

FOSTON & THORNTON-LE-CLAY PARISH COUNCIL

MINUTES OF A PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON WEDNESDAY 03 MAY 2023 AT 7.30PM

Councillors Present:

Calum Balding	Evelyn Conlon
David Johnson	Bryan Pillow
Paul Readey	Christine Walker

In Attendance:

Fiona Hill - Parish Clerk

Public Present:

1

23/116a To receive apologies for absence given in advance of the meeting:

Parish Councillors Simon Burton

23/116b To consider the approval of reasons given for absence:

Resolved/Approved (Unanimous)

23/117 To record declarations of interest in items on the agenda: None

23/118 To confirm the minutes of the meetings held on Wednesday 01 March 2023:

(The meeting on 05 April 2023 was cancelled)

Resolved/Approved (Unanimous)

23/119 To discuss new planning applications received:

- 23//00297/HOUSE – Erection of single storey rear extension following removal of existing porch, installation of 1no. door and 1no. window to east elevation and widening of 2no. existing first floor window @ Ivy Cottage, High Street, Thornton-le-Clay

Resolved/No Objection (Unanimous)

23/120 Public Session: None

23/121 To discuss matters arising from previous minutes:

Allotment Rent – This would be discussed at the next meeting.

23/122 Councillors to discuss long-standing matters:

- White Swan Inn – The Parish Council noted that the appeal had been dismissed.

- Highways issues/Rights of Way – The network rail works were ongoing.

- Mobile Post Office – Cllr Readey would try to progress this matter.

23/123 To discuss matters raised by Parish Clerk/Responsible Financial Officer:

- Bookkeeping records to date – NTR, following the recent year end.

- Financial Management;

- Internal Control Check(s) – Cllrs conducted a number of checks and everything was found to be in order.

- Property Checks – Cllr Walker would conduct the inspections.

Approved Chairman

Date.....

- Policy Review - The Parish Clerk had conducted a review of the employment/personnel policies as follows:
Statutory Required Policies:

Contract of Employment/ Written Statement of Particulars - Paper copies held by Chairman/Employee
Pensions Policy - See below wording of YLCA policy, which could be incorporated in the minutes of the APCM
Disciplinary & Grievance Procedure/Policy 2019 - Updated templates attached, to be adopted at APCM
Best Practice Policies: #

Equal Opportunities Policy - Updated template attached, to be adopted at APCM
Sickness and Absence Policy - Updated template attached, to be adopted at APCM
Annual Leave Policy - Template attached, to be adopted at APCM
Training and Development Policy - Updated template attached, to be adopted at APCM
Expenses Policy for Clerk - Template attached, to be adopted at APCM

The Parish Clerk did not think the Parish Council requires these policies - Recruitment and Selection, Appraisal procedure, Expenses Policy, Lone Working Policy, Equality Policy 2015, Health and Safety (SR if more than 5 employees), Information and Information Technology, Mobile phone use, Bullying and Harassment/Dignity at Work, Workplace Alcohol and Drugs, Flexible working.

PARISH COUNCIL PENSIONS POLICY

Introduction:

The Pensions Act 2008 requires all local councils to enrol "eligible jobholders" automatically into a qualifying pension scheme, to offer "non-eligible jobholders" (workers who are not eligible for automatic enrolment) the choice as to whether to opt into a qualifying scheme and "entitled workers" (workers who are entitled to join a non-contributory pension scheme) to request that the employer facilitates a non- contributory scheme. In compliance with the above, this policy sets out the details of the pension arrangements for employees of XXXXXXXX Parish Council:

- Yorkshire Local Councils Association – NTR

- Payment Approval:

NYC	Return of unused grant	100635	£300.00
YLCA	Subscription	100636	£133.00
Parish Clerk	Home Working Allowance	100637	£29.08

23/124 To report any new correspondence received by the council: None

23/125 To receive matters raised by members:

- Pizza Van – The Parish Council were concerned about the location used and noise created during their monthly visits and would ask NYC what the terms were on their Street trading licence.

- First Aid Trading – Cllr Balding would research what is available.

- Grass-Cutting – The Parish Council would prepare a specification for obtaining quotations.

- Tree Planting – The Parish Council discussed possible sites, all of which would need Highways approval.

23/126 To confirm the dates of the future meeting(s) on Wednesdays at 7.00 p.m. in the Village Hall, Thornton-le-Clay:

2023 Dates - 07Jun, 05Jul, 02Aug, 06Sep, 04Oct, 01Nov, 06Dec

Cllr Johnson announced that due to his house been for sale, when he would move away from the area, he resigned from the Parish Council. The Parish Clerk would follow the procedure for a casual vacancy. The Parish Council thanked him for work on behalf of the Parish Council and said they were sorry to lose him.

Approved Chairman

Date.....