

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

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL  
ON WEDNESDAY 26 JUNE 2019 AT 7.30PM**

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

**In Attendance:** City of York Ward Cllr Paul Doughty (PD)  
City of York Ward Cllr Tony Fisher (TF)  
Fiona Hill (FH) – Parish Clerk

**Public Present:** 1

**20/15 To accept apologies for absence:** None

**20/16 To record declarations of interest in items on the agenda:** None

**20/17 To confirm the minutes of the Meeting held on Wednesday 29 May 2019:**  
These Minutes were approved and signed by the Chairperson

**20/18 To discuss matters arising from previous minutes:**  
PD had reported to CYC the issues of overgrown hedges at the junction of North Lane.

**20/19 To discuss long-standing matters:**

1. Appearance of the parish e.g. grass cutting/litter – FH would chase up Aspects about strimming around street furniture. FH was asked to write to the owners of The Chapel asking them to reinstate the verge around the property. TF would report the overgrown hedge at the “Snowball” junction. PD/TF would report the overgrown verge at the Murton turn off Holby Lane. PD would report the fly-posting on the A64 flyover at Hopgrove Lane. TF would speak to CYC about the bin near the seat at Hopgrove Lane South, which was removed some time ago.
2. Yorkshire Marathon – NTR
3. City of York Local Plan –  
The six week re-consultation commences 22 Jul 19
4. Barr Lane Proposed Closure – NTR
5. Strensall with Towthorpe PC Neighbourhood Plan – The final consultation will commence 01 July 2019
6. City of York Council – Speed Management 16/17 Hopgrove Lane South –  
CS reported the signs have gone back to there original position.
7. Hopgrove Lane South – Left Filter Lane – NTR
8. Fracking – NTR
9. A64 proposed improvement schemes – NTR

- 20/20 To discuss ordinary vacancy following the local elections (Thu02May19)**  
An advert had been placed in The Grapevine (monthly church magazine)
- 20/21 To receive any matters raised by members of public:** None
- 20/22 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*  
 1. 19/01139/FUL 1 Maple Close  
 Letter C Proposed: CS Seconded: KS Unanimous  
 The Parish Council would ask that the application is conditioned with regards to surface water and drainage, to give consideration to the neighbours concerns.
- 20/23 To report planning decisions by City of York Council:** None
- 20/24 To receive reports from representatives of following outside bodies:**  
 a. Footpaths – JC would speak to Richard Hoyland, CYC about cutting the hedge along Beanland Lane. The snicket was currently blighted by the dumping of dog poo bags, so this would be highlighted in the next Village News (nov19)  
 b. Foss (2008) Internal Drainage Board – DC reported there was a recent meeting, but there was nothing relevant to the parish.  
 c. North Yorkshire Police – RDF reported two youths, shouting rabbits, travelling on a quad bike.  
 d. Stockton Hall Hospital – DC attended the recent meeting and circulated the latest minutes.
- 20/25 To discuss the Stockton-on-the-Forest Play Area:**  
 - RDM had conducted the inspections last month and RDF would conduct the inspections next month.  
 - FH would arrange for the handle on the spring to be repaired, which could be covered under warranty.

**To report any new correspondence received by the council:**

1. Footpath/Cycleway suggestions

In response to an email from PD/TF, Andy Vose, Transport Planner, City of York Council had said –

“We have received requests previously for both the links suggested by the resident, namely:

- Link (footpath / cyclepath) from Hopgrove Lane South to the existing facilities in Stockton on the Forest
- Link (footpath / cyclepath) from Hopgrove Lane South to the Monks Cross roundabout on Malton Lane

As a result they are both already listed on our database of scheme requests so will be taken into consideration when we are looking for schemes to deliver. Unfortunately when we go through the list to identify which schemes could be delivered within the available budget and would represent value for money they both get discounted because their benefit to cost ratio is very low due to the small number of people who would actually benefit from each scheme and the significant cost associated with delivering them.

Schemes such as these in rural or semi-rural areas will always struggle to be justifiable unless an external source of funding can be identified which will reduce, or remove altogether, the financial burden to the council. Another option is if a development comes forward which we could get to contribute towards the cost or to build part, or all of it, as mitigation against the potential negative impact of the development on the local highway network. A small amount of section 106 funding is available from the Community Stadium project which is for cycle route improvements on Malton Road, however, this is nowhere near enough to pay for a route to be provided between the Monks Cross roundabout and Hopgrove Lane South.

We will continue to keep both requests on the database in case circumstances change or a funding source comes to our attention.

Thus far we have not done any feasibility work to identify whether either of the schemes are actually deliverable. This work would help to identify the obstacles and issues which would need to be overcome and give an approximate cost for delivering each scheme. These feasibility studies could be funded by the local ward or parish council if members were keen to get each scheme further down the line in case funding did become available which needed to be spent by a designated date”.

- The Parish Council had been asked about speed limits on Common Lane and in response to an email from PD/TF, Alistair Briggs, Traffic Team Leader, City of York Council had said

“I’ll have to leave the question of the potential for a new footway to others to respond to (Andy, can you advise?).

On the speed limit question, I’d have to advise that simply posting a lower speed restriction wouldn’t be likely to lead to an actual reduction in driver speeds as drivers respond to the

surrounding environment rather than signed limits. The advise from the Dept for Transport is that if the area is built up for over 50% of the frontage on to the length of road then a lower limit may be appropriate and there's a good expectation it would be complied with. Although we could potentially deviate from that advise I believe we would be unlikely to actually achieve anything positive and there's potential for pedestrian/rider safety to be compromised from an unmet expectation of lower speeds. I can't deny however that what is described is a potentially difficult situation but we need to consider solutions that are practical and achieve the aims.

As a worded email exchange can lead to misunderstandings as to locations and options I'd like to suggest that Mr Kramm sends in a plan of the area indicating where the groups are walking along and/or crossing the road/s. Hopefully the plan below will be of assistance but if a wider area is required let me know and I'll send another plan".

**20/27 To receive matters raised by members: None**

**20/28 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, along with an Income & Expenditure Report
2. Financial Management - Internal Control, Property/Asset Checks, Internal/External Audit, GDPR –  
The Parish Conducted internal controls and found all was in order.
3. Matters raised by/with Yorkshire Local Councils Association (YLCA) -  
FH had conducted a review of the SR/AR policies and it was attached to these minutes
4. To approve the following invoices for payments

4.1	Parish Clerk	Salary	£281.81	101224
4.2	Aspects Horticulture	Play Area Grass Cutting	£148.20	101226
4.3	Came & Company	Insurance	£470.00	101227
4.4	Park Lane Playgrounds	Equipment Repair	£1800.00	101228
4.5	Parish Clerk	Expenses	£43.27	101229
4.5	P Holmes	Bus Shelter Cleaning	£25.00	101230

Cheque 101225 cancelled

**20/29 To confirm the dates of the future meeting(s) on Wednesday at 7.30 p.m. in the village hall a:** 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: <a href="mailto:hello@ardentuk.com">hello@ardentuk.com</a>	
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 won't have to contribute.	
4. Write to your staff - Done	
Parish Clerk fully informed	
5. Declare your compliance - Done	
Confirmation letter received 20May16	

## Stockton on the Forest Parish Council

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
<b>BASIC GOVERNANCE</b>				
Standing Orders	<b>SR</b>	30Aug17		
Financial Regulations	<b>SR</b>	26Jul17		
Code of Conduct	<b>SR</b>	Yes		
<b>OPENNESS AND ACCOUNTABILITY</b>				
FOI Publication Scheme	<b>SR</b>	Yes		
Complaints Policy/Procedure	<b>SR</b>	25May11		
<b>DATA PROTECTION/GDPR</b>				
Privacy notice – general	<b>SR</b>	No		Parish Clerk Comment: A template will be circulated for discussion
Privacy notice – employees, councillors, role holders and volunteers	<b>SR</b>	No		Parish Clerk Comment: A template will be circulated for discussion
<b>FINANCIAL</b>				
Financial Regulations (see above)	<b>SR</b>	26Jul17		
Asset Register	<b>AR</b>	Yes		
Risk Assessment/management Policy	<b>AR</b>	30Aug17		
Insurance register	<b>AR</b>	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	<b>AR</b>	Yes		
<b>EMPLOYMENT/PERSONNEL</b>				
Contract of Employment/ Written Statement of Particulars	<b>SR</b>	Yes		
Pensions Policy	<b>SR</b>	No		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.
<b>ENVIRONMENT</b>				
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
<b>PLAY AREAS</b>	No SR/AR policies	N/A		Parish Clerk Comment: The Parish Council does not own/manage a play area
<b>BURIAL AUTHORITIES</b>				
Record of exclusive rights of burial	SR	N/A		Parish Clerk Comment: The Parish Council does not own/manage any burial ground
<b>ALLOTMENTS</b>	No SR/AR policies	N/A		Parish Clerk Comment: The Parish Council does not own/manage any allotments