

CLAXTON & SAND HUTTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL, SAND HUTTON ON MONDAY 01 JULY 2019 AT 7.30 P.M.

MEMBERS PRESENT:

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

IN ATTENDANCE:

Fiona Hill (FH) – Parish Clerk

MEMBERS OF PUBLIC PRESENT:

16

20/29 TO ACCEPT APOLOGIES FOR ABSENCE:

NYCC/RDC Cllr Caroline Goodrick (CG)
Parish Councillor Miss Donna Rankeillor (DR)

20/30 TO RECORD DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:

None

20/31 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON MONDAY 07 MAY 2019:

These minutes were approved and signed

20/32 TO DISCUSS MATTERS ARISING FROM PREVIOUS MINUTES:

FH would chase up a further response from RDC about the caravan

20/33 TO CONSIDER THE ORDINARY VACANCY FOLLOWING THE PARISH ELECTIONS (THU02MAY19)

No expressions of interest received to date

20/34 TO RECEIVE ANY MATTERS RAISED BY MEMBERS OF PUBLIC

None

20/35 TO DISCUSS, IF NECESSARY, LONG-STANDING MATTERS:

- 1 Saturday Social – Future dates 05Oct19
 NTR
- 2 Communication –
 FH gave a report on the work she had done with the website
- 3 Highways – Speeding/Verge erosion –
 A resident had distributed a flyer encouraging parishioners to attend this meeting to discuss speeding. It was agreed that a small working group would coordinate this. The bullet points from the discussion were:
 - North Yorkshire Police visibility is getting worse
 - R.D.C. Community Office to be contacted/invited to a meeting
 - North Yorkshire Police Community Speed Watch would be researched
 - Parishioners permission would be requested, to use their drives for speed checks
 - Parishioner would owns a speed gun would be asked if the community could loan it

- Speed measure options would be researched e.g. V.A.S, road surfacing, signage improvements
 - Buttercambe PC would be contacted to ask about their speed measures
 - North Yorkshire Police Chief Constable and Commissioner would be contacted.
 - Primary School support would be sort, as there are a number of young children within the parish.
 - 0700-0900, 1600-1800 and 1100-0100 are the times when the most speeding occurs
 - Morse Coaches (service 181) would be written to asking them to slow down within the village
 - Footpath between the villages would be most welcome
 - Parking on pavements was a serious hazard to those with pushchairs and wheelchairs.
 - Potholes would be reported using the website “Fix My Street”
- 4 Extreme Weather Issues - Flooding – NTR
- 5 Neighbourhood Watch (NHW) – NTR
- 6 Phone Box Refurbishments – The Parish Council discussed with a resident the possible uses for the phone box, viewing pictures of the Holby PC phone box. The paint had been purchased.

20/36 TO DISCUSS, IF NECESSARY, MATTERS RAISED WITH/BY:

- | | | |
|---|---|-----|
| 1 | North Yorkshire County Council (NYCC) | |
| | The Parish Council noted the email about Parish Council workshops | |
| 2 | Ryedale District Council (RDC) | NTR |
| 3 | North Yorkshire Police (NYP) | NTR |
| 4 | Parish Liaison Meetings | NTR |

20/37 TO REPORT AND MAKE RELEVANT RECOMMENDATIONS ON NEW PLANNING APPLICATIONS:

1. 19/00608/FUL Willow Farm, Upper Helmsley
The Parish Council unanimously agreed No Objections
2. 19/00671/MFUL Aldby Field Farm, Sand Hutton to Bossall Road
The Parish Council unanimously agreed No Objections
3. 19/00513/HOUSE Pine Top House
4. The Parish Council unanimously agreed No Objections

20/38 TO REPORT PLANNING DECISIONS BY REYDALE DISTRICT COUNCIL:

- | | | | |
|----|--------------|--|-----------|
| 1. | 19/00370/OUT | Land adj Holly Lodge North, Main Street, Claxton | Approved |
| 2. | 19/00596/CAT | Abbeys House Farm, Main Street | Consented |
| 3. | 19/00657/CAT | Far Low Cottage, 17 Main Street, Sand Hutton | Consented |

20/39 TO REPORT ANY NEW CORRESPONDENCE RECEIVED BY THE COUNCIL:

None

20/40 TO REPORT MATTERS RAISED BY MEMBERS:

- 1. Grass-Cutting

PS took the paperwork from FH, to research for future.

- 2. Community event with primary school

The possibility of a litter pick was discussed.

20/41 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 dated 07June19, along with an Income & Expenditure Report

- 2. Financial Management - Internal Control, Asset Inspections, Internal/External Audits, GDPR

2.1 O.C.O. Subscription - This was agreed and the direct debit mandate was signed.

- 3. To report matter raised with/by Yorkshire Local Councils Association

3.1 Policy Review - FH had reviewed the SR/AR policies and it was attached to these minutes

- 4. To approve the following payments:

Parish Clerk	Salary	£152.52	100345
Parish Clerk	Salary	£152.52	100346
NYCC	Street Lighting Electricity	£536.94	
100347			
NYCC	Street Lighting Maintenance	£355.49	
100348			
Bridleways Bookkeeping	Internal Audit	£100.00	
100349			
Zurich	Insurance	£257.60	
100350			
B&Q	Phone Box Paint	£43.27	
100351			

20/42 TO CONFIRM THE DATES OF THE FUTURE MEETINGS ON MONDAYS AT 7.30 P.M. IN THE VILLAGE HALL, SAND HUTTON AS:

12Aug19, 23Sep19, 04Nov19, 09Dec19

The Pensions Regulator "Duties Checker" - As it is an employer who must provide a pension:			
i)	Confirm who to contact Mon28Sep15)	- Done	(See minutes)
ii)	Choose a pension scheme Mon26Jun17)	- Done	(See minutes)
iii)	Work out who to put into a pension Mon26Jun17)	- Done	(See minutes)
iv)	Write to your staff Mon26Jun17)	- Done	(See minutes)
iv)	Declare your compliance Mon14Aug17)	- Done	(See minutes)

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.

Step One – Ensure Parish Council has all **SR and **AR** policies and that they are on the website**

DOCUMENT:	KEY:	Policy Adopted	Policy on Website	Notes
BASIC GOVERNANCE				
Standing Orders	SR	Yes		
Financial Regulations	SR	25Sep17		
Code of Conduct	SR	16Jul12		
OPENNESS AND ACCOUNTABILITY				
FOI Publication Scheme	SR	Yes		
Complaints Policy/Procedure	SR	08Apr17		
DATA PROTECTION/GDPR				
Privacy notice – general	SR	Yes		
Privacy notice – employees, councillors, role holders and volunteers	SR	Yes		
FINANCIAL				
Financial Regulations (see above)	SR	25Sep17		
Asset Register	AR	Yes		
Risk Assessment/management Policy	AR	Yes		
Insurance register	AR	No		YLCA Advice: This is a register, created by the council, which details the councils insurance provision and any insurance claims made by or against the council. Parish Clerk Comment: The Parish Council only has one insurance policy and one asset register, with no claims outstanding, so this policy seems unnecessary.
Internal Controls Policy	AR	Yes		
EMPLOYMENT/PERSONNEL				
Contract of Employment/ Written Statement of Particulars	SR	Yes		
Pensions Policy	SR			YLCA Advice This is a policy, created by the council, which details the council's policy as to the pension provision offered by the council to its employees. Parish Clerk Comment:

				The Parish Council only has two employees and scheme with Now Pensions, so this policy seems unnecessary.
ENVIRONMENT				
Green space/open space audit	AR	N/A		Parish Clerk Comment: The Parish Council does not own/manage any open space/trees
Tree audit	AR	N/A		Parish Clerk Comment: The Parish Council does not own/manage any open space/trees
PLAY AREAS	No SR/AR policies	N/A		Parish Clerk Comment: The Parish Council does not own/manage any play areas
BURIAL AUTHORITIES				
Record of exclusive rights of burial	SR	N/A		Parish Clerk Comment: The Parish Council does not own/manage any burial ground
ALLOTMENTS	No SR/AR policies			Parish Clerk Comment: The Parish Council does not own/manage any allotments