

DRAFT
HUTTON BUSCEL PARISH COUNCIL
ORDINARY MEETING HELD 9 JUNE 2017

Present:

Cllrs Thompson (Chairman), Pendlebury (Vice-Chairman), Price, Sarney, Edmenson, Barnett & Marshall.
1 member of the public.

NOTICE OF MEETING – Public Notice of the meeting has been given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972

APOLOGIES

RESOLVED: That apologies were received from County Councillor Jeffels and Borough Councillor Phillips. 160/17

DECLARATIONS OF INTEREST

RESOLVED: That no declarations were received. 161/17

MINUTES

RESOLVED: That the Minutes of the Ordinary Meeting held on 17 May 2017 were hereby approved as a true and correct record of the proceedings thereat. 162/17

MATTERS ARISING

Risk Assessment – Six Penny

Cllr Sarney had completed the above risk assessment and gave a copy to the clerk.

Tree Planting

Cllr Thompson will chase Cllr Jeffels regarding the NYCC's tree planting licence for Great Moor Road and Middle Lane.

RESOLVED: That the above matters be noted. 163/17

POLICE REPORT

RESOLVED: That the police report was noted. 164/17

NORTH YORKSHIRE COUNTY COUNCIL/SCARBOROUGH BOROUGH COUNCIL/NORTH YORK MOORS NATIONAL PARK AUTHORITY

Cllr Jeffels – NYCC/SBC/NYMNPA

Cllr Jeffels had sent members a written report before the meeting.

RESOLVED: That the above report be noted. 165/17

PUBLIC COMMENTS

RESOLVED: No comments were made. 166/17

APPOINTMENT OF CLERK

RESOLVED: That Ms Dawn Naylor had been appointed as the Parish Clerk for Hutton Buscel Parish Council. 167/17

RESOLVED: That Ms Naylor's Terms and Conditions will be deferred until the end of the meeting under an exclusion of press and public. 168/17

FINANCES

Cheques

RESOLVED: That cheques were signed in accordance to the schedule submitted to the meeting. 169/17

Bank Reconciliation

RESOLVED: That this would be deferred until the next meeting. 170/17

ANNUAL RETURN

The new clerk explained that contrary to advice from the previous clerk, the Annual Return did need to be checked and signed by an Internal Auditor. The clerk will obtain a new Return from the External Auditors to complete.

The Annual Return for 2016/17 had been previously circulated to members. The figures and statements were checked and the council was satisfied that the Accounting Statements contained in the Annual Return represents the true financial position of the council and its income and expenditure. The Annual Return was duly signed. The council was satisfied that the Annual Governance Statement questions no's 1-8 could all be answered "Yes".

RESOLVED: That the Annual Governance Statement would be signed.

171/17

RESOLVED: That the Accounting Statements would be signed.

172/17

RESOLVED: That Mr David Latham (Internal Auditor) would complete the Internal Audit for 2016/2017.

173/17

STATUS OF MIDDLE LANE AND A170 FOOTPATH

Proposed: Cllr Marshall

Seconded: Cllr Edmenson

A vote took place which resulted in 6 members for and 1 abstention, therefore, it was

RESOLVED: that the following members undertake a survey of the following areas and bring back any findings to the parish council:

174/17

Middle Lane – Status

- Cllr Thompson - lead contact
- Cllr Edmenson
- Cllr Pendlebury
- Cllr Marshall

A170 Footpath

- Cllr Price – lead contact
- Cllr Thompson
- Cllr Marshall
- Cllr Sarney

WYKEHAM QUARRY

Biodiversity Fund Grant Application

RESOLVED: That the clerk would contact Cllr Jeffels for an application form for the above funding for works to the Pinfold and will ascertain the date of the next meeting.

175/17

COUNCIL MEETINGS

RESOLVED: That meetings would take place every first Monday of the month starting at 7.30pm (except August and December). The clerk will advise the Village Hall and County and Borough Councillors of the change of dates.

176/17

DEFIBRILLATOR UPDATE

The defibrillator has now been installed on the outside wall of the Village Hall. Members discussed training and it was therefore:

RESOLVED: That the training will take place on 1 July 2017 between 11am and 1pm. Cllr Thompson will contact Mr Wright to confirm this date.

177/17

PINFOLD

Cllr Barratt advised members that he had spoken to NYMNPA who had visited the site and will come forward with a grant figure shortly.

RESOLVED: That the above information be noted.

178/17

PARISH PLAN

Review Objectives

The objectives of the parish plan were reviewed and members agreed that the council is working through each objective satisfactorily. The following issues were noted:

- fly-tipping – the hotline number is now on the website
- kerbing – Cllr Marshall will speak to the builder who is carrying out works in the vicinity

RESOLVED: That the above information be noted. **179/17**

PHONE BOX

Working Party Update

Cllr Price gave members an update from the working party which included:

- the telephone box has been sent away for maintenance and restoration
- the village map (which will be housed in the telephone box) has been compiled. Cllr Price asked members to check the details
- members agreed that the Chairman of the Parish Council, Cllr Louise Thompson, will be asked to unveil the telephone box when it is completed.

Proposed: Cllr Marshall

Seconded: Cllr Sarney

All in favour

RESOLVED: That the above report be noted. **180/17**

LITTER BINS

RESOLVED: That the parish council will wait until Scarborough Borough Council complete a Street Cleansing Survey before requesting an extra bin for the village. **181/17**

TRAINING

RESOLVED: That the clerk will circulate the new training schedule from the YLCA to members. **182/17**

ITEMS FOR THE NEXT MEETING

RESOLVED: That the following items were asked to be placed on the next agenda: **183/17**

- red Telephone Box – update
- pinfold – update
- councillor Training
- replacement Tubs
- kerbing
- middle Lane Status (if received)
- footpath A170 – update (if received)

DATE OF THE NEXT MEETING

RESOLVED: The date of the next meeting will be Monday 3 July 2017 at 7.30pm. **184/17**

EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr Price

Seconded: Cllr Pendlebury

All in favour

Terms and Conditions of the new Parish Clerk

RESOLVED: That the agreed rate of pay would be Sp26. **185/17**

RESOLVED: That the hours would be increased to 5 per week. **186/17**

RESOLVED: That a Working from Home allowance would be paid at £100 per annum. **187/17**

RESOLVED: That the clerk will arrange for the NALC Contract of Employment to show the above Conditions and bring to the next meeting for signing. **188/17**

Signed:

Dated: