

**CLAXTON & SAND HUTTON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL, SAND HUTTON ON MONDAY 04 JULY 2016 AT 7.30 P.M.**

**MEMBERS PRESENT:**

Cllr Mrs S Esler (SE)                      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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**17/14 TO ACCEPT APOLOGIES FOR ABSENCE:**

None

**17/15 TO RECORD DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:**

None

**17/16 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON MONDAY 23 MAY 2016:**

These minutes were approved.

**17/17 TO DISCUSS MATTERS ARISING FROM PREVIOUS MINUTES:**

# War Memorial (Ref: 30811) – NTR

**17/18 TO RECEIVE ANY MATTERS RAISED BY MEMBERS OF PUBLIC:**

- Queen Birthday Event – raised £74.95
- PS would look into an overgrown hedge along the pathway near recently sold bungalow in Claxton
- PS will deal with overgrown wig-wag sign near school

**17/19 TO DISCUSS, IF NECESSARY, LONG-STANDING MATTERS:**

- 6.1 Saturday Social – Plans were discussed
- 6.2 Communication:
  - Village Website – Slow progress in been made
  - High Speed Broadband – FH in currently uploading documents
- 6.3 Highways - NTR
- 6.4 Extreme Weather Issues:
  - Flooding – PS had written to NYCC and had received a reply, which was discussed
- 6.5 Neighbourhood Watch (NHW) – NTR
- 6.6 Parish Council vacancies – NTR

**17/20 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 – Next meeting 19 October 2016

**17/21 TO REPORT AND MAKE RELEVANT RECOMMENDATIONS ON NEW PLANNING APPLICATIONS:**

None

**17/22 TO REPORT PLANNING DECISIONS BY REYDALE DISTRICT COUNCIL:**

- 1. 16/00800/FUL Foxhill Touring Caravan and Camping Site, Claxton Approval

**17/23 TO REPORT ANY NEW CORRESPONDENCE RECEIVED BY THE COUNCIL:**

None

**17/24 TO REPORT MATTERS RAISED BY MEMBERS:**

- FH was asked to contact NYCC ROW Officer about the overgrown bridleway
- FH was asked to send a thank you card to Mr & Mrs Coulter, Aldby Fields Nursery, for planting up the parish planters.

**17/25 TO DISCUSS MATTERS RAISED BY PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER:**

12.1 Bookkeeping records for year ending 31 Mar 17 to date

FH circulated copies

12.2 Internal Control Check(s)

These were deferred until the next meeting.

12.3 Internal Audit

1. Standing Order

New wording, suggested by YLCA, regarding financial controls and procurement were adopted by the Parish Council and are shown at the end of these minutes.

2. Financial Regulations

A new draft was adopted by the Parish Council and signed by the Chairperson.

3. Risk Management

FH advised this was still WIP

4. Information Commissioners Office

During Internal Audit the question was raised as to whether Parish Councils should be registered, which would cost £35.00. FH had emailed I.C.O. and received a response as follows:

“Regarding Parish Councils and their requirement to register under the 1998 Data Protection Act.

As a Parish Council is a statutory body with statutory functions they cannot be classed as a ‘not for profit’ organisation. If they are processing data electronically, including word processing and are unable to rely on the exemptions, then they are required to register. If all data is held manually they would be exempt from registration. Data Controllers who are exempt from registration must still comply with the provisions of the 1998 Act. The eight Data Protection Principles can be found using this link <https://ico.org.uk/for-organisations/guide-to-data-protection/data-protection-principles/>

If a registration is required for the parish councils, you can complete the registrations online at [www.ico.org.uk](http://www.ico.org.uk) or you can start the process by telephoning the Registration Helpline on 0303 123 1113”.

FH advised that she was researching this further.

12.4 Work Place Pensions - Staging Date is 01 July 2017

FH advised that the staging date had now passed and a pension scheme must be set up within 6 months. FH had circulated details of a YLCA seminar regarding pensions, which would be held in York on Wed13Jul16

The Pensions Regulator "Duties Checker" - As it is an employer who must provide a pension:

- i) Confirm who to contact - Done (See minutes Mon28Sep15)
- ii) Choose a pension scheme - To Do (Deadline - 01Jan17)
- iii) Work out who to put into a pension - To Do (Deadline - 01Jul17)
- iv) Write to your staff - To Do (Deadline - 15Sep17)
- v) Declare your compliance - To Do (Deadline - 30Nov17)

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

12.6 To approve the following payments:

Fiona Hill	Salary	£136.45	100262
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**17/26 TO CONFIRM THE DATES OF THE FUTURE MEETINGS ON MONDAYS AT 7.30 P.M. IN THE VILLAGE HALL, SAND HUTTON AS:**

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.

Financial controls and procurement

- a. The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i the keeping of accounting records and systems of internal controls;
  - ii the assessment and management of financial risks faced by the council;
  - iii the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments;
 and
  - v procurement policies for contracts of all levels (subject to standing order 18(c) below) and requirements under the Public Contract Regulations 2015.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall satisfy the requirements of the Public Contract Regulations 2015 and will be procured on the basis of a formal tender as summarised in standing order 18(d) below. The council will advertise the contract opportunity on the Contract Finder website.**
- d. Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e. Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed £172,514 (or other threshold specified by the Office of Government Commerce from time to time) the council must comply with the Public Contracts Regulations 2015 and where applicable, the Utilities Contracts Regulations 2006 (SI No. 6, as amended). If the 2006 Regulations apply to the contract the council must comply with EU procurement rules.**