

CLAXTON & SAND HUTTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL, SAND HUTTON ON MONDAY 26 JUNE 2017 AT 7.30 P.M.

MEMBERS PRESENT:

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

IN ATTENDANCE:

Fiona Hill (FH) – Parish Clerk
Bridget Scaife (BS) – RDC Community Officer (Ryedale SouthWest)

MEMBERS OF PUBLIC PRESENT:

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18/14 TO ACCEPT APOLOGIES FOR ABSENCE:

Nigel Davis (ND)
NYCC/RDC Caroline Goodrick (CG)

18/15 TO RECORD DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:

None

18/16 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON MONDAY 08 MAY 2017:

These minutes were approved

18/17 TO DISCUSS MATTERS ARISING FROM PREVIOUS MINUTES:

None

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

None

18/19 TO CONSIDER ANY APPLICATIONS RECEIVED FOR THE VACANCY ON THE PARISH COUNCIL:

One express of interest has been received, but they were unable to attend this meeting, but would be at the next meeting.

18/20 TO DISCUSS, IF NECESSARY, LONG-STANDING MATTERS:

- 1 Saturday Social – 07/14Oct17 – CH to confirm date
- 2 Communication:
Village Website
Greenhill had given notice that they no longer wanted to host the parish website. CH would speak to them about what would be required to hand over and if they would assist.
High Speed Broadband – Cllrs agreed that this item could be removed from future agendas

- 3 Highways – Speeding/Heavy Vehicles/Potholes:
BS advised FH to write to RDC requesting “Access Only” through Claxton & Sand Hutton and a weight restriction on Stank Bridge, Sand Hutton,
BS would look into the 95Alive scheme and advise how to get the villages checked again.
Thanks to ND there had been a good result with repairing of potholes along Sand Hutton Lane and he is pursuing one on Whinny Lane.
JW would thank the owners of Pasture farm for tidying around the war memorial
JW reported that the grass cutting had been done.
- 4 Extreme Weather Issues - Flooding – NTR
- 5 Neighbourhood Watch (NHW) –
BS would look into this and try and advise who is on the current list of coordinators
- 6 War Memorial – NTR

18/21 TO DISCUSS, IF NECESSARY, MATTERS RAISED WITH/BY:

- 1 North Yorkshire County Council (NYCC)
 - 1.1 Rights of Way –
BS advised that the land owner must give permission, before volunteers could clear ROWs
- 2 Ryedale District Council (RDC)
 - 2.1 BT Phone Box –
PS had obtained a quote from Miles Pote of £220.00 for refurbishing the Claxton Phone Box and repairing a finger post. The was unanimously accepted, so PS would give the go ahead. FH would ask BT Pay Phones to refurbish the Sand Hutton Phone Box.
 - 2.2 Request for dog litter bin on bridleway near village hall
BS quoted for a replacement – Bin £87.00 plus VAT, Post £25.00 plus VAT, Labour £13.75 per hour plus VAT. This would be included on the emptying route. The Parish Council unanimously agreed to go ahead with order and PS would provide photographs of the site.
 - 2.3 Restructure of Community Team
BS gave a presentation of the role of the new Community Team. She is usually in the office on Wednesdays and works closely with the police. She accepted an invite to the next Saturday Social. BS discussed the RDC Grants and FH would research this.
- 3 North Yorkshire Police (NYP) - NTR
- 4 Parish Liaison Meetings – NTR

18/22 TO REPORT AND MAKE RELEVANT RECOMMENDATIONS ON NEW PLANNING APPLICATIONS:

1. 17/00591/CAT Home Farm, Upper Helmsley Road, Sand Hutton
No Objections, Unanimous
2. 17/00668//CAT Five Steps, Main Street, Claxton
No Objections, Unanimous

18/23 TO REPORT PLANNING DECISIONS BY REYDALE DISTRICT COUNCIL:

None

18/24 TO REPORT ANY NEW CORRESPONDENCE RECEIVED BY THE COUNCIL:

None

18/25 TO REPORT MATTERS RAISED BY MEMBERS:

None

18/26 TO DISCUSS MATTERS RAISED BY PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER:

1. Bookkeeping records for year ending 31 Mar 18 to date
FH circulated copies of the bank reconciliation dated 02 June 2017 and an Income & Expenditure Report dated 26 June 2017.

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

4. Work Place Pensions - Staging Date is 01 July 2017
FH reported that she has set up a scheme with the National Employment Savings Trust (NEST). The Parish Council had only one employee, who is an "Entitled Worker", who does not need to be automatically enrolled, but must be enrolled if they ask to join. To date the employee has not asked to join. Immediately after the staging date, the Declaration of Compliance must be completed.

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

5.1 Internal Audit

This had been conducted and the written report received. This is a summary of points raised -

Internal Controls – More evidence required

S137- No evidence of powers utilised

Standing Orders – Should be tailored to council

Financial Regulations – Should be tailored to council

Members Interests – Should be link on website

Agendas – Signed copies on file

Insurance – adequacy check to do against assets

Bank balance – to be included in the minutes

Reserves – to be discussed

Assets – no evidence of inspections

Website – to update (Transparency Code)

5.2 Standing Orders

FH reported that the tailoring work was underway

5.3 Financial Regulations

FH reported that the tailoring work was underway

5.4 Risk Management

FH was awaiting more guidance from YLCA

5.5 Delegation of decision making power

FH had circulated guidance, which the council needed to discuss further

5.6 Appoint Brach Representative

PS/CH were unanimously appointed

5.7 Transparency Code Funding

FH had submitted an application for the currently round of funding. The council needed to discuss the funding already received and decide what was needed.

6. To approve the following payments:

Community Heartbeat Trust	Defib Batteries	£558.00	100287
Parish Clerk	Salary	£138.42	100288
HMRC	PAYE	£103.80	100289
Zurich	Insurance	£257.60	100290
YLCA	Subscription	£60.00	100291

18/27 TO CONFIRM THE DATES OF THE FUTURE MEETINGS ON MONDAYS AT 7.30 P.M. IN THE VILLAGE HALL, SAND HUTTON AS:

14 August 2017	25 September 2017	06 November 2017
11 December 2017		

- 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.