY CITY OF YORK COUNCIL:**

9.1 12/00385/FUL Pasture Farm, Sand Hutton Withdrawn

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

FH had circulated Rural Service Network online news digest

**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)

FH has circulated a NALC template list of Internal Control Checks which the Parish Council could use to assist them with this topic. AS asked to see the cash book. FH advised that she had a written cashbook, but she had not updated it since receiving this from LE. FH would update it and bring it to the next meeting.

12.3 HMRC Employers Registration

FH advised that an Employers PAYE reference had been received from HMRC.

12.4 To report matters raised with/by Yorkshire Local Councils Association  
FH advised that YLCA had sent a slightly revised and hopefully final version of the code of conduct produced by NALC. The only difference from the previously circulated version is that NALC have included some additional information in Appendix A clarifying the description of interests that have to be registered. YLCA advised that those member councils who had adopted the NALC code will need to accept the amendment to the code at their next council meeting and revise their code accordingly. The Parish Council adopted the revised code with immediate effect.

12.5 Welcome Pack

FH had circulated a template induction pack. It was agreed that AS would work with FH to produce a further draft.

## 12.6 Quality Parish Council Scheme

FH reported that the Quality Parish and Town Council Scheme was launched in 2003 following the Government's *Rural White Paper, 2000*. The aim of the Scheme is to provide benchmark minimum standards for parish and town councils. The Scheme is supported by six National Stakeholders, the Commission for Rural Communities, the Department for Communities and Local Government, the Department for the Environment, Food and Rural Affairs, the Local Government Association, the National Association of Local Councils and the Society of Local Council Clerks.

The Department for the Environment, Food and Rural Affairs commissioned the University of Wales to review the Scheme in 2006 and their research helped the National Stakeholders to the Scheme to agree amendments that would help councils achieve ever higher levels of professionalism and help to cement their position as community leaders. As of 27 June 2008 the Scheme changed to better reflect the increased professionalism of councils. Now in order to achieve Quality Status, parish and town councils must demonstrate that they have reached the standard required by passing several tests. These are:

- Electoral Mandate
- Qualifications of the clerk
- Council meetings
- Communication and Community Engagement
- Annual Report
- Accounts
- Code of Conduct
- Promoting local democracy and citizenship
- Terms and conditions
- Training

FH advised that even if a Parish Council does not wish to seek Accreditation, they should strive to ensure they fulfil as many of the requirements as possible. FH had circulated by email the portfolio for councillors to have a look at and had noted (in blue) that the Parish Council currently does fulfil the requirements of the Qualified Clerk, but I believe does not fulfil the requirements of the Electoral Mandate. During this year, FH will check the other tests and recommends that this topic is reviewed annually at the Annual Meeting of the Parish Council.

12.7 Statutory/recommended documents

FH circulated copies of a template agenda for the Annual Parish Council meeting for 2013, which listed the documents a parish Council should have and offered the opportunity to conduct annual reviews. FH was working with LE to trace the documents and the adoption dates.

12.8 Archiving/Filing

FH had contacted the Village Hall committee via Fiona Davies to request space for one four drawer filing cabinet to enable to secure storage of Parish Council documents within the parish. This would be discussed at the next Village Hall Meeting.

12.9 De-fib Fund

Bill and Liz Heath gave an update on the appeal. FH had spoken to YLCA and as any funding paid into the Parish Council bank accounts would be subject to the parish Council financial regulations, there was no need to insist on terms of reference etc.

12.10 To approve the following payments:

12.10.1	Parish Clerk	Salary	£130.10
12.10.2	Laura Edwards	Jubilee Expenses	£55.04
12.10.3	Flaxton Forge	Village Signs	£100.00

LE had written to the bank advising the change of Parish Clerk. When a reply was received a mandate would be completed to update the signatories etc.

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

13 August 2012                      17 September 2012  
15 October 2012                    19 November 2012                      17 December 2012

FH had booked the village hall on these dates via Fiona Davies

**These Minutes were approved at the Parish Council Meeting on Monday 13 August 2012**