

NEWTON KYME CUM TOULSTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Monday 10th September 2018 at 6:30pm in St Andrew's Church, Newton Kyme

Present: Councillors A Jennings, W Hibbs, J Watson, J Kearn

Clerk: Vivienne Skinner

42/18 Apologies

To receive and record apologies for absence

Apologies received from Cllrs. Wilson, Cornforth, Hall

Resolved: Apologies accepted

43/18 Declarations of Interest

To receive and record any declarations of interest

Cllr. Jennings declared an interest in Agenda item 51/18 – Village Hall land. Cllr. Jennings currently has a lease to use and maintain the land. A formal lease with the Parish Council has been prepared and circulated to all Cllrs.

44/18 Minutes of Last Meetings

To approve the minutes of the Annual Council meeting of 17th May 2018

Resolved: That the minutes be accepted as a true record of the meeting.

45/18 To approve the Statutory Documents:

- Revised Standing Orders
- Publication Scheme
- Guidance for the Recording of Meetings

Resolved: That the above documents be approved.

46/18 General Data Protection Regulations (GDPR). To approve the following:

- Data Retention Policy
- Subject Access Request Policy
- Use of a secure dedicated email for Councillors
- Any other actions required to meet compliance including costs to improve IT security

Resolved: That the above Policy documents be approved

Resolved: That a secure dedicated email for all Cllrs. will be arranged with the current website provider, payment approved.

Resolved: Clerk reported current IT security meets requirements for GDPR. This will be kept under review.

47/18 Planning Applications – to consider the use of Extraordinary Council meetings or a Planning Committee for decision making.

Resolved: Future Planning Applications will be considered by calling an extraordinary council meeting if required.

48/18 To review the monthly figures and spending to date (previously circulated) in line with the agreed Annual Budget and 3 year Business Plan

Resolved: Monthly figures and bank reconciliation noted.

Resolved: The costs to date for the transfer of the Village Hall land have exceeded the allocated reserve. The shortfall and future costs will be met from the general reserve.

49/18 Community Infrastructure Levy (CIL) To consider options for the receipt and spending of the allocation (1st April - 31st October 2018)

The council will delay taking the funds to allow time to develop projects/plans.

Resolved: That the council will not take up the option of receiving the funds in October. The council will review the position at the December meeting.

50/18 To receive an update on the actions recommended in the Internal Auditors Report

The Clerk reported that VAT has been reclaimed and payment has been received. All Policy documents were approved at the Annual Parish Council meeting on 17th May 2018; the Auditor's notes on the amount of Council reserves was noted, reserves are shown in the 2018/2019 budget.

Resolved: Actions identified in the Internal Auditors report have been cleared.

51/18 To receive an update on the transfer of the Village Hall land to the Parish Council and consider recommendations

A report was circulated prior to the meeting. Work is ongoing with the Solicitor to finalise the transfer of the land and application to HM Land Registry. The draft tenancy agreement has been prepared and circulated to the

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council. Confirmation of the value of the land is required by the Solicitor and for Insurance purposes.

Resolved: The Clerk will seek 3 quotations for a valuation of the land.

52/18 To receive an update on the development of the website

Work is ongoing to finalise the design and content of the new new website.

53/18 To receive an update on Cycleways and liaison with Sustrans

Work is ongoing to establish plans Sustrans may have to develop the cycleway through to the new viaduct near the Southbank development.

54/18 To receive an update on issues relating to the Southbank development (former Papyrus Works)

Cllr. Jennings is liaising with Redrow on the work outstanding before responsibility transfers to the Management Company for ongoing maintenance. The council will be informed of proposals to improve security to the entrance to the former Village Hall site. A map will be provided to Redrow to inform confirmation of the fence line for neighbouring farmland.

55/18 To receive an update on the new field drain to connect to the ditch system; and contact with the Highways Department to clear the road gullies to improve the flow of road surface water.

Cllr. Hibbs reported that the new field drain is working. The Highways Dept. has inspected the site and in the autumn will inspect the sluice beneath the road that drains the pond. The outfall from the pond is blocked, and ditches also need to be cleared. The position will be reviewed once the Highways Dept. have carried out their inspection.

56/18 To receive an update on security measures for the village:

- regular contact with Neighbourhood Police
- improving home security

The Police Crime Prevention Unit will be visiting the village to offer advice on improving home security and to make available a marking of valuables service which they provide free. The Crime Prevention vans will be parked near the Clock Tower, Southbanks development, from 10:30 a.m. to 12:30 a.m. The event will be publicised once the date has been finalised.

57/18 To approve payments and receipts in accordance with the budget

Payments approved since last full meeting 17th May2018

Date	Payee	Electronic/chq	Detail	Amount £
09.07.18	TJ Cronin	EP00021	Transfer of Village Hall land (£3,496.09NKVH Ass. + £3,811.79 PC)	7,307.88
30.06.18	Mrs V Skinner	EP00020	June Salary	49.72
30.07.18	Mrs V Skinner	EP00022	July Salary	49.72
31.08.18	Mrs V Skinner	EP00023	August Salary	49.72
20.08.18	ICO	DD	GDPR Registration fee	35.00

Payments for approval 10th September 2018

Payee	Electronic/chq	Detail	Amount £
Mrs V Skinner	EP00024	September salary	49.72
Mrs V Skinner	EP	October salary (to be paid 31 st October)	tba
Mrs V Skinner	EP	November salary (to be paid 30 th November)	tba
HMRC	EP	PAYE	tba

*** to be authorised in the month payment is due**

Resolved: All payments approved.

58/18	Receipts
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	Date	Payee	Detail	Amount £
	09.07.18	Newton Kyme VH Ass.	Closure of a/c funds transferred to PC	3,496.09
	08.08.18	HMRC	VAT refund	292.13
59/18	To approve letter to Bank to enable the Clerk to receive notifications by email Resolved: Letter signed by two Cllrs.			
60/18	Clerks verbal report Nothing to report.			
61/18	To Note Correspondence Received – items of interest (list circulated) Correspondence noted.			
62/18	To approve responses/action to items of correspondence 22.05.18 Planning application – 2 Papyrus Villas – no comments submitted 11.06.18 Letter from the Chair of Selby DC requesting support of his chosen charity 19.06.18 Planning Application – 47 St Andrews Walk – no comments submitted 06.07.18 Correspondence received about unsafe footpath on Southbank boundary 20.08.18 Correspondence received about overgrown hedges and grass at Southbank/Papyrus Villas Resolved: Not to consider a S137 payment to support the Selby DC chosen charities Resolved: Unsafe footpath, to respond – to establish responsibility for the maintenance Resolved: Overgrown hedges and grass at Southbank – work has been completed by Redrow			
63/18	To receive late items of Correspondence Correspondence from Citizens Advice – requesting support. Resolved: Not to consider a S137 payment. Invoice for grass cutting 18th June 2018 - £180.00 Resolved: Payment approved			
64/18	To Consider Minor Matters and Agenda Items for the Next Meeting To bring to the attention of the Council or Clerk any minor matters of business and agenda items for the next meeting. Agenda items for the next meeting:- Setting the Precept for 2019/2020; Review of the Business Plan; Review of the Village Plan; Annual review of Clerk's salary and hours.			
65/18	Date of next meeting Monday 10th December 2018			

The meeting closed at 19:55 hrs.

Chair.....

Date.....