

STOCKTON-ON-THE-FOREST PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON WEDNESDAY 27 SEPTEMBER 2017 AT 7.30PM**

Councillors Present: John Coldwell (JC) David Crossley (DC)
Rosie Dunn (RDF) Allan Piper (AP)
Ken Sawyers (KS)

In Attendance: Fiona Hill (FH) – Parish Clerk

Public Present: 1

18/71 To accept apologies for absence:

Parish Councillor Russell Dowson (RDM)
CYC Ward Cllr Paul Doughty (PD)

18/72 To record declarations of interest in items on the agenda:

AP, Planning application 9 The Hollies
DC, Play Area “Event”

18/73 To confirm the minutes of the Meeting held on Wednesday 30 August 2017:

These Minutes were found to have an error, so could not be approved

18/74 To discuss matters arising from previous minutes:

1. Holy Trinity Church – Grant Application
Grant of £400.00 unanimously approved, proposed DC, seconded KS

18/75 To discuss long-standing matters:

1. Appearance of the parish e.g. grass cutting/litter -
FH was asked to chase up again Aspects as the strimming had not been done.
2. Light between church and public house
NTR
3. Yorkshire Marathon
Cllrs reported that signs had gone up, but no leaflets had been received detailing road closures
4. City of York Local Plan
The public consultation had commenced and closed 30 October 2017
5. Barr Lane Proposed Closure
NTR

6. Strensall with Towthorpe PC Neighbourhood Plan

NTR

9. City of York Council – Speed Management 16/17 Hopgrove Lane South

NTR

10. Damage to bus shelter outside The Fox Inn

FH reported that the insurance company had asked more about what had happened, suggesting that if it was wear & tear or unknown, it may not be covered.

18/76 To receive any matters raised by members of public:

Overgrown footpaths – FH would ask if this could be dealt with by Community Payback

18/77 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

1. 17/02127/TPO 9 The Hollies

Letter C Proposed: DC Seconded: KS Unanimous

As long as the work is approved by an Arboriculturist

2. 17/02035/FUL Rookstone, Stockton Lane

Letter B Proposed: JC Seconded: KS Unanimous

18/78 To report planning decisions by City of York Council:

None

18/79 To receive reports from representatives of following outside bodies:

a. Footpaths

FH would chase up the signs for a final time and if nothing was heard, contact the CYC Chief Executive.

b. Foss (2008) Internal Drainage Board

NTR

c. North Yorkshire Police, Safer York Partnership

FH had circulated the monthly report

d. Stockton Hall Hospital

There would be a meeting on Monday

18/80 To discuss the Stockton-on-the-Forest Play Area:

RDF had conducted last month checks and AP would conduct next month's checks.

DC reported that Danby's had commenced with the installation work.

DC would speak to Mrs Crossley, thanking her for her letter and the kind offer regarding the bench. He would talk to her about the ownership/insurance issues raised by the Clerk.

18/81 To report any new correspondence received by the council:

None

18/82 To receive matters raised by members:

- FH was asked to email PD to find out if Ward Funding would be available for the bench.
- FH would write again to the owner of the land adjacent to Stockton Hospital about the overhanging branches
- FH was asked to write to CYC about the return of fly-posting on the bridge at HLS junction
- RDF reported that an attempted burglary at a neighbouring property had been reported to the police
- FH was asked to report overgrown vegetation hiding the 30 MPH signs at HLS

18/83 To discuss matters raised by Parish Clerk/Responsible Financial Officer:

1. Bookkeeping records for the year ending 31Mar18 to date

FH circulated a bank reconciliation, showing a balance of £41847.16 and an Income & Expenditure report.

2. Internal Control Checks

Cllrs conducted these checks and found everything to be in order.

3. Internal/External Audit Report

FH reported the Annual Return had been returned by the external audit and there were no concerns, but one comment about risk management, which had been addressed during this year.

4. Matters raised by/with Yorkshire Local Councils Association (YLCA)

4.1 Transparency Code Funding

FH had submitted an amended application to YLCA for funding. FH had circulated costings for a laptop, software, anti-virus protection and set-up, which the Parish Council unanimously accepted, proposed: AP, seconded: JC

5. To approve the following invoices for payments

| | | | | |
|-----|----------------|-------------------------|---------|--------|
| 5.1 | Fiona Hill | Salary | £261.28 | 101154 |
| 5.2 | Aspect Hort | Play Area Grass Cutting | £141.64 | 101155 |
| 5.3 | N Bentley | Website hosting | £7.39 | 101156 |
| 5.4 | Littlejohn LLP | External Audit | £240.00 | 101157 |
| 5.5 | John Coldwell | Noticeboard Magnets | £4.00 | 101158 |

18/84 To confirm the dates of the future meeting(s) on Wednesday at 7.30 p.m. in the village hall as:

| | | | |
|-------------------|------------------|------------------|------------------|
| 25 October 2017 | 29 November 2017 | 20 December 2017 | |
| 31 January 2018 | 28 February 2018 | 28 March 2018 | 25 April 2018 |
| 30 May 2018 | 27 June 2018 | 25 July 2018 | 29 August 2018 |
| 26 September 2018 | 31 October 2018 | 28 November 2018 | 19 December 2018 |

Meeting Closed 9.05 p.m.

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

| | |
|---|--------------|
| 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