

CLAXTON & SAND HUTTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL, SAND HUTTON ON MONDAY 25 SEPTEMBER 2017 AT 7.30 P.M.

MEMBERS PRESENT:

Nigel Davis (ND) Dr Caroline Hall (CH) Ms Donna Rankeillor (DR)
Mrs Jennie Whiteley (JW)

IN ATTENDANCE:

Fiona Hill (FH) – Parish Clerk

MEMBERS OF PUBLIC PRESENT:

1

18/42 TO ACCEPT APOLOGIES FOR ABSENCE:

Parish Cllrs Mrs Sara Esler (ES) and Peter Stott (PS)

18/43 TO RECORD DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:

None

18/44 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON MONDAY 14 AUGUST 2017:

These minutes were approved

18/45 TO DISCUSS MATTERS ARISING FROM PREVIOUS MINUTES:

4.1 Sand Hutton Phone Box Refurbishment
FH was trying to chase this up, but had received no response

18/46 TO RECEIVE ANY MATTERS RAISED BY MEMBERS OF PUBLIC:

A resident on the Sand Hutton-Upper Helmsley Road came to advise that PC that she was in contact with NYCC about installing white posts on the roadside verge. FH was asked to contact NYCC or an up to date report on this matter.

18/47 TO DISCUSS, IF NECESSARY, LONG-STANDING MATTERS:

- 1 Saturday Social – Sat07Oct17
CH discussed the option to cancel this event, as plans were not as in place as they should be. This was agreed by the Cllrs. The future of this event would be discussed at the next meeting
- 2 Communication - Village Website
DR would speak to Martin, who administrates the website and look in Facebook. FH was on with updating the website.
- 3 Highways – NTR
- 4 Extreme Weather Issues - Flooding – NTR
- 5 Neighbourhood Watch (NHW) –
FH would email Bridget Scaife, RDC to try and obtain further information.
- 6 War Memorial – NTR

18/48 TO DISCUSS, IF NECESSARY, MATTERS RAISED WITH/BY:

- 1 North Yorkshire County Council (NYCC) - NTR
- 2 Ryedale District Council (RDC)
2.1 Request for dog litter bin on bridleway near village hall
FH would again chase this, as it had still not been installed
- 3 North Yorkshire Police (NYP) –
FH would write to Athena House, York to try and obtain speed checks within the village
- 4 Parish Liaison Meetings – NTR

18/49 TO REPORT AND MAKE RELEVANT RECOMMENDATIONS ON NEW PLANNING APPLICATIONS:

None

18/50 TO REPORT PLANNING DECISIONS BY REYDALE DISTRICT COUNCIL:

None

18/51 TO REPORT ANY NEW CORRESPONDENCE RECEIVED BY THE COUNCIL:

None

18/52 TO REPORT MATTERS RAISED BY MEMBERS:

1. Grass Verges – Damage/Erosion
Cllrs felt this was a major issue within the parish and the change in traffic movement, due to recent major planning applications was a big contributing factor. Cllrs would gather evidence of traffic movement, check planning conditions etc for discussion at a future meeting.

18/53 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 September 2017, showing a bank balance of £7535.01, along with an Income & Expenditure Report
2. Internal Control Check(s)
These were conducted and everything found to be in order.
3. Internal/External Audits
PKF Littlejohn LLP had returned the Annual Return, there were no concerns, but one comment regarding risk management

5. To report matters raised with/by Yorkshire Local Councils Association
- 5.1 Internal Audit
FH submitted a list of findings from other audit, which are helpful, as follows:
Internal Controls – These should be regular, robust and clearly evidenced
Councillors Interest – There should be a link on the PC website to the HDC website
General Power of Competence (GPC) – If adopted, evidence of compliance must be on file
Powers – If no GPC, these must be identified

Delegated Powers – This must be discussed and if adopted, correct procedure adopted

Insurance – Annual review must evidence minimum three quotes

Reserve's Policy – Adopted, but must action, so discuss when budget/precept is discussed

Payroll – Must print payslips, P32s, P60s

Agendas – Current years copies should be held on file

Pension – Should seek advice on any actions required post Dec. of Com.

Finance Reports – Should record bank balance in minutes

5.2 Standing Orders

The tailored version was approved and signed by the Chairperson

5.3 Financial Regulations

The tailored version was approved and signed by the Chairperson

5.4 Risk Management

5.4.1 Financial Risk Assessment

The tailored version was approved and signed by the Chairperson

5.4.2 Asset Inspections

This was discussed briefly and deferred until the next meeting

5.5 Transparency Code Funding

The amended application has now been submitted

5.6 Reserves Policy

Following the policy adoption, the policy should be actioned. Earmarked Reserves and General Reserves would be discussed when dealing with the budget and precept.

6. To approve the following payments:

Parish Clerk	Salary	£138.42	100296
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18/54 TO CONFIRM THE DATES OF THE FUTURE MEETINGS ON MONDAYS AT 7.30 P.M. IN THE VILLAGE HALL, SAND HUTTON AS:

06 November 2017	11 December 2017	
29 January 2018	05 March 2018	09 April 2018
14 May 2018	25 June 2018	06 August 2018
10 September 2018	22 October 2018	03 December 2018

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 | - Done (See minutes Mon26Jun17) |
| iii) | Work out who to put into a pension | - Done (See minutes Mon26Jun17) |
| iv) | Write to your staff | - Done (See minutes Mon26Jun17) |
| iv) | Declare your compliance | - Done (See minutes Mon14Aug17) |

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.

