

**STOCKTON-ON-THE-FOREST PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL  
ON WEDNESDAY 26 SEPTEMBER 2018 AT 7.30PM**

**Councillors Present:** John Coldwell (JC) David Crossley (DC)  
Russell Dowson (RDM) Rosie Dunn (RDF)  
Allan Piper (AP) Ken Sawyers (KS)  
Chris Small (CS)

**In Attendance:** Fiona Hill (FH) – Parish Clerk  
CYC Ward Cllrs Paul Doughty (PD)

**Public Present:** 0\*

\* 8 parishioners attended to discuss the planning application 18/01977/OUT, but it was not on the agenda as it had only arrived by email after it was published. FH had requested an extension, so it could be discussed that the October 2018 meeting. All members of the public left the meeting, before it began, stating that they would attend next month.

**19/71 To accept apologies for absence:**

None

**19/72 To record declarations of interest in items on the agenda:**

None

**19/73 To confirm the minutes of the Meeting held on Wednesday 29 August 2018:**

These Minutes were approved and signed by the Chairperson.

**19/74 To discuss matters arising from previous minutes:**

FH had written to the parishioner who it is understood owns the large tree overhanging the noticeboard, requesting that they trim back the offending branches. To date no reply had been received.

**19/75 To discuss long-standing matters:**

1. Appearance of the parish e.g. grass cutting/litter -

An email had been received from a resident concerned about litter around the bench outside the hospital. FH was asked to respond as follows: "The Parish Council representative had raised this matter at the Parish Liaison Meeting recently. Ward Funding had been applied for towards a scheme for a bus stop platform and paths to bench and hospital entrance. The Parish Council would continue to monitor this issue.

2. Light between church and public house – The light is now on, so this matter could be removed

3. Yorkshire Marathon (14Oct18) – The signs are up. AP would look online for the road closure time, so these could be displayed on noticeboards.

4. City of York Local Plan – NTR
5. Barr Lane Proposed Closure – NTR
6. Strensall with Towthorpe PC Neighbourhood Plan – NTR
7. City of York Council – Speed Management 16/17 Hopgrove Lane South - NTR
8. Damage to bus shelter outside The Fox Inn – The old shelter was removed today
9. Hopgrove Lane South – Left Filter Lane – NTR
10. Fracking – FH had completed the consultation as requested.

The A64 proposed upgrade schemes would be on the agenda next month following on from some Cllrs attending a presentation by Highways England on Mon23Sep18.

**19/76 To receive any matters raised by members of public:**

None

**19/77 To report and make relevant recommendations on new planning applications:**

*Letter A: We support the application*

*Letter B: We have no objections*

*Letter C: We do not object but wish to make comments or seek safeguards as set out overleaf*

*Letter D: We object on the planning grounds set out overleaf*

- 18/02114/TCA 9 Huntsman Court

Letter C, Proposed: KS, Seconded: DC, Unanimous

“Subject to approval from the CYC Tree Officer”

**19/78 To report planning decisions by City of York Council:**

1. 18/01641/FUL Church Farm, 84 The Village Approval

**19/79 To receive reports from representatives of following outside bodies:**

a. Footpaths –FH reported that Richard Hoyland, CYC had emailed that the replacement sign, was on the list, but had not yet reached the top of the priorities.

b. Foss (2008) Internal Drainage Board – DC reported there had been a meeting, but nothing relevant to the parish was discussed.

c. North Yorkshire Police – FH had circulated the August 2018 report received by email. CS queried that a theft of pots from his premises, which had been reported, was not on the list, so FH would ask NYP

d. Stockton Hall Hospital – DC gave a summary of the meeting he attended last Monday.

**19/80 To discuss the Stockton-on-the-Forest Play Area:**

- Alleged land grab to be reported to play area owner Yorkshire Housing

FH would again chase up a response from Yorkshire Housing

- DC had inspected last month, RDC would inspect next month.

- CS had circulated by email copies of the inspection sheet.

- The ROSPA report had been received, which was in a circulation pack for Cllrs

- FH was asked to arrange for Aspects to cut back the boundary hedge and Conifer

**19/81 To report any new correspondence received by the council:**  
The Village Hall Committee had written to say thank you for the grant

**19/82 To receive matters raised by members:**

- Members reported that the road surfacing in the middle of the village was superb.
- Members would check the salt bins to see if they needed filling.

**19/83 To discuss matters raised by Parish Clerk/Responsible Financial Officer:**

1. Bookkeeping records for the year ending 31Mar19 to date  
FH circulated the bank reconciliation totalling £30788.84, along with an Income & Expenditure Report
2. Financial Management - Internal Control, Property/Asset Checks, Internal/External Audit  
RDM conducted the Internal Controls and found everything to be in order. FH confirmed that all user names and passwords were held securely and if/when her employment ends, she will hand-over these details to the current Chairperson, with a copy to YLCA for security.
  - 1.1 Possible purchase of parish council laptop  
A quote had been received from Bentleys of York, but it was decided not to proceed at this stage.
3. Matters raised by/with Yorkshire Local Councils Association (YLCA)  
NTR
4. General Data Protection Regulations  
NTR
5. To approve the following invoices for payments

5.1	Parish Clerk	Salary	£272.01	101198
5.2	HMRC	PAYE	£204.00	101199
5.3	Aspects Horticulture	Play Area Grass Cutting	£144.47	101200
5.4	Playsafety Ltd	ROSPA Inspection	£117.60	101201

**19/84 To confirm the dates of the future meeting(s) on Wednesday at 7.30 p.m. in the village hall a:**  
26Sep18, 31Oct18, 28Nov18, 19Dec18  
30Jan19, 27Feb19, 27Mar18, 24Apr19, 29May19, 26Jun19, 31Jul19, 28Aug18, 25Sep19, 30Oct19, 27Nov19, 18Dec19

The Pensions Regulator - Duties Checker

Stockton-on-the-Forest Parish Council is an employer who has to provide a pension  
Their Staging Date is 01 January 2016

What you need to do and by when:

1. Confirm who to contact - Done

FH has exchanged emails with The Pensions Regulator to advise them that both the Primary Contact and the Secondary Contact is Fiona Hill

2. Choose a pension scheme - Done

The Parish Council have enrolled with Now Pensions Trustee Ltd, 164 Bishopgate, London, EC2M 4LX with assistance from Ardent IFA Ltd, 80 Clifton, York, YO30 6BA. Tel: 01904 655330. Email: [hello@ardentuk.com](mailto:hello@ardentuk.com)

Type of pension scheme: Occupational

Employer pension scheme reference (EPSR): 1D81

Pension scheme registry number (PSR): 12005124

3. Work out who to put into a pension - Done

The Parish Clerk is an Entitled Employee and the Employer is not required to automatically enrol them into the workplace pension scheme. The Employee is entitled to join the scheme, but the Employer does not have to contribute.

4. Write to your staff - Done

Parish Clerk fully informed

5. Declare your compliance - Done

Confirmation letter received 20May16