

CLAXTON & SAND HUTTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL, SAND HUTTON ON MONDAY 17 DECEMBER 2012 AT 7.30 P.M.

MEMBERS PRESENT:

Cllr Mrs L Edwards (LE) Cllr Dr C Hall (CH) Cllr R Smith (RS)
Cllr Mrs A Steele (AS) Cllr P Stott (PS) Cllr Mrs J Whiteley (JW)

IN ATTENDANCE:

Fiona Hill – Parish Clerk (FH)
PCSO Nikki Pounder, North Yorkshire Police (NP)
Gail Cooke, Safer Ryedale, Ryedale District Council (GC)

MEMBERS OF PUBLIC PRESENT:

Two

NP and GC gave a presentation on Neighbourhood Watch. The Parish Council would now ask around to try and find willing volunteers to act as coordinators. NP and GC agreed to attend the next Saturday Social. There is more information on neighbourhood Watch and ringmaster information system at <http://www.northyorkshire.police.uk/nhw>

1: TO ACCEPT APOLOGIES FOR ABSENCE:
None

2: TO RECORD DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:
None

3: TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 19 NOVEMBER 2012:
Unfortunately, the Minutes were circulated too late by the Parish Clerk, so the Parish Council would check them for approval at the January 2013 meeting.

4: TO DISCUSS MATTERS ARISING FROM PREVIOUS MINUTES:
4.1 Diversions along Whinny Lane
RS had spoken to the North Yorkshire Police Traffic Sergeant who had agreed to attend the January 2013 meeting to discuss this issue.
4.2 Road Markings outside the school
FH was still researching if any official order had been issued for these works.

5: TO RECEIVE ANY MATTERS RAISED BY MEMBERS OF PUBLIC:
None

6. TO DISCUSS, IF NECESSARY, LONG-STANDING MATTERS:
6.1 Saturday Social
LE, CH and AS reported that the December 2012 event went very well and was successful for all groups that attended. Funds have allowed the

village hall hire to be paid and a donation to be given to W.I. for their help with refreshments. CH would keep accounts. Some felt attendance was lower. For the future banners would be used for advertising and notices would be placed in the York Press and Gazette & Herald.

The next date was confirmed as Saturday 20 April 2013, 1030-1230

6.2 Parish Plan

PS reported that the printing of the Heritage Trail leaflet was underway.

6.3 Village Website/Newsletter/Welcome Pack

NTR

6.4 High Speed Broadband

NTR.

6.5 Village Assets/Furniture

6.5.1 Street Lights

NTR

6.5.2 Benches

CH to discuss with the Village Hall Committee, the proposal to place the “spare” sand Hutton bench outside the Village Hall

6.6 Flooding

LE gave an update on the various matters:

- Neil Jefferson (Highway Inspector) advised that the hole adjacent to Chestnut Farm, Sand Hutton would be repaired ASAP.
- Neil Jefferson also advised that he hoped the drainage grid on Kirk Balk Lane could be de-sludged, if the tanker was in the area.
- JW had reviewed the drain clearance on the land leased by the Thompson alongside Whinny Lane and JW was pleased with the work done and would thank the Thompsons.
- LE, PS and JW met with Kathy Stevenson (Lead Local Flooding Authority Officer) and had a detailed discussion about the flooding problems in our villages. PS accompanied Kathy Stevenson to review key problem areas within Claxton.
- Kathy Stevenson would liaise with Yorkshire Water to try to obtain more detailed drainage maps and advise if our area would be investigated further.
- An email had been received from Ms Burrows from York House, main Street, Claxton expressing concerns about flooding and drainage. LE circulated the email to Councillors and would await their views before compiling a response to Ms Burrows. Many of her concerns had already been presented to Kathy Stevenson of NYCC.
- JW would speak to Denis Cousins about the possibility of clearing the ditches on his property and how the parish Council could assist with that work.

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

NTR

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

None

9: TO REPORT PLANNING DECISIONS BY RYEDALE DISTRICT COUNCIL:

9.1 12/00796/FUL

Pasture Farm, Sand Hutton

Approval

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

The Parish Council noted receipt of the following:

- AB Rooms Lock & Safe Engineers
- LCR Magazine Winter 2012
- Marie Curie Cancer Care

11: TO REPORT MATTERS RAISED BY MEMBERS:

- JW reminded Parish Councillors that there would be fireworks at a family party on her farm on 27Dec12
- It was agreed at RS would remove a gardening services sign next to the school.

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 Income Controls and found records to be in order. The Parish Clerk would chase up the grass cutting funding from NYCC.

12.3 Precept 2013/2014

The Parish Council discussed the budget shown on the finance sheet and agreed to request £4400.00 – a zero increase on 2012/13. It was agreed that the budget would be reviewed in Spring 2013

12.4 To report matters raised with/by Yorkshire Local Councils Association
FH gave a report, which is attached to these Minutes

12.5 Quality Parish Council Scheme

FH suggested that as this scheme was under review, the Parish Council postpone its ongoing work and include it on the agenda of the Annual Parish Council meeting. When the new scheme is launched the necessary work could be done.

This was agreed by the Parish Council.

12.6 Statutory/recommended documents

FH reported as follows:

Standing Orders – LE and AS had proof-read this document, so FH would circulate a draft a.s.a.p.

Financial Regulations – LE proof-reading this document.

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

12.7 Archiving/Filing

A two drawer filing cabinet was now in the shed and FH was trying to obtain a key. PS would collect a three drawer filing cabinet from Ivan Howitt.

12.8 De-fib Fund

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

12.9 To approve the following payments:

12.9.1	Parish Clerk	Salary	£130.10	100163
12.9.2	J & J Rycroft	Grass Cutting	£1620.00	100162

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

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

Yorkshire Local councils Association (YLCA)

The White Rose Update, November 2012 was received recently and the Parish Clerk had picked out the headlines as follows:

Code of Conduct

A final August draft was included, which should be adopted to replace the June draft, which many Parish Councils adopted in July 2012.

Access to Advice

Parish Councils were reminded that advice should be sort by the Chairperson and/or Parish Clerk only.

Standing Orders

NALC planned to review the model template in late 2013.

Quality Parish Council Scheme

This was currently under review to accommodate the Localism Act 2011

HMRC Real Time Information

All employers would have to fulfill these requirements from April 2013. If the Parish Council did not have payroll software it may be able to use free software available on the HMRC website.

New Cookie Law

The Parish Clerk advised that the Parish Council should take care about what was on the website. An Editorial Committee should be agreed, with strict Terms Of Reference.

Employing your clerk: can you say yes?!

The Parish Clerk and Cllr Crossley had attended a YLCA course regarding Employment by Parish Councils. The Parish Clerk would report on this course at the next meeting.

The YLCA had released three Legal Topic Notices, which the Parish Council would study and report on, as necessary, at future meetings:

79 Staff Pensions

80 Members' conduct and the registration and disclosure of their interest

81 Pre-Determination

The YLCA Training Programme, December 2012-March 2013 had been published and the Parish Clerk expressed a wish to attend the courses as follows:

Code of Conduct	York	Tue04Dec12	£35.00
Planning	York	Sat12Jan13	£35.00
Freedom Of Information	York	Sat23Mar13	£35.00

The Parish Clerk advised Parish Councillors that copies of all YLCA documents, could be circulated by email, on request.