

LOCKTON PARISH COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of a meeting of Lockton Parish Council will be held on Thursday, 1 February 2018 at 7.30pm in Lockton Village Hall, Lockton, Pickering, North Yorkshire, YO18 7QB

Agenda for said meeting is shown below.

**Sally Roger,
Acting Parish Clerk**

26/01/2018

AGENDA

1. **Current situation regarding Lockton Parish Council:**
 - 1.1 Nominated person to provide an explanation of the current situation regarding Lockton Parish Council and the appointment of Ryedale District Councillors as temporary Councillors
2. **Election of Chairman:**
 - 2.1 To receive the written resignation of the Chairman to Lockton Parish Council
 - 2.2 To elect a Chairman to Lockton Parish Council
 - 2.3 To sign the declaration of acceptance of office of Chairman
3. **Apologies:**
 - 3.1 To receive apologies for absence and approve reasons for absence
4. **To Note any Declarations of Interest:**
 - 4.1 To consider any dispensation requests
 - 4.2 To note declaration of interests not already declared under the Council's Code of Conduct or member's Register of Disclosable Pecuniary Interests
5. **Minutes:**
 - 5.1 To approve the Minutes of the last meeting of Lockton Parish Council Meeting (attached as Annex 1)

6. Parish Councillors:

- 6.1 To receive a briefing note on elections or co-option (attached as Annex 2)
- 6.2 To instruct the acting parish clerk to publish a notice of vacancies, as required under section 87 (2) of the Local Government Act 1972
- 6.3 To note the date at which the above period concludes
- 6.4 To approve a notice to advertise vacancies to be filled by co-option, if required (attached as Annex 3)
- 6.5 To approve an information sheet entitled *What is a Parish Council and why become a Parish Councillor* for circulation to parishioners (attached as Annex 4)

7. Finance:

- 7.1 To approve all invoices presented for payment
- 7.2 To approve the precept demand to Ryedale District Council for financial year 2018/19 and complete the requisite precept demand form

8. Administration of Lockton Parish Council:

- 8.1 To approve arrangements for recruitment of a clerk/locum clerk to Lockton Parish Council
- 8.2 To consider and approve the arrangements for the custody of the parish council cheque book, management of the bank account and payment arrangements for and on behalf of Lockton Parish Council.
- 8.3 To consider and approve arrangements for the administration of Lockton Cemetery
- 8.4 To consider and approve arrangements for the temporary custody of Lockton Parish Council records.
- 8.5 To Consider and approve the arrangements for continuing insurance provision for Lockton Parish Council

9. To note matters for information and items to be included on the next agenda:

10. To confirm the date and time of next meeting:

Draft Minutes of the Meeting of Lockton Parish Council held on Monday October 23rd 2017 at 7.30pm in Lockton Village Hall

Present: Cllrs. David Stewart, Jennifer Halmshaw, Liz Stead, Jenny Bentley & Mark Bentley. Also David Foster, Colin & Sandra Culley, Kath & Abigail Broadbent & Sue Warriner. Clerk Jackie Edenbrow.

1710/01 Apologies

There were no apologies.

1710/02 Declaration of interests

Jenny declared an interest in item 1710/04/08.

1710/03 Minutes of last meeting

These were agreed & signed as a true record.

1710/04 Matters arising/ ongoing

/01 Parish Plan update – agree letter & volunteer form, delivery & collection, time scales etc.
David had revised Maggie's draft letter to go with the Parish Plan and circulated it to the other Councillors. It was agreed to use this version with the appropriate date & collection details added. It was agreed that the questionnaire would go out after the New Year & have the end of January as the date for it to be returned. The volunteer form will also be amended for the next meeting. Where possible the questionnaires will be hand delivered; otherwise they will be posted. The Clerk will contact Maggie Farey to let her know to expect the information for printing to be available after the next meeting so that she can arrange for RDC to do the printing before Christmas. The collection point for the questionnaires was discussed. Sue Warriner offered to have Kirk Brow as the collection point & she would give them to Maggie to analyse. The questionnaires sent to properties in the village will have an addressed envelope whilst those outside would be stamped.

/02 Ownership of land eg verges

Ongoing.

/03 Wall round churchyard

Pending.

/04 Cemetery – hedge

Pending.

/05 Correspondence to RDC copied to the Parish Council

Legal advice has recently been received from RDC concerning correspondence sent to Anthony Winship. This will be discussed by Councillors in a closed session at the end of this meeting.

/06 Highways issues – verge by Levisham turnoff, speeding, play area signage, road markings

A meeting took place between the Clerk, Jennifer, Jenny, Cllr Janet Sanderson, Sally Rodgers Community Officer from RDC & John Putsey & Sharon Fox from NYCC Highways. Janilaine Mainprize also came. We walked along Back Lane & down Hudgin Lane looking at the various issues. John Putsey agreed that the signage for the play area needed renewing and resiting in one case. The road markings at the bottom of Hudgin Lane are already down to be renewed. He agreed to contact sat nav firms to request them not direct traffic along Back Lane but through the village. Sally Rodgers will look into getting a small grant from RDC for the purchase of additional 'slow' signs by the play area. When Jennifer & the Clerk had been at the Thornton Ward meeting a suggestion had been made to site grit bins where there was a problem with vehicles going on to the grass. This had been suggested to David Foster who agreed with Jennifer to move the grit bin. Unfortunately it was too close to the road edge & John Putsey advised on where it should be. David Foster has since moved it. There has been no contact from RDC or NYCC since the meeting. The Clerk will contact RDC & NYCC to follow up on the meeting and will also contact the Police with regards to the

speeding.

/07 Street lighting special levy

A letter has been received from RDC stating that it cannot enforce the transfer of street lighting to Town & Parish Councils. RDC is going to undertake a survey of street lighting provided through the special levy with NYCC to assess the implications of bringing the lamps and columns up to standard. Parish & Town Councils will then be consulted on the recommendations before a final decision is made.

/08 Play area inspection

The inspection report for the play area has been received and a copy passed to the play area committee. There needs to be several major repairs to the equipment.

/09 Neighbourhood Watch signs

Tony Edenbrow as Neighbourhood co-ordinator is going to order some new signs.

/10 Countryside Alliance – annual awards – rural enterprise

The Clerk had contacted Janilaine Mainprize at the tearooms & they welcomed our offer of entering them in the annual awards rural enterprise section which the Clerk has completed online.

1710/05 Correspondence

/01 NYMNP – North York Moors Local Plan – ‘current thinking’ consultation

A consultation document & posters have been received concerning the revised local plan. This includes areas identified as community spaces and important undeveloped spaces. The community spaces includes the cemetery, play area, churchyard and cricket field. Concerns were raised that if the cricket field was included in this category then it might be difficult in the future for the Parish Council to use this land for a different purpose. Also there were 5 areas identified as undeveloped spaces. The owners have not been notified of this change. These areas would probably not get planning permission in the future for any development. It was decided that the Clerk should write to those affected and ask for their comments. The Councillors will read the documentation & send any comments to the Clerk who will then respond to NYMNP by deadline of November 24th.

/02 NYMNP – Revitalise landscape partnership – consultation events

Poster on village noticeboard.

/03 NYMNP – Southern Parish Forum – agenda

Jennifer & the Clerk had been unable to attend.

/04 RDC – 2nd precept remittance advice

To file.

/05 RDC – bin collection website page, NY Community Messaging service

RDC now have an improved bin collection page on their website. RDC is also promoting the North Yorkshire Community Messaging service. Details will be put in the next Cryer.

/06 NYCC – Emergency planning

This was discussed at the last Thornton Ward meeting. A draft plan will be produced by each Parish Council attending the next Thornton Ward meeting in January. After discussion and possible amendment this will be adopted by Lockton Parish Council.

/07 NY Police – Sept stats

Details noted.

/08 YLCA – Ryedale Branch meeting – minutes & agenda

Details noted.

/09 YLCA – Information bulletins from National Assoc of Local Councils

The bulletins included information on the revised data protection bill which comes into effect next May, an arrangement with Aviva to provide insurance for Councils and details of the Public Sector Mapping Agreement with Ordnance Survey. Mr Culley said that he had looked into the revised Data Protection Bill and the Council would need to have a Data Protection Officer and be registered. The Clerk will email YLCA for more details. The Clerk will arrange to join the Public Sector Mapping agreement.

/10 YLCA – White Rose Update – newsletter

This contained details for getting the best from the advisory service.

/11 YLCA – new website

The YLCA website has been upgraded.

/12 YLCA – payment of fees to the Information Commissioner's Office

The fees will be about £35 for smaller Councils.

/13 Community First Yorkshire – Volunteer driver's poster

On village noticeboard.

/14 CaCVA – AGM

Details of the AGM noted. There will be a new membership scheme for CaCVA starting shortly. The first year membership will be free. The Clerk will arrange for the free membership & the Council will decide whether to continue next year.

/15 A Broadbent – request to view minutes

A request to view the minutes for several years dating back to 1993 has been received. Our previous legal advice has been to allow viewing of minutes for an hour or so & during a Parish Council meeting. The opportunity of viewing the minutes at the next Parish Council meeting was offered to Abigail Broadbent. Kath Broadbent asked if the Clerk would email Abigail with these details.

/16 Any late post – YLCA – subscription fees 2018/9

The subscriptions will be increased by 1.5% for next year.

1710/06 Cheques for signing:

/01 Playsafety – play area inspection – confirmation of payment - £100.80

/02 St Leonards Hospice – collection at burial – confirmation of payment - £408.00

/03 J Edenbrow – computer inks from Amazon.co.uk - £78.53

/04 S Hough – grass cutting - £450.00

1710/07 Planning:

/01 NYM/2017/0480/LB listed building consent for alterations at Kingthorpe House

- decision - granted

1710/08 New Business:

/01 Crown lifting of lime tree

A request to crown lift the lime tree near Pond Farm has been received. The tree is low over the footpath and is also rubbing against Robin Mackley's garage. The Clerk will request permission from NYMNP and then contact David Bayes.

/02 Village information board

The village information board by the Yorkshire Water site is now out of date. It was originally provided by the heritage group. Ray Halmshaw has offered to organise the updating & supply of a new board if the Parish Council would pay the cost. It was agreed to have an up to date information board. Jennifer will ask Ray to look into updating the information for the Parish Council to check.

/03 Ditch cleared

Jason Winspear has cleared the ditch near the cemetery to try to stop the road flooding so badly. The Clerk will thank him.

1710/09 Date of next meeting

The next meeting will take place on Monday December 4th in the village hall.

Signed.....(Chairman)

Date.....

Briefing Note to Lockton Parish Council

Going Forward

Election or co-option

In relation to vacancies on a parish council, unless the vacancy occurs within six months of a Local Government election the following procedure must be followed:

1. The Parish Council should pass a resolution:-
 - (a) Noting that the elected members have resigned giving the date and that, therefore, there is a vacancy on the Parish Council.
 - (b) Declaring his/her office to be vacant: Section 86(1) of the Local Government Act 1972 as amended.
2. The Parish Council should pass a resolution to determine where the notice of vacancy should be placed (eg Parish Notice Board). This ensures that the Parish Council gives consideration to adequate public notice being given to the vacancy for the purposes of Section 232 of the Local Government Act 1972 as amended.
3. After making the declaration of vacancy in office a Parish Council must give public notice (not counting Saturdays, Sundays or Bank Holidays) of a vacancy on the Parish Council: Section 87(2) of the Local Government Act 1972. A copy of the public notice may be obtained from Mrs Dodgson in Elections on extension 272.
4. If an election is claimed by ten electors, a by-election takes place within 60 days of the notice of vacancy. The election must be claimed within 14 days of the public notification of the vacancy, not counting Saturdays, Sundays, Christmas Eve, Christmas Day, Maundy Thursday, Good Friday, a Bank Holiday and any day of public thanksgiving or mourning.
5. If no election is claimed in time, the Council fills the vacancy by co-option as soon as practicable. It must do this, if the period of vacancy has six months or more to run.

Advice on potential election costs has been received from Simon Copley, the District Council's Principal Specialist – Democracy responsible for elections. His advice in relation to costs associated with elections is set out below.

The cost implications of parish council elections can be either low cost or more expensive depending on whether or not the election is contested or not contested. Each possibility will be described below.

The cost implications of an election may be summarised as follows.

Contested Election

A contested election is one where the numbers of candidate nominations to be a parish councillor does exceed the number of parish council seats up for election.

If the election is contested, then a poll is held and full election costs would apply.

The main cost is printing. Ballot papers and postal packs are specialist print products and have to be produced by an external contractor with specialist facilities.

A range of other costs are included, such as polling station venue hire, polling staff, count staff, postal vote opening staff, postage costs for postal votes and other miscellaneous costs (general printing costs, clerical time, Returning Officer fee, etc).

Poll cards are optional for parish elections, but again print and postage costs apply. Costs will be £3,000-£3,500, with poll cards adding another £700 or so on top if they want them.

Parishes are liable for the full costs of any election.

Uncontested Election

An uncontested election is one where the numbers of candidate nominations to be a parish councillor does not exceed the number of parish council seats up for election.

If at the end of the nominations period, the election is uncontested, then an uncontested results notice is published and those candidates take office. (There is a proviso that the parish council is quorate – if it isn't a further set of elections has to take place). Any remaining vacancies can be filled by co-option. Costs would therefore be minimal.

If it is desired to minimise costs, this may be achieved by ensuring as far as possible that the elections are uncontested or co-opt persons onto the Parish Council until the time of the scheduled elections in 2019.

Minimal costs would probably be £100-£200.

So in summary the options/potential outcomes for Lockton Parish:

- (i) Make temporary appointments as parish councillors with further co-options with the option of waiting until 2019 when the election is paid for by the District if no election is claimed by ten electors. The 2019 option assumes no decision is taken by the District Council in the interim to recharge costs for scheduled parish elections.
- (ii) Go forward with election if an election is claimed by ten electors :
 - (a) Uncontested – minimal costs;
 - (b) Contested – expensive.

Council contact details in here

WOULD YOU LIKE TO BE A PARISH COUNCILLOR AND HELP TO MAKE THE PARISH OF LOCKTON A BETTER PLACE TO LIVE?

There are currently vacancies on Lockton Parish Council.

The council can now fill the vacancies by co-option, which is a process whereby the council considers applications from interested persons and can then select someone to fill the seat.

If you are interested in becoming a parish councillor, please write to the parish council and include a few details of why you would like to become a councillor.

If you need any information about qualification for being a councillor or just want more information about the role, please contact Sally Roger, Acting Clerk to the Council on the above number.

Deadline for written applications:

XXXXXXXXXXXXXXXXXX

What is a Parish Council and why become a Parish Councillor?

What is a Parish Council?

A parish council is a local authority that makes decisions on behalf of the people in the parish. It is the level government closest to the community, with the district and county council (Ryedale District Council and North Yorkshire County Council) above it in the hierarchy.

As it is the authority closest to the people, parish councils are invariably the first place people will go with concerns or ideas. For this reason they are a vital part of any community.

Why become a Parish Councillor?

If you've never been to a parish council meeting before, you may be forgiven for thinking that parish councillors are a group of (probably older) people who meet now and then in a draughty village hall. If, however, you live in a community where something 'big' has happened, you'll know that when people in the community need support and guidance, it is sometimes the parish council that is turned to.

By becoming a parish councillor you become someone your community will look to for help, guidance and support , a community leader with the power to influence decisions for the benefit of the people you serve. Seeing your community change for the better, as a result of decisions you have helped make, is something that can give you a sense of achievement and pride.

What decisions do Parish Councils make?

Parish councils make all kinds of decisions on issues that affect the local community. Probably the most common topics that parish councils get involved with are planning matters (they are statutory consultees), crime prevention, managing open spaces and campaigning for and delivering better services and facilities.

It's true to say that on their own, parish councils have limited powers to make decisions. But they do have the ability to negotiate with, and the power to influence, those other organisations that do make the final decisions (such as the district council, county council, health authorities, police etc).

In this respect parish councils are extremely powerful. The organisations that make the final decisions know that a parish council gives the best reflection of how a community feels about something, and its views will be taken seriously.

How much time does it take up?

Councils usually meet once every two months for the council meeting, to which members of the public are also invited. Meetings may last one or two hours, depending on the agenda set for the meeting to discuss. Some councils have committees to deal with specific subjects, such as environmental issues. In addition to the regular meetings, councillors may attend other meeting representing the council. For example acting as a representative on an outside body, community activities or helping develop a new project for the community. Such meetings won't happen every day, so it's not going to take over your life.

How long does a parish councillor serve for?

The next district wide parish council elections are planned for May 2019 . So any election or appointment would be until May 2019 .

Once elected at a district wide parish council election in May 2019 , parish councillors sit on the council for a maximum of four years. If they then want to stay in the post they can stand for re-election.

Am I eligible to be a Parish Councillor?

To stand for election on a parish council, you must:

- be a UK or commonwealth citizen, or;
- be a citizen of the Republic of Ireland, or;
- be a citizen of another Member state of the European Union;
- be a least 18 years old.

To be eligible to stand for an election for a particular parish, you must:

- be an elector of the parish, or;
- for the whole of the previous 12 months have occupied (as owner or tenant) land or other premises in the parish, or;
- during the previous 12 months have worked in the parish (as your principal or only place of work), or;
- for the whole of the previous 12 months lived in the parish or within three miles of the parish boundary.

You don't have to be connected to a political party.

If you do become a parish councillor you will have to sign up to the Code of Conduct.

What powers do parish councils have?

They have a wide range of powers which essentially related to local matters, such as looking after any community buildings, open space, allotments, play areas, street lighting, bus shelters, car parks and much more. The council also has the power to raise money through taxation, the precept. The precept is the parish council's share of the council tax. The precept demand goes to the billing authority, the district council, which collects the tax for the parish council.

Parish Duties

Lockton Parish Council has 5 Councillors who stand for election every four years. The duties and functions of a parish council are many and varied.

The Council meets every two months and considers planning applications and any other matters referred to it by local residents, the district council or county council, and by central government. All meetings are open to the public and there can be a forum before the start of the meeting at which members of the public can raise concerns and ask questions. There is also an annual meeting which all parishioners are invited to attend. All meetings are advertised on the council notice boards. Residents can bring to the attention of the parish council anything that concerns them, either directly or through the clerk. If matters raised are not the responsibility of the council, the clerk can bring them to the attention of the proper authority.

Don't take our word for it!

The best way to find out what it's like to be a parish councillor is to talk to someone who's doing it now. Come along to a parish council meeting, or speak to one of the District Councillors who have knowledge of parish councils and find out what they think of the job.

