

NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

MINUTES OF A PARISH COUNCIL MEETING

DATE: Tuesday 10th August 2016
TIME: 19.30 hrs
LOCATION: North Stainley Village Hall

PRESENT: Councillors Glenys Bailey (Chair), David Bryant, Mike Porter and Steve Tordoff.

IN ATTENDANCE: Iona Taylor (Outgoing Clerk)
Martyn Richards (Incoming Clerk)
District and County Councillor Margaret Atkinson

88-16	<p>Standards</p> <p>a) Declarations of interest or requests for dispensation.</p> <ul style="list-style-type: none">• Councillor Bailey declared a non-pecuniary interest in agenda item 107-16 as she is a Trustee on North Stainley Sport & Recreation Trust.• Councillor Tordoff declared an interest in agenda item 110-16 as he is friends with the claimant and left the meeting room during consideration of this item.• Councillor Bryant declared a non-pecuniary interest in agenda item 98-16 as he is the landowner of one of the sites covered in Harrogate Borough Council's Strategic Housing and Economic Land Availability Assessment. <p>b) Feedback from Standards Training session convened by Harrogate Borough Council on 6th July 2016.</p> <p>Members were provided with the notes from a standards training session arranged by Harrogate Borough Council on 6th July 2016.</p>
89-16	<p>Representations from members of the public.</p> <p>Councillor Atkinson commented on the publication by Harrogate Borough Council of its Strategic Housing and Economic Land Availability Assessment.</p> <p>The poor condition of a number of road signs in this area was commented upon.</p>
90-16	<p>Apologies.</p> <p>It was resolved that apologies be received and accepted from Councillor Goddard who had recently had an operation.</p>
91-16	<p>Minutes from the last meeting.</p> <p>It was resolved that the minutes of the last meeting, held on 5th July 2016, be approved and signed by the Chair as a true record.</p>
92-16	<p>Appointment of Clerk & Responsible Financial Officer</p> <p>a) Applications received and recommendation from employment panel after interview process.</p> <p>It was noted that one application had been received with the candidate interviewed by the panel consisting of Councillors Bailey, Bryant and Tordoff on Monday 9th August 2016.</p> <p>The Council noted the panel's recommendation that Mr Martyn Richards of Crescent Parade, Ripon be appointed as the Council's new Clerk and Responsible Financial Officer.</p> <p>b) Appointment of a new Clerk and Responsible Financial Officer.</p> <p>It was resolved that Mr Martyn Richards be appointed with effect from 10th August 2016.</p> <p>It was agreed that Mr Richards be paid for the exact time worked each month in accordance with Local Government NJC SCP 22, plus holiday pay and reasonable expenses.</p> <p>It was further agreed that the current Clerk should proceed to draw up a draft letter of appointment and contract of employment for circulation amongst Councillors and Mr Richards. If all parties</p>

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	<p>are amenable then they can proceed to sign the documents. If there are any outstanding issues then they should be brought back to the next meeting for consideration.</p>
93-16	<p>2016 – 2018 NJC National Agreement for Clerk’s Salaries It was noted that new salary pay scales, for the remuneration of Council clerks, have been issued. It was resolved that the new scales be implemented, with effect from 1st April 2016. It was further noted that the current Clerk, Mrs Iona Taylor, is paid in accordance with SCP 23 (£10.94 per hour).</p>
94-16	<p>Pensions</p> <p>a) Clerk’s report following training session on 13th July 2016. The Clerk reported that she had found the training session to be informative and very worthwhile attending.</p> <p>As a result of this training she is able to advise that the Council needs to:</p> <ul style="list-style-type: none">• Assess its employee(s), to determine their pension status.• Write to employee(s) according to their status.• Set up a pension scheme (whether it is to be used or not). This is recommended rather than mandatory.• Contact the Pensions Regulator to advise of its compliance within 5 months of its staging date, which is 1st July 2017. <p>It was noted that the Clerk, who is the Council’s only employee, is an ‘entitled’ employee. This means that they are paid below the level at which an employee must be automatically enrolled in to a pension scheme, but that the Council must provide a scheme if the employee wishes to join, although it will not be required to make a financial contribution. Although letters will be exchanged to provide an audit trail in this matter it was noted that the incoming Clerk will not be seeking to take out a pension through this Parish Council.</p> <p>b) Pension scheme. It was agreed that the Council should proceed to set up a ‘NEST’ pension scheme. There is no cost for setting up a scheme as charges are only applied if the scheme becomes actively used. The scheme won’t be used unless the Council’s employee wants a pension, it will simply sit in the background available for future use, but it shows the Council’s commitment to meeting its obligations under auto-enrolment requirements.</p> <p>c) ‘The essential guide to automatic enrolment’ received from the Pensions Regulator’ dated June 2016. It was noted that a copy of this publication has recently been received from the Pensions Regulator’ and is available for Councillors to view by contacting the Clerk.</p>
95-16	<p>Bank Signatories It was resolved that with immediate effect the signatories on the Council’s HSBC bank accounts should be the incoming Clerk, Martyn Richards, and all serving Councillors.</p>
96-16	<p>Allotments</p> <p>a) Update from the Allotment Working Group. It was noted that a meeting had been convened for the outgoing Clerk to handover on this project. The Clerk reported on a recent discussion with James Staveley and two issues with an implication for the allotment project. The first is a drainage survey which has recently been carried out, although the results are not known, and the second is that the land is currently in a</p>

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	<p>Stewardship Agreement. Although the exact end date of the agreement has not been confirmed, it is thought to be the middle of 2017.</p> <p>c) Progression of allotment project. It was agreed that provision of allotments should be kept in mind when considering future development proposals in the village. The incoming Clerk agreed to review the Section 106 Agreement for Watermill Lane to see whether there is any outstanding requirement to provide allotments in Front Field.</p> <p>c) Yorkshire Local Council's Associations allotment training session on 15th November 2016. The date of this session was noted.</p>
97-16	<p>Electoral Review of Harrogate Members considered the draft recommendations which would see this parish move in to the Wathvale ward with other areas from across the River Ure. It was agreed that a submission should be made to the Boundary Commission for England suggesting that the ward be called 'Wathvale with North Stainley' to give a greater connection for this parish to the new arrangements.</p>
98-16	<p>Permissive paths. It was noted that the paths around Dunkirks Field and on the Northern side of North Stainley permanently closed on 31st July 2016. Correspondence between the Council and the farmer was noted. This correspondence had led to the farmer stating that: "The Parish Council could not have done more to try to persuade us, but we have made the decision to close the paths." The section of Ripon Rowel route between Sleningford Watermill Caravan site and North Stainley remains open.</p>
99-16	<p>Maintenance of recycling area. It was noted that there are ongoing issues with cardboard being dumped in this area. It was agreed that an article asking people not to tip in this area should be included in the Council's next newsletter. Harrogate Borough Council will be asked to provide a cardboard bin again, or provide notices which say 'no cardboard'.</p>
100-16	<p>Development in North Stainley It was noted that Harrogate Borough Council has published its Harrogate District Strategic Housing and Economic Land Availability Assessment. This details its preliminary assessment of the sites put forward for future development, including those in North Stainley. A public consultation is expected to be carried out in autumn 2016.</p>
101-16	<p>Hanson's Ripon Quarry</p> <p>a) Quarry liaison group. It was noted that a quarry liaison group is to be formed by Hanson. The group will comprise of representatives of local representatives from both the Hambleton and Harrogate sides of the quarry, including a representative of this Council. This is a voluntary arrangement on Hanson's part.</p> <p>b) Representative from this Council. It was resolved that Councillors Tordoff and Porter should represent this Council, depending on availability.</p>

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102-16	<p>Consultations on planning applications. a) 16/03085/FUL Erection of single and two storey extensions and alterations to fenestration. 11 The Shepherdies North Stainley Ripon North Yorkshire HG4 3HU It was resolved that the Council has no objections to this application.</p>																																																
103-16	<p>Updates and decisions on applications, appeals and enforcement investigations received from planning authorities since the last meeting. a) 16/01533/FUL Installation of covered structure to menage. Olivers Stray Sutton Grange North Yorkshire Application approved. b) 16/00593/FUL Erection of first floor extension to detached garage and installation of external staircase. 7 Barton Way North Stainley North Yorkshire HG4 3LE Application approved.</p>																																																
104-16	<p>Internal Auditor's opinion on the 2015/16 accounts. Mrs S Welch has reported as follows: "I have undertaken the internal audit of the accounts and documents for North Stainley with Sleningford Parish Council and am satisfied that the Responsible Financial Officer has carried out the work throughout the year in a highly efficient manner. The regular financial information and comparison of expenditure with budget is particularly good. She has presented the documents for audit in a very organised way, making it easy to carry out the necessary checks, and should be commended for this clarity. I am pleased to note that the recommendations from the 2015 Internal Audit have been acted upon and am satisfied that all payments are now properly authorised. Relevant regulations have been reviewed and amended as necessary. I urge the Council to continue to review them regularly." Mrs Welch suggested that the Council given consideration to membership of the Society of Local Council Clerks for its Clerk and to registering as a Data Controller.</p>																																																
105-16	<p>Financial report. It was resolved that the following report be approved and recorded:</p> <table border="1" data-bbox="284 1262 1453 1465"> <thead> <tr> <th colspan="2"><i>Bank Balances as at 2/8/16:</i></th> </tr> </thead> <tbody> <tr> <td>Santander Business (Current) Account - ****7955</td> <td>458.00</td> </tr> <tr> <td>Santander Business Savings Account - ****8255</td> <td>9,148.52</td> </tr> <tr> <td>HSBC Current Account - ****9511</td> <td>0.00</td> </tr> <tr> <td>HSBC Business Money Manager Account - ****2358</td> <td>250.72</td> </tr> <tr> <td>TOTAL</td> <td>£9,857.24</td> </tr> </tbody> </table> <table border="1" data-bbox="284 1499 1453 1900"> <thead> <tr> <th colspan="3"><i>Payments to be approved and recorded:</i></th> </tr> <tr> <th><i>Payee</i></th> <th><i>Details</i></th> <th></th> </tr> </thead> <tbody> <tr> <td>DTMS Ltd</td> <td>Invoices 10026 & 10052</td> <td>£233.40</td> </tr> <tr> <td>HM Revenue & Customs</td> <td>PAYE - May 2016</td> <td>£0.80</td> </tr> <tr> <td>Iona Taylor</td> <td>Clerk's Wages - May 2016</td> <td>£229.55</td> </tr> <tr> <td>Iona Taylor</td> <td>Admin. Expenses - May 2016</td> <td>£41.43</td> </tr> <tr> <td>Iona Taylor</td> <td>Admin. Expenses - June 2016</td> <td>£96.98</td> </tr> <tr> <td>HM Revenue & Customs</td> <td>PAYE - June 2016</td> <td>£40.00</td> </tr> <tr> <td>Iona Taylor</td> <td>Clerk's Wages - June 2016</td> <td>£288.01</td> </tr> <tr> <td>MHS Countryside Management</td> <td>Invoice 1016539</td> <td>£720.00</td> </tr> <tr> <td>Yorkshire Local Councils Associations</td> <td>Invoice 184-1617, Employment Info.</td> <td>£3.40</td> </tr> <tr> <td>Iona Taylor</td> <td>Mileage - May 2016</td> <td>£10.00</td> </tr> </tbody> </table>	<i>Bank Balances as at 2/8/16:</i>		Santander Business (Current) Account - ****7955	458.00	Santander Business Savings Account - ****8255	9,148.52	HSBC Current Account - ****9511	0.00	HSBC Business Money Manager Account - ****2358	250.72	TOTAL	£9,857.24	<i>Payments to be approved and recorded:</i>			<i>Payee</i>	<i>Details</i>		DTMS Ltd	Invoices 10026 & 10052	£233.40	HM Revenue & Customs	PAYE - May 2016	£0.80	Iona Taylor	Clerk's Wages - May 2016	£229.55	Iona Taylor	Admin. Expenses - May 2016	£41.43	Iona Taylor	Admin. Expenses - June 2016	£96.98	HM Revenue & Customs	PAYE - June 2016	£40.00	Iona Taylor	Clerk's Wages - June 2016	£288.01	MHS Countryside Management	Invoice 1016539	£720.00	Yorkshire Local Councils Associations	Invoice 184-1617, Employment Info.	£3.40	Iona Taylor	Mileage - May 2016	£10.00
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	MHS Countryside Management	Invoice 1016401	£720.00
	North Stainley Village Hall	Hall Hire, December to March 2016	£27.00
	Iona Taylor	Clerk's Wages - July 2016	£72.89
	DTMS Ltd	Invoice 10122	£122.86
	Iona Taylor	Admin. Expenses - July 2016	£21.02
	MHS Countryside Management	Invoice 1016722	£720.00
	TOTAL		£3,347.34
<i>Receipts to be recorded: none.</i>			
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106-16	<p>North Stainley Sport & Recreation Trust Councillor Bailey briefly reported that the school is proposing to increase its usage of the hall in the 2016/17 academic year.</p>		
107-16	<p>Correspondence The Clerk reported on items received including:</p> <p>a) Yorkshire Local Councils Associations - White Rose Update and Training Programme 2016 It was noted that these publications have been circulated to all members. The Clerk recommended that all members consider attending one of the varied training courses provided by the Associations. The Council will usually cover any costs incurred by attending.</p> <p>b) Harrogate Borough Council – Green Garden Waste Service Further details have been provided about the proposed changes to the green garden waste service, summarised as follows:</p> <ul style="list-style-type: none"> • A charge of £39 per year is going to be levied for the service. • The service will resume as usual in March 2017. • In June 2017 those properties who have decided to 'opt in' and pay the charge will continue to receive the service. • The service will become available to all households wishing to participate with effect from Spring 2018. • The Borough Council is hoping to make home composters available to households to purchase for a one-off cost. Household Waste Recycling Centres (tips) will continue to accept green waste free of charge. • Further information will be disseminated as available. <p>c) Parish Consultation Meetings with Harrogate Borough Council. It was noted that Harrogate Borough Council is proposing to change the format of its consultation meetings with Parish Councils. It is proposed that meetings will take place at six monthly intervals and every Parish Council will be invited to each meeting. Parish Councils will still be able to request items to be added to the agenda, but such issues must affect all, or a significant number of parishes. The new format will allow opportunities for the Borough Council to provide updates on many of the significant issues currently affecting all tiers of Local Government. There will also be an opportunity for an informal question and answer session at the end of each meeting. The new format was broadly welcomed by members.</p> <p>The new format does not provide for attendance by, or questions being posed to, Highways North Yorkshire representatives. The Clerk has been asked to make alternative suggestions for how they could engage with Parish Councils and recommended the Yorkshire Local Councils Associations branch meetings.</p>		

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	<p>d) Highways maintenance programme. Advance notification of recent patching and surfacing works on the A6108, and other minor roads in the parish, was received from Highways North Yorkshire.</p>
108-16	<p>Next meetings. The date of the Council's next meetings were confirmed as being on: a) 20th September 2016 (Full Council) b) 18th October 2016 (Planning)</p>
109-16	<p>Items to be considered at the next meeting (for information only). a) Registration as a data controller. b) Adoption of an updated set of financial regulations.</p>
110-16	<p>Maintenance of Ponds a) Future maintenance of invasive weed. James Steveley has indicated that he intends to begin to remove the weed in the next few weeks.</p> <p>b) Exclusion of the press and public for consideration of agenda item 109-16c. It was resolved that the press and public be excluded for consideration of agenda item 109-16c.</p> <p><i>COUNCIL IN PRIVATE SESSION</i></p> <p>c) Claim against Parish Council. The meeting considered correspondence in relation to the claim against the Council and agreed action accordingly.</p>

Meeting closed at 21.47 hrs.

These minutes were recorded and prepared by Iona Taylor, Clerk to the Parish Council.

SIGNED:(Chairman)

DATE: