

CLAXTON & SAND HUTTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL, SAND HUTTON ON MONDAY 15 MAY 2023 AT 7.30 P.M.

MEMBERS PRESENT:

Mr Nigel Davies

Mrs Gill Gimes

Dr Caroline Hall

Mr Colin Russell

IN ATTENDANCE:

Fiona Hill – Parish Clerk

MEMBERS OF PUBLIC PRESENT:

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24/1 a) To receive apologies for absence given in advance of the meeting:

Mr Mike Rickleton and Mr Jon Rooke

b) To consider the approval of reasons given for absence:

Resolved / Approved (Unanimous)

24/2 To record declarations of interest in items on the agenda: None

24/3 To confirm the minutes of the meetings held on Monday 20 March 2023:

Resolved / Approved (Unanimous)

24/4 To discuss matters arising from previous minutes:

Street Lighting – Cllr Davies would speak to NYC

24/5 To receive any matters raised by members of public: None

24/6 To discuss, if necessary, long-standing matters:

- Saturday Social (20May23) – Cllr Hall reported that this had been postponed
- Claxton Against Speeding / CLASP – The Parish Council agreed, in principle, to support extending the existing gates.

24/7 To discuss, if necessary, matter raised with/by:

- North Yorkshire Council – NTR
- North Yorkshire Police – NTR

24/8 To report and make relevant recommendations on new planning applications:

- ZE23/00387/HOUSE - Formation of additional vehicular access to include dropped kerb onto Main Street to allow the formation of an entry and exit driveway @ 25 Main Street, Sand Hutton
Resolved / No Objections (Unanimous)
- ZE23/00383/HOUSE - Installation of 2no. UPVC windows and 1no. UPVC/composite door as replacement to existing 2no. timber framed windows and 1no. timber framed door @ Watsons Cottage, 2 Claxton Grange Cottages
Resolved / No Objections (Unanimous)
- ZE23/00398/CAT - T1- Oak- crown reduction of approximately 5m removing the remaining leader and the limb going over the road @ Ringshall House, 3 - 4 Upper Helmsley Road
Resolved / No Objections (Unanimous)

24/9 To report any new correspondence received by the council: None

24/10 To receive matters raised by members: None

24/11 To discuss matters raised by Parish Clerk/Responsible Financial Officer:

- Bookkeeping records for year ending 31 March 2022 to date - NTR
- Financial Management – NTR
- Policy Review – The Parish Clerk had conducted a review of the financial and employment/personnel policies as follows:
 - Financial Policies -
 - Financial Regulations - Already adopted (See email re. Basic Governance)
 - Asset Register - To be updated as part of the year end procedures
 - Financial Risk Assessment - YLCA template circulated, for discussion at the next meeting
 - Risk Assessment/management Policy - YLCA template circulated for discussion at the next meeting
 - Insurance register - A statement provided by insurance company
 - Grant awarding Terms of Reference - Already adopted
 - Grant application form - Already adopted
 - Internal Controls Checklist - Already adopted
 - Employment/Personnel Policies -
 - Statutory Required:
 - Contract of Employment/ Written Statement of Particulars - Paper copies held by Chairman/Employee
 - Pensions Policy - See below wording of YLCA policy, which could be incorporated in the minutes of the APCM
 - Disciplinary & Grievance Procedure/Policy 2019 - Updated templates circulated, to be adopted at APCM
 - Best Practice Policies:
 - Equal Opportunities Policy - Updated template circulated, to be adopted at APCM
 - Sickness and Absence Policy - Updated template circulated, to be adopted at APCM
 - Annual Leave Policy - Template circulated, to be adopted at APCM
 - Training and Development Policy - Updated template circulated, to be adopted at APCM
 - Expenses Policy for Clerk - Template circulated, to be adopted at APCM

XXXXXXXXX PARISH COUNCIL PENSIONS POLICY

Introduction: The Pensions Act 2008 requires all local councils to enrol “eligible jobholders” automatically into a qualifying pension scheme, to offer “non-eligible jobholders” (workers who are not eligible for automatic enrolment) the choice as to whether to opt into a qualifying scheme and “entitled workers” (workers who are entitled to join a non-contributory pension scheme) to request that the employer facilitates a non- contributory scheme. In compliance with the above, this policy sets out the details of the pension arrangements for employees of XXXXXXXXX Parish Council:

- Matters raised with/by Yorkshire Local Councils Association – NTR
- Payment Approval –

100423	Scothern Construction	Village Gateways	£472.51
100424	Zurich	Insurance	£257.60
100425	YLCA	Subscription	£141.00
100426	Elker Lodge Bookkeeping	Internal Audit	£140.00
100427	Parish Clerk	Home Working Allowance	£37.38
100428	Green Gardener	Chafer Grub Treatment	£56.98
100429	Fasthosts	Website Domain	£14.39

24/12 To discuss/confirm the dates of the future meetings as: 2023 – 17Jul, 18Sep, 20Nov