

## CLAXTON & SAND HUTTON PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL, SAND HUTTON ON MONDAY 12 AUGUST 2019 AT 7.30 P.M.

#### MEMBERS PRESENT:

Mr Nigel Davies (ND)            Dr Caroline Hall (CH)            Miss Donna Rankeillor  
(DR)Mr Peter Stott (PS)        Mrs Jennie Whiteley (JW)

#### IN ATTENDANCE:

Fiona Hill (FH) – Parish Clerk

#### MEMBERS OF PUBLIC PRESENT:

1

**20/43 TO ACCEPT APOLOGIES FOR ABSENCE:** None

**20/44 TO RECORD DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:** None

**20/45 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON MONDAY 01 JULY 2019:**

These minutes were approved and signed

**20/46 TO DISCUSS MATTERS ARISING FROM PREVIOUS MINUTES:** None

**20/47 TO CONSIDER THE ORDINARY VACANCY FOLLOWING THE PARISH ELECTIONS (THU02MAY19):** No expressions of interest received to date

**20/48 TO RECEIVE ANY MATTERS RAISED BY MEMBERS OF PUBLIC:** None

**20/49 TO DISCUSS, IF NECESSARY, LONG-STANDING MATTERS:**

- 1 Saturday Social – Future dates 05Oct19 - NTR
  - 2 Communication – The website is now much more up to date and the Facebook community page is popular
  - 3 Highways – Speeding – A committee, “CLASP” (Claxton Against Speeding) of 10 residents had met to discuss possible actions. Bin stickers were ordered to increase awareness. Communication between committee members was via a What’s App. North Yorkshire Police have approved two locations in Claxton to conduct safety camera checks. The Parish Council unanimously agreed to pay for bin stickers for both villages. The Parish Council would write to North Yorkshire Police supporting the agreed safety camera checks and asking them to add Claxton to their chck.
  - 4 Extreme Weather Issues - Flooding – NTR
  - 5 Neighbourhood Watch (NHW) – CH would ask RDC for some new signage
  - 6 Phone Box Refurbishments – Cllrs would try to renovate the Claxton box
-

**20/50 TO DISCUSS, IF NECESSARY, MATTERS RAISED WITH/BY:**

- |   |                                       |     |
|---|---------------------------------------|-----|
| 1 | North Yorkshire County Council (NYCC) | NTR |
| 2 | Ryedale District Council (RDC)        | NTR |
| 3 | North Yorkshire Police (NYP)          | NTR |
| 4 | Parish Liaison Meetings               | NTR |

**20/51 TO REPORT AND MAKE RELEVANT RECOMMENDATIONS ON NEW PLANNING APPLICATIONS: None**

**20/52 TO REPORT PLANNING DECISIONS BY REYDALE DISTRICT COUNCIL: None**

**20/53 TO REPORT ANY NEW CORRESPONDENCE RECEIVED BY THE COUNCIL: None**

**20/54 TO REPORT MATTERS RAISED BY MEMBERS:**  
ND had reported faded road markings using "Fix My Street"

**20/55 TO DISCUSS MATTERS RAISED BY PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER:**

1. Bookkeeping records for year ending 31 Mar 20 to date  
FH circulated copies of the bank reconciliation along with an Income & Expenditure Report
2. Financial Management - Internal Control, Asset Inspections, Internal/External Audits None
3. To report matter raised with/by Yorkshire Local Councils Association  
3.1 Policy Review - FH had reviewed the BP policies and it was attached to these minutes
4. To approve the following payments:

Parish Clerk	Salary	£152.52	100352
Bridleways Bookkeeping	Internal Audit	£100.00	100353
HMRC	PAYE	£114.00	100354
Community Heartbeat Trust	Defib	£87.60	100355

Cheque 100349 cancelled

**20/56 TO CONFIRM THE DATES OF THE FUTURE MEETINGS ON MONDAYS AT 7.30 P.M. IN THE VILLAGE HALL, SAND HUTTON AS:**  
30Sep19\*, 11Nov19\*, 09Dec19, 20Jan20, 09Mar20, 06Apr20, 18Mar20, 29Jun20, 10Aug20, 21Sep20, 26Oct20, 07Dec20

\* Please note change of dates

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.

**Claxton & Sand Hutton Parish Council**

**Step Two - What BP policies does the Parish Council have/need?**      Adopted, Needed!, Not Needed?

**BASIC GOVERNANCE**

Member's Register of Interests Log  
 Dispensation Request form  
 Member's Dispensations Log  
 Member's Allowance Policy  
 Councillor attendance register  
 Planning register  
 Co-option Policy and procedure

**OPENNESS AND ACCOUNTABILITY**

Recording of Meetings Policy  
 FOI Policy  
 FOI Vexatious Requests Policy  
 Rules for public session  
 Social media Policy  
 Media/Communications Policy  
 Transparency Code compliance checklist

**DATA PROTECTION/GDPR**

Data/information audit  
 Documents management (disposal and retention) Policy  
 Security Incident Policy  
 Security Incident recording form and log  
 Consent form log

**FINANCIAL**

Grant awarding Policy  
 Grant application form

**EMPLOYMENT/PERSONNEL**

Recruitment Policy  
Appraisal procedure Policy  
Equal Opportunities Policy  
Expenses Policy  
Working from home Policy  
Sickness and Absence Policy  
Equality and Diversity Policy  
Grievance and Disciplinary Policy  
Health and Safety Policy  
Computer use Policy  
Mobile phone use Policy  
Bullying and Harassment/Dignity at Work Policy  
Procedure for requesting annual leave  
Training and Development Policy  
Substance Misuse Policy  
Lone worker Policy  
Flexible working Policy

**ENVIRONMENT**

Green/open space management policy

**PLAY AREAS**

Play area inspection policy  
Play area inspection log

**BURIAL AUTHORITIES**

Register and record of burials  
Register of graves  
Cemetery rules and charges

**ALLOTMENTS**

Register of allotments/plots and plot holders  
Waiting list policy  
Copy of Allotment rules