

**CLAXTON & SAND HUTTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL, SAND HUTTON ON MONDAY 28 SEPTEMBER 2015 AT 7.30 P.M.**

**MEMBERS PRESENT:**

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

**IN ATTENDANCE:**

Fiona Hill – Parish Clerk (FH)

**MEMBERS OF PUBLIC PRESENT:**

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**16/40 TO ACCEPT APOLOGIES FOR ABSENCE:**

None

**16/41 TO RECORD DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:**

None

**16/42 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON MONDAY 22 JULY 2015:**

These minutes were approved and signed by the Chairman.

**16/43 TO DISCUSS MATTERS ARISING FROM PREVIOUS MINUTES:**

# War Memorial (Ref: 30811) - FH advised that it had been added to the Parish Council insurance and it had been presumed that the value was within the maximum about insured.

# Wooden Parish Maps - FH had found some similar examples on the internet, but PS would research further

# Road Mirrors - Richard Marr, NYCC had advised - "Unfortunately, traffic mirrors are not normally permitted in the public highway. The Highway Authority will only consider erecting a mirror if there is a high personal injury accident history due to turning manoeuvres at a public road junction, and if we have considered all other possible options. Then, if we feel a mirror is needed, we need to obtain permission from the Secretary of State as a mirror is classed as a non-prescribed sign. In addition, this location does not feature in the County's high risk accident site lists. so there is not funding available to proceed with any alterations to the highway". FH was asked to reply asking if the Parish Council funded the sign, could they put it on the Village Green.

**16/44 TO RECEIVE ANY MATTERS RAISED BY MEMBERS OF PUBLIC:**

None

**16/45 TO DISCUSS, IF NECESSARY, LONG-STANDING MATTERS:**

- 6.1 Saturday Social – Plans were in hand and there would be a Christmas theme. Kevin Hollinrake, MP would be in attendance and FH was asked to contact neighbouring Parish Councils to invite two representatives to attend.
- 6.2 Communication – Village Website, High Speed Broadband - FH needed to update the website as a matter of urgency to conform with the Transparency Code.
- 6.3 Highways – FH was asked to report potholes on the road between A64 and Sand Hutton, near Barmby House Farm and on the Bossall-Howsham-Buttercrambe roads. CH advised that she had contacted the NYCC ROW Officer, who offered to walk the footpaths with her when he had time.
- 6.4 Extreme Weather Issues - Flooding - NTR
- 6.6 Neighbourhood Watch (NHW) – NTR

**16/46 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

**16/47 TO REPORT AND MAKE RELEVANT RECOMMENDATIONS ON NEW PLANNING APPLICATIONS:**

- 1. 15/00993/HOUSE Whincott, Whinny Lane, Claxton  
FH was asked to write to RDC advising that they had No Comments.

**16/48 TO REPORT PLANNING DECISIONS BY REYDALE DISTRICT COUNCIL:**

1.	13/00037/OUT	Kirk Balk Lane, Claxton	Refused
2.	13/00045/HOUSE	Cedar Lodge, Hall Drive, Sand Hutton	Approved
3.	13/00544/HOUSE	Oakfield House, Malton Road, Claxton	Approved
4.	14/00623/CLEUD	Paddock House, 35 Main St, Sand Hutton	Approved
	5.	14/00709/MFUL Gravel Pit Farm, Sand Hutton	Allowed
6.	14/00989/HOUSE	Sawmill House, Upper Helmley Road	Approved
	7.	14/01073/MFUL Gravel Pit Farm, Sand Hutton	Approved
		8.	15/00014/MFUL Claxton
Grange		Approved	Approved

**16/49 TO REPORT ANY NEW CORRESPONDENCE RECEIVED BY THE COUNCIL:**

Claxton had been enabled in Phase 2 of the Superfast Fibre Broadband installations.

**16/50 TO REPORT MATTERS RAISED BY MEMBERS:**

# FH was asked to contact RDC to ask why they had not been informed about the Planning meeting tomorrow night, when the application for Gravel Pit Farm would be discussed. Cllr Hall had been informed, so had arranged to speak on behalf of the Parish Council.

# PS was given authority to spend approx. £25.00 on a Remembrance Wreath for the War Memorial.

# Cllrs agreed that they must actively encourage parishioners to come forward as possible parish councillors.

# PS expressed concern about vehicles travelling at high speed through Sand Hutton. He would speak to the school to seek their agreement to request a 20MPH speed limit.

**16/51 TO DISCUSS MATTERS RAISED BY PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER:**

12.1 Bookkeeping records for year ending 31 Mar 16 to date  
FH circulated copies

12.2 Internal Control Check(s)  
These were conducted and everything was found to be in order.

12.3 External Audit Report  
This had been completed and Littlejohns LLP had noted that the internal auditor had highlighted weaknesses in the risk management. FH was currently preparing a draft.

12.4 Work Place Pensions  
The Parish Council has been advised that its Staging Date is 01 July 2017, as it is an employer who must provide a pension.

FH had visited The Pensions Regulator website and printed of the "Duties Checker, which is as follows:

1. Confirm who to contact -

FH has registered herself as both the Primary and Secondary Contact.

2. Choose a pension scheme -

Must be done six months before staging date (Deadline - 01Jan17)

FH had spend some time seeking advice, which the Parish Council discussed and a summary is as follows:

At the March 2015 meeting FH reported that YLCA were looking into an affinity scheme to which all Parish Councils could join.

On 31 July 2015 YLCA disappointingly announced that due to the high risks and not been members of the Financial Services Authority, they decided the risks were too high.

No other Local Council Association or NALC have researched any scheme, YLCA stood alone in trying.

NYCC were approached, but they quoted a charge £1000.00 per council to research the setting up of the scheme.

Independent Financial Advisers were approached for quotes to set up a scheme and the cheapest received was £295.00 from Ardent UK of York, with Now Pensions

Then Now Pensions announced that any new schemes set up after 30Sep15 would be subject to a monthly charge of £40.00.

There is a free government scheme - NEST. At this stage FH is unsure what expertise is required to run this scheme or if the payroll system used is compatible.

The Parish Council discussed this matter at length and unanimously agreed to wait until nearer the staging date, before committing to a scheme.

3. Work out who to put into a pension -

Do this on your staging date (Deadline - 01Jul17)

4. Write to your staff -

Do this within six weeks after your staging date (Deadline - 15Sep17)

5. Declare your compliance -

Do this within five months after your staging date (Deadline - 30Nov17)

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

1. Document Retention Policy

The Parish Council adopted the YLCA template adapted by FH

12.6 To approve the following payments:

12.4.1	Community Heartbeat	Defibs	£126.00	100236
12.4.2	Fiona Hill	Salary	£414.27	100237
12.4.3	HMRC	PAYE	£103.20	100238
12.4.4	Fiona Hill	Expenses	£60.61	100239

Cheques 100234 and 100235 were cancelled

**16/52 TO CONFIRM THE DATES OF THE FUTURE MEETINGS ON MONDAYS AT 7.30 P.M. IN THE VILLAGE HALL, SAND HUTTON AS:**

26 October 2015	07 December 2015	
11 January 2016	22 February 2016	04 April 2016
23 May 2016	04 July 2016	08 August 2016
26 September 2016	07 November 2016	12 December 2016

**FERA CAR PARKING SCHEME REMINDER**

If you live within the Parish and want to take advantage of FREE weekend parking at FERA visitors car park so you can catch the bus into York/the coast, please email the Parish Clerk with your name, full address and car registration number.