

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

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL  
ON WEDNESDAY 25 SEPTEMBER 2019 AT 7.30PM**

**Councillors Present:** John Coldwell (JC) David Crossley (DC)  
Russell Dowson (RDM) Rosie Dunn (RDF)  
Roger Wood (RW)

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

**Public Present:** 0

The Chairman welcomed Roger Wood as a member on the Parish Council

**20/60 To accept apologies for absence:**  
Parish Councillor Ken Sawyers (KS)

**20/61 To record declarations of interest in items on the agenda:** None

**20/62 To confirm the minutes of the Meeting held on Wednesday 28 August 2019:**  
These Minutes were approved and signed by the Chairperson

**20/63 To discuss matters arising from previous minutes:**  
FH had checked the insurance documents and the employers liability section says – “Legal liability assumed by you under the express or intended terms of any contract or agreement that restrict your right of recovery, or increase your liability at law beyond that applicable in the absence of those terms.

Employed person

- Anyone under a contract of service or apprenticeship with you
- Anyone who is
  - a) Employed by you or on your behalf on a labour only basis
  - b) Self employed
  - c) Hired to you or borrowed by you from another employer
  - d) A voluntary helper or taking part in a work experience or training scheme and
- Under your control or supervision.

FH would endeavour to get written confirmation from the insurance company.

**20/64 To discuss long-standing matters:**

1. Appearance of the parish e.g. grass cutting/litter –  
DC would ask Chris Atley to cut back the overgrown hedge along the bridleway  
TF reported that CYC were behind with gully clearing, but SOTF had been prioritised.  
TF would report the footpath along Main Street, which was in need of edging and a tree root had become a trip hazard.  
PD/TF had some additional litter bins, which were available, so the Parish Council requested one for near the seat at HLS.  
TF would take a look at the signs within the parish, which were obscured by overgrowth.  
TF would enquire if CYC could provide hi-viz jackets and litter pickers for the Parish Council.
2. Yorkshire Marathon (Sun20Oct19) – Details had been circulated by email
3. City of York Local Plan – NTR
4. Barr Lane – NTR
5. Strensall with Towthorpe PC Neighbourhood Plan – The consultation was now completed, so the document would be submitted to CYC
6. City of York Council – Speed Management 16/17 Hopgrove Lane South – NTR
7. Hopgrove Lane South – Left Filter Lane – NTR
8. Fracking – NTR
9. A64 proposed improvement schemes – NTR

**20/65 To receive any matters raised by members of public: None**

**20/66 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. **19/01887/TCA** - Fell group of Sycamores and 1 no. Horse chestnut; prune group of Beech and Poplar trees back to boundary - tree works in a Conservation Area @ **Laurel House, The Village**

The Parish Council would request that the Conservation officer visits the site to make an appraisal, before any decision is made.

The Parish Council will support the recommendation of the City of York Tree Officer.

**20/67 To report planning decisions by City of York Council: None**

**20/68 To receive reports from representatives of following outside bodies:**

- a. Footpaths – NTR
- b. Foss (2008) Internal Drainage Board – DC had attended a recent meeting and they are on with ditch clearing
- c. North Yorkshire Police – NTR
- d. Stockton Hall Hospital – DC had attended a recent meeting and handed out a copy of the minutes.

- 20/69 To discuss the Stockton-on-the-Forest Play Area:**  
- JC had conducted the inspections last month and DC would conduct the inspections next month.
- 20/70 To report any new correspondence received by the council:** None
- 20/71 To receive matters raised by members:** None
- 20/72 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. To approve the following invoices for payments
- |     |                                   |                         |         |        |
|-----|-----------------------------------|-------------------------|---------|--------|
| 4.1 | Parish Clerk                      | Salary                  | £281.81 | 101238 |
| 4.2 | Aspects                           | Play Area Grass Cutting | £148.20 | 101239 |
| 4.3 | Yorkshire Internal Audit Services |                         | £300.00 | 101240 |
| 4.4 | Park Lane Playgrounds             | Repairs                 | £276.00 | 101241 |
- 20/73 To confirm the dates of the future meeting(s) on Wednesday at 7.30 p.m. in the village hall a:** 30Oct19, 27Nov19, 18Dec19, 29Jan20, 26Feb20, 25Mar20, 29Apr20, 27May20, 24Jun20, 29Jul20, 26Aug20, 30Sep20, 28Oct20, 25Nov20, 16Dec20

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 Bishopsgate, 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	