

AISLABY PARISH COUNCIL

Minutes of the proceedings of Meeting of Aislaby Parish Council
Held in The Parish Hall, Aislaby on Thursday 15th September 2015 pursuant to Summons

Present:

Councillor T Jefferson (Chairman) in the Chair; Cllrs R Dobson , T Harrison, K Nellis, D Potter & W Scarth

Also present were: V J Pitts (Clerk), 1 Police Representative & 1 Member of the Public

**Action
by**

1 APOLOGIES FOR ABSENCE

None

2 TO IDENTIFY ANY ITEMS FOR DISCUSSION THAT MAY REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED Item 14 will require exclusion of press and public should the merits of the prospective coopted candidate be discussed due to potentially considering sensitive personal data.

3 DECLARATIONS OF INTEREST

- Cllr R Dobson declared an interest in item 11(i) & 7(iv)

4 PARISHIONER MATTERS

The following issues were raised

- Reported that where you turn up to Galley Hill the footpath is getting a dip where jointed to the tarmac and breaking up – Clerk to report under delegated powers **VJP**
- Reported that the footpath is cracking just below the toilets, although regularly swept – Clerk to report under delegated powers **VJP**

5 POLICE MATTERS

- A Police representative was present and the monthly report was read out
- Noted that if residents have a shed that it is best to alarm, and any quads would be advisable to have a tracker fitted when purchased

6 MINUTES

- RESOLVED. The minutes of the Parish Council meeting held on 21st July 2015 were approved and signed

7 REPORT ON MATTERS ARISING FROM PREVIOUS MEETING

The following issues were discussed and decided upon:

- *Whitby Gazette Article on Aislaby Property Prices Update:* Response from the Editor was read out
- *Pavement/Road Subsidence Outside Village Hall Update:* This had been reported and NYCC advised that there is nothing that can be done at their intervention level but the area will be monitored
- *Gravel on Paths Update:* This had been reported to NYCC and the area had been swept
- *Public Conveniences – Letter of Agreement with Contractor Update:* Cllr RD withdrew from the meeting. Clerk reported that due to R Dobson not having public liability, contact had been made with the parish council's insurance company to ascertain if its public liability would cover a self employed person. Came & Company confirmed that this was the case; however, advised that a risk assessment should be in place. The Clerk changed the original letter of agreement to take this into account and had found a risk assessment on file dating to 2010. The draft letter and risk assessment was reviewed and it was RESOLVED to pass the letter onto R Dobson together with the risk assessment after the following amendments made: **VJP**

- To add a review date of September 2015 to the risk assessment
- To add to 'Lone Working' that recommend the person carries a mobile phone in case of emergencies

Cllr RD re-joined the meeting

- *Public Conveniences – List of Materials Used/COSHH Data Update:* It was RESOLVED that RD would give a list of current materials used and the Clerk would contact Spectrum for the up to date MSDS/COSHH data required as the items on file are currently out of date and not comprehensive. The payment of Spectrum invoices was also discussed it was agreed that RD would time ordering of goods so that the invoice could be passed to the Clerk before the meeting for inclusion in the payment schedule

RD/VJP

8 BOROUGH, COUNTY & REPRESENTATIVE REPORTS

- Clerk reported that Cllr J Nock was highlighting issues regarding speeding through villages and ragwort to SBC and NYCC
- It was agreed that the Clerk under delegated powers should advise of the speeding down Egton Road and the pulling out of traffic at the giveaway sign without any regarding to other vehicles
- The issue was raised regarding moving the 30mph speed sign to where the Aislaby village sign is located; however, it was advised this had previously being requested but refused due to the expensive legal process involved

VJP

9 PLANNING MATTERS

The following were discussed and decided upon:

NYMNP

- *Keepers Cottage, Park Hall, Aislaby: 24/7/15* Request for comments regarding felling of 2 large sycamore and 1 whitebeam. NOTED no response could be given as deadline before parish council meeting
- *Keepers Cottage, Rear of Park Hall, Main Road, Aislaby NYM/2015/0485/LB: Listed Building Consent for alterations to garage and dwelling, construction of conservatory/porch extensions, reconstruction boundary wall & creation of new garden entrance:* NOTED no response could be given as determination date 3/9/15
- *Keepers Cottage, Rear of Park Hall, Main Road, Aislaby NYM/2015/0484/FL: Application for alterations to garage and dwelling, construction of conservatory/porch extensions, reconstruction boundary wall & creation of new garden entrance:* NOTED no response could be given as determination date 3/9/15

SBC

- *Proposed Submission Local Plan:* Noted this will be published on Friday 6th November 2015, following which a 6 week consultation will take place with response deadline being 18th December 2015

10 PARISH MAINTENANCE

The following were discussed and decided upon:

A) *Ongoing Maintenance of Public Toilets*

i) Cllr RD stated that no issues

B) *Road Closure 5990 Aislabside Road, Egton:* Noted closure had taken place in August due to re-dressing

C) *Grit Bin Review:* Clerk advised that NYCC were currently undertaking a grit bin review and would be sending information regarding this to the council in due course

VJP

11 FINANCE

The following was discussed and agreed upon:

i) *Payment Schedule:* The schedule of payments for September was received, reviewed and members RESOLVED to approve those items listed.

VJP

ii) *The Pensions Regulator: Legal Duties under the Pensions Act 2008 & Auto Enrolment:* Clerk advised that: the staging date was 1/8/16; that those receiving under £486 per month have a right to join a pension scheme; should the parish council have no workers who meet the criteria there is no need to set a pension scheme up; however, a letter would have to be sent explaining the process. Clerk advised that she did not wish to join a pension scheme, and that a letter would be drafted for the Chairman to sign and send to her and she would respond accordingly

VJP

iii) *Quarterly Financial Report (Qtr 1), Bank Reconciliation and Statements:* RESOLVED to

approve and sign

iv) *Model Agreement: Potential inclusion of Bus Shelter Funding*: Clerk advised she had contacted SBC with regard this inclusion as SBC no longer give a grant towards the public conveniences. A response is still awaited as there is a legal implication of changing the model agreement.

VJP

v) *NYCC Grass Cutting*: Noted remittance received for £370.80.

vi) *Collection of Garth Fines*: It was RESOLVED that Cllr KN would collect the Garth Fines in October and the Clerk would produce a list of lessees and fines to collect.

VJP/KN

vii) *Annual Audit Return Report*: Noted no issues highlighted, and PKF had commented that the correct procedure had been taken in restating the asset value. Copy to be placed on the noticeboard.

viii) *NYMNP Public Convenience Grant*: Noted receipt of remittance for £1300.00

ix) *York Potash – minerals at land in Aislaby*: Noted receipt of correspondence advising annual option fee to be paid by BACS on or before 29/9/15 for £587.00 plus RPI and giving an update of current situation.

x) *Transparency Code for Smaller Authorities*: Noted that correspondence had been received in regard to funding items to comply with this regulation. Clerk advised would be bringing a draft application to the next meeting for consideration.

VJP

12 POLICIES

VJP

The following was discussed and agreed upon:

i) *New YLCA template guidance for the effective management of recording at local council and parish meetings*: RESOLVED to adopt

ii) *Standing Orders - Public Contract Regulations 2015*: RESOLVED to adopt the following amendments

18(a)(v) - procurement policies for contracts of all levels (subject to standing order 18(c) below) and requirements under the Public Contract Regulations 2015.

18(c) - Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall satisfy the requirements of the Public Contract Regulations 2015 and will be procured on the basis of a formal tender as summarised in standing order 18(d) below. The council will advertise the contract opportunity on the Contract Finder website.

18(f) - Where the value of a contract is likely to exceed £172,514 (or other threshold specified by the Office of Government Commerce from time to time) the council must comply with the Public Contracts Regulations 2015 and where applicable, the Utilities Contracts Regulations 2006 (SI No. 6, as amended). If the 2006 Regulations apply to the contract the council must comply with EU procurement rules.

iii) *Finance Regulations - Public Contract Regulations 2015*: Noted that new model Finance Regulations will be revised by NALC to take this new regulation into account. This will be circulated to the parish council by YLCA once they are in receipt of the document

13 CORRESPONDENCE

The following correspondence was received and decisions made as follows:

i) Following decisions were made:

- *NYCC Local Transport Plan Consultation*: It was RESOLVED to answer as follows: Qu 1 Yes; Qu 2 Access to Services, Road Safety, Economic Growth, Healthier Travel, Environment & Climate Change; Qu 3 Yes Comments: 'volunteer services such as GNCT appear to be expected to take over public transport; however, there are not enough volunteer drivers to fulfil this – where are these to be found'
- *NY Fire & Rescue Authority Proposed Changes Consultation*
http://www.northyorkshirefire.gov.uk/news-events/public-consultations/fcr_jul15/: RESOLVED not to respond
- *Aislaby Parish Magazine – article on Aislaby Parish Council*: Clerk advised that an article had been sent in and it was noted this had been published
- *Scarborough & District CAB*: RESOLVED not to donate any funds

VJP

ii) For information:

- To note received ballot paper for the NYCC Yorkshire Coast & Moors County Area Committee; however, deadline for submission 11/9/15
- Noted no correspondence folder to circulate

14 PARISH COUNCIL VACANCY

Following interest by one candidate it was RESOLVED to coopt Loraine Hall as a parish councillor. The Declaration of Acceptance of Office was signed.

15 DATE OF NEXT MEETING

It was RESOLVED that the next meeting is 7.00pm on Tuesday 20th October 2015 at Aislaby Parish Hall as per the meeting schedule

Meeting finished at 8.20pm

Chairman

Dated