

Minutes of the Meeting of Stainforth Parish Council held in Stainforth Village Hall on Tuesday, 7 February 2017 at 7.00pm.

Present: Cllrs Sharp (Deputy Chairman), Asher & Warren. Also the Clerk.

In the absence of Cllr Blackburn, Chairman, Cllr Sharp, Deputy Chairman, took the chair and his Declaration of Acceptance of Office was received.

1 Apologies – Cllrs Blackburn & Mills

2 Code of Conduct - Localism Act 2011

- a) To record any Councillor's Disclosable Pecuniary Interest (DPI) and Other Interests in relation to items on this agenda - *none*
- b) To consider any changes in members' register of interests - *none*
- c) To consider any dispensations - *none*

3 To approve the Minutes of the Meeting of the Council held on Tuesday, 10 January 2017

Resolved: That the Minutes be approved as a true and correct record and signed by the Chairman of this meeting.

4 Matters Arising (information only)

- i) Citizens Advice Craven & Harrogate Districts – re donation
- ii) Settle Area Swimming Pool - re donation
- iii) Royal British Legion – Poppy Appeal - re donation. When sending the Council's cheque for the recent donation, the Clerk had drawn the RBL's attention to the fact that the cheque for the previous year's donation had not been presented for payment and hence was now out of date. In the absence of any comment by the RBL, the Clerk undertook to reverse the entry in the Council's accounts.

5 Policing

- i) To receive the monthly report – following two drugs related incidents, warnings had been issued. Additionally, there had been two reports of concern for persons' welfare, and a civil offence relating to dogs. Though crime remained low in Craven, care should be taken to secure properties and vehicles to avoid sneak-in burglaries and vehicles being entered. It was felt that these items referred to Craven as a whole and the Clerk was asked to request that future reports refer specifically to the parish of Stainforth.

6 Finance

- i) To authorise payment of accounts as per schedule, including the Clerk's remuneration for February, 2017

Resolved: That payment of the accounts be approved as per the schedule.

- ii) To conduct the annual review of the effectiveness of the system of internal audit, including financial risk management, and budgeting. The Clerk again reminded those present that the External Auditor could seek evidence of the review as part of the annual audit. He produced the cheque book, paying in book and income and expenditure schedules as provided at every meeting. He also produced bank statements and paid invoices for inspection, and drew Members' attention to its system of financial risk management. Budgeting had been dealt with comprehensively at previous meetings. The Council's insurance requirements were also reviewed and considered appropriate. It was noted that the council utilised the services of a professional firm of Internal auditors to undertake the internal audit function. This would next be discharged in May 2017. The Clerk reminded members of their responsibilities as Councillors, to satisfy themselves with the integrity of internal audit and the need to check for themselves that appropriate systems of verification were in place and effective. Also, that they should never hesitate to query any matters which required clarification. Finally, the Clerk produced a revised Financial Risk Management proforma which he undertook to complete in respect of the Council.

Resolved: That the effectiveness of the system of internal audit, financial risk management and budgeting be considered satisfactory and approved.

- iii) The Pensions Regulator – advice on staging date – the Clerk to take the necessary action.

7 To consider Risk Assessments in relation to the following:

- i) Lawn Mower - this was reviewed.
- ii) Winter Maintenance – this was reviewed.
- iii) Allotments – the Clerk considered that the Council should undertake a risk assessment for the allotments. A proforma and guidelines were produced and the Clerk undertook to produce the relevant risk assessment in conjunction with Cllr Asher.

8 To discuss proprietorship of land on Goat Scar Lane (Gooseker) and to decide on action

This had been brought to the attention of a member of the Council and was discussed.

Resolved: That clarification be sought from both NYCC, Highways and YDNPA.

Continued/

9 Planning

a) To consider applications received

C/64/100D/LB Variation of Conditions 2 and 4 of C/64/100B/LB for amendments to the internal layout and amendments to windows condition to allow development to commence on the rest of the property Brookhouse, Main Street, Stainforth

Resolved: No comment.

b) To note any decisions received - none

c) To receive any planning correspondence and to consider response - none

10 Proposed removal of Payphone (BT Consultation) - telephone number 01729822582 – opposite car park, Stainforth, Settle – to consider response

This telephone had been used seven times during the last 12 months.

Resolved: That the Council would not oppose removal of the call box.

11 Information Commissioner's Office

i) To discuss data protection registration. The Council had not yet registered though the recent Transparency legislation indicated that this should now be undertaken.

Resolved: That the parish council should register and that the relevant fee of £35 be paid. Also, that registration be renewed annually and the fee paid by direct debit.

ii) Model Publication Scheme - to revisit the Council's scheme. This had been circulated and was reviewed.

Resolved: That the Council's model scheme was still appropriate.

12 Street Lights

i) To receive any reports for action - none

13 Highways

i) To receive any reports for action.

Packhorse/Foss bridge, Dog Hill Brow – following recent repair, it was reported that the renovations were already beginning to deteriorate. Cllr Warren provided two images highlighting the decay.

Resolved: That this matter be reported to the Highways authority.

14 Repairs and Maintenance

i) To receive any reports for action - none

15 To respond to correspondence received

i) YLCA – to receive Minutes of Branch Meetings held October 2016 and January 2017 and to consider proposals for amendments to the governance arrangements of YLCA as recommended by the Joint Executive Board (JEB) – no comment.

ii) YLCA – Allotments training events - 23 & 24 February 2017 – noted.

iii) Craven DC – Parishes Liaison Meeting - Skipton - Wednesday, 22 March 2017.

iv) YDNPA - Living Ash Project - to discuss the Ash Tag Project – noted, Cllr Asher reporting that the Environment Group may be interested in participating in this scheme – details to be forwarded.

v) NYCC – Countryside Access Service, management of public rights of way except those managed by North York Moors and Yorkshire Dales National Parks – Public Consultation – no comment.

vi) Yorkshire Dales Society – information on assistance available to the Council – to be circulated and included on the next agenda.

Resolved: That the correspondence be received.

16 To receive any items of information

i) Julian Smith MP – list of surgeries for January to April 2017 – received and displayed.

17 To arrange the date of the next meeting of the parish council

Resolved: That the next scheduled meeting of the parish council be held in Stainforth Village Hall at 7.00pm on Tuesday, 14 March 2017.

There being no further business, the meeting was closed at 8.20pm.

**PFL
8.2.17**

