

CLAXTON & SAND HUTTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL, SAND HUTTON ON MONDAY 07 NOVEMBER 2016 AT 7.30 P.M.

MEMBERS PRESENT:

Cllr Mrs S Esler (SE) Cllr Dr C Hall (CH) Cllr Mrs J Whiteley (JW)

IN ATTENDANCE:

Fiona Hill – Parish Clerk (FH)
RDC Cllr C Goodrick

MEMBERS OF PUBLIC PRESENT:

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17/53 TO ACCEPT APOLOGIES FOR ABSENCE:

Cllr P Stott (PS)

17/54 TO RECORD DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:

None

17/55 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON WEDNESDAY 26 SEPTEMBER 2016:

These minutes were approved

17/56 TO DISCUSS MATTERS ARISING FROM PREVIOUS MINUTES:

1. War Memorial (Ref: 30811) –
Mattias Garn, who was suggested by the Minster Stone Yard, had quoted £200.00 plus VAT to visit and give a quotation report. Cllrs decided not to pursue at this time
2. Rights of Way
CH would raise this issue at the Saturday Social. FH would circulate the information she had received from the British Horse Society.
3. BT – Proposed removal of phone boxes
The consultation documents had now been received, which affected both telephone boxes within the parish and it closed on 07 January 2017. CH would raise this issue at the Saturday Social and it would be discussed at the next meeting.

17/57 TO RECEIVE ANY MATTERS RAISED BY MEMBERS OF PUBLIC:

None

17/58 TO DISCUSS, IF NECESSARY, LONG-STANDING MATTERS:

- 1 Saturday Social – 10Dec16, 1030-1230, Christmas Theme
PC Nick Coning and Gail Cooke, RDC were both hoping to attend the Saturday Social to discuss neighbourhood watch and speeding
- 2 Communication:
Village Website/High Speed Broadband – NTR

- 3 Highways –
Gail Cooke, RDC had emailed attaching the results of the data logging deployment from 2014 and advised that the Speed Management Protocol shows that the equipment can only be installed every 3 years unless there has been significant changes or developments.
SE would use Twitter to contact NYCC about mud on roads and damaged verges along Sand Hutton Lane
- 4 Extreme Weather Issues - Flooding – NTR
- 5 Neighbourhood Watch (NHW) –
PC Nick Coning and Gail Cooke, RDC were both hoping to attend the Saturday Social to discuss neighbourhood watch and speeding
- 6 Parish Council vacancies – FH would put notice on website

17/59 TO DISCUSS, IF NECESSARY, MATTERS RAISED WITH/BY:

- 1 North Yorkshire County Council (NYCC) – NTR
- 2 Ryedale District Council (RDC) –
2.1 E-Plans – RDC had emailed “to ascertain whether it would be possible to send parish consultations by email rather than by post. FH had responded “the Parish Councils, due to their rural location, do not enjoy high speed broadband, in deed several Parish Councillors do not have computer/internet access”
- 3 North Yorkshire Police (NYP) - NTR
- 4 Parish Liaison Meetings – NTR

17/60 TO REPORT AND MAKE RELEVANT RECOMMENDATIONS ON NEW PLANNING APPLICATIONS:

1. 16/01552/CAT Balnakiel, Main Street, Claxton
Cllrs unanimously agreed “No Objection”

17/61 TO REPORT PLANNING DECISIONS BY REYDALE DISTRICT COUNCIL:

1.	16/00699/FUL	York House, Main Street, Claxton	Approved
2.	16/00729/MFUL	Gravel Pitt Farm, Sand Hutton	Approved
3.	16/01127/FUL	Chestnut Farm, Main Street, Sand Hutton	Approved
4.	16/00747/FUL	Lobster Cottage, Malton Road, Claxton	Approved
5.	16/00748/LBC	Lobster Cottage, Malton Road, Claxton	Granted

17/62 TO REPORT ANY NEW CORRESPONDENCE RECEIVED BY THE COUNCIL:

1. Appeal Decision – 5 Hall Drive, Sand Hutton
Cllrs noted appeal dismissed

17/63 TO REPORT MATTERS RAISED BY MEMBERS:

- JW had been approached about the overgrown hedge at Ash Tree House, Claxton and it was agreed that she would advise contacting RDC
- CH reported that the parish was still blighted by small aircraft flying continuously overhead, so FH was asked to write to the Civil Aviation Authority.

17/64 TO DISCUSS MATTERS RAISED BY PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER:

1. Bookkeeping records for year ending 31 Mar 17 to date

FH circulated copies around Cllrs

2. Budget/Precept

FH had included a draft on the Finance Report, which would be discussed further at the next meeting.

3. Internal Control Check(s)

These were deferred until the next meeting

4. Internal/External Audit

FH reported that the Annual Return had been received back, which recorded a weakness in the Risk Management, that was currently been addressed.

4.1 Risk Management

FH had circulated final drafts, which were approved and placed on file

4.2 Information Commissioners Office

FH had asked I.C.O. to clarify what protection a Parish Council get from registration and what risks there would be if not registered. I.C.O. had responded "The Data Protection Act 1998 requires every data controller (eg organisation) who is processing personal information to register with the ICO, unless they are exempt. Failure to register can result in a heavy fine". They provided a link <https://ico.org.uk/for-organisations/register/> FH investigated this and it asked two questions –

Do you use CCTV for the purpose of crime prevention?

Are you processing personal information?

"Processing" means doing any of the following with the information: obtaining it, recording it, storing it, updating it, sharing it

"Personal information" means any detail about a living individual that can be used on its own, or with other data, to identify them.

FH advised that it was her believe that the answer to both questions was currently No, so the Parish Council does not have to register with the ICO, but this should be reviewed annually at the A.P.C.M. The Parish Council unanimously agreed this advice.

5. Work Place Pensions - Staging Date is 01 July 2017

NTR

6. To report matters raised with/by Yorkshire Local Councils Association

6.1 Reserves Policy

FH would circulate a draft

6.2 Recording Policy

FH had circulated the updated YLCA template, which was adopted by the Parish Council.

7. To approve the following payments:

Fiona Hill	Salary	£136.45	100268
Fiona Hill	Expenses	£51.39	100269
Littlejohn LLP	External Audit	£36.00	100270
British Legion	Wreath	£25.00	100271

**17/65 TO CONFIRM THE DATES OF THE FUTURE MEETINGS ON
MONDAYS AT 7.30 P.M. IN THE VILLAGE HALL, SAND HUTTON AS:**

12 December 2016

30 January 2017

26 June 2017

06 November 2017

13 March 2017

07 August 2017

11 December 2017

08 May 2017*

25 September 2017

*The Annual Parish Meeting and The Annual Parish Council Meeting will be held before the Parish Council Meeting

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)
- iv) Declare your compliance - To Do (Deadline - 30Nov17)Letter Code - 1247887643

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.