

FOSTON & THORNTON-LE-CLAY PARISH COUNCIL

**MINUTES OF A PARISH COUNCIL MEETING HELD VILLAGE HALL, THORNTON-LE-CLAY
ON WEDNESDAY 02 NOVEMBER 2016 AT 7.30PM**

Councillors Present: Calum Balding (CB) Simon Burton (SB)
Evelyn Conlon (EC) Nigel Cox (NC)
Bryan Pillow (BP) Christine Walker (CW)

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 0

17/45 To receive apologies for absence and reasons given:

Parish Councillor Eric Hope (EH)

17/46 To record declarations of interest in items on the agenda:

None

17/47 To confirm the minutes of the meeting held on Wednesday 05 October 2016:

Minutes were approved

17/48 To discuss matters arising from previous minutes:

None

17/49 Councillors to discuss long-standing matters:

1. Parish Plan and Community Emergency/Resilience/Good Neighbours Schemes

CW would circulate a summary of what has been offered for the Good Neighbours Scheme and research mobile phone contracts.

2. Parish Defibrillator Schemes

The Big Breakfast took place on Sun31Oct16 and the profit was just over £600.00, but this is subject to confirmation. The Parish Council thanked Sue Jones and her team for all their help with this event. FH had circulated an email from British Heart Foundation offering battery operated defibs, but the Parish Council unanimously agreed that these were not suitable, so would politely decline this offer. FH was awaiting a response from Community Heartbeat Trust. NYCC had pledged £500.00 x2 (Foston/Thornton-le-Clay) = £1000.00 for the defib appeal.

3. NYCC Rights of Way

SB/CW had checked the maps and the only discrepancy found was the route across land owned by Mr D Mook did not show the updated route. SB/CW would now inspect the routes to ensure all signed and passable. SB/CW have each kept a copy of both maps for the two villages.

- 17/50 Public Session - The Parish Council will, time permitting, adjourn the council meeting for a short time to allow for public comment and questions:**
None
- 17/51 To discuss new planning applications received:**
None
- 17/52 To discuss matters raised by Parish Clerk/Responsible Financial Officer:**
1. Bookkeeping records to date
FH circulated records around Cllrs
 2. Internal Control Checks(s)
These were conducted by EC and CW and the report is in the finances file
 3. Internal/External Audits
FH reported that the Annual Return had been signed off with no concerns, just a weakness in Risk management highlighted.
 - 3.1 Risk Management
The Parish Council unanimously approved the drafts circulated via email by FH
 - 3.2 Information Commissioners Office
FH had asked I.C.O. to clarify what protection a Parish Council get from registration and what risks there would be if not registered. I.C.O. had responded "The Data Protection Act 1998 requires every data controller (eg organisation) who is processing personal information to register with the ICO, unless they are exempt. Failure to register can result in a heavy fine". They provided a link <https://ico.org.uk/for-organisations/register/> FH investigated this and it asked two questions –
Do you use CCTV for the purpose of crime prevention?
Are you processing personal information?
"Processing" means doing any of the following with the information:
obtaining it, recording it, storing it, updating it, sharing it
"Personal information" means any detail about a living individual that can be used on its own, or with other data, to identify them.
FH advised that it was her belief that the answer to both questions was currently No, so the Parish Council does not have to register with the ICO, but this should be reviewed annually at the A.P.C.M. The Parish Council unanimously agreed this advice.
 4. Monthly property inspection report
EH had done last month and FH would do next month
 5. Work Place Pensions
FH advised that the Declaration of Compliance was completed, the box at the end of these minutes had been updated, this item could be removed from agenda.
 6. Matters raised by/with Yorkshire Local Councils Association
 - 6.1 Recording at Meeting Policy
FH had emailed YLCA to seek advice on this matter and dealing with members of the public in light of the problems experienced by another local Parish Council, which was reported in the local press. The advice received was that the Recording Policy had been updated, so this would be adopted at the next meeting.

7. Budget/Precept/Reserves

Cllrs discussed this at length and would discuss further at the next meeting. CW would prepare a cashflow forecast, which FH would circulate by email to all Cllrs

8. To approve payments as follows:

8.1	Fiona Hill	Salary	£91.03	100451
8.2	Village Hall	Hire	£12.00	100452
8.4	PKF Littlejohn LLP	External Audit	£36.00	100453

17/53 To report any new correspondence received by the council:

9.1 RDC – Electronic Planning Application Consultation

FH had received an email from RDC as they were trying to ascertain whether it would be possible for them to send Parish consultations by email. FH had responded that as the Parish Council is in a rural location, which does not enjoy high speed broadband, the Parish Council would prefer to continue with paper plans.

17/54 To receive matters raised by members:

- Judy Lane Sign is broken and FH was asked to report this to NYCC.

17/55 To confirm the dates of the future meeting(s) on Wednesdays at 7.30 p.m. in the Village Hall, Thornton-le-Clay:

07 December 2016

04 January 2017	01 February 2017	01 March 2017
05 April 2017	03 May 2017	07 June 2017
05 July 2017	02 August 2017	06 September 2017
04 October 2017	01 November 2017	06 December 2017

The Pensions Regulator - "Duties Checker:

Confirm who to contact -

FH has registered herself as both the Primary and Secondary Contact.

Choose a pension scheme -

The Parish Council have enrolled with Now Pensions Trustee Ltd, 164 Bishopsgate, London, EC2M 4LX with assistance from Ardent IFA Ltd, 80 Clifton, York, YO30 6BA. Tel: 01904 655330. Email: hello@ardentuk.com

Type of pension: Occupational

Pension Scheme Registry Number (PSR): 12005124

Employer Pension Scheme Reference (EPSR): K4H9

Work out who to put into a pension -

Done

Write to your staff -

Done

Declare your compliance -

Done – Acknowledgement letter dated 22Oct16 on file (Letter Code 1087985038)