

MINUTES of the Meeting of Haxby Town Council held on Monday 10 September 2018 in the Memorial Hall, Haxby, at 7.30 pm.

<u>PRESENT</u>	Cllr M Crawford (Chairman)	Cllr M Guilford
	Cllr M Harrison	Cllr E Samuel
	Cllr S Newton	Cllr I Craven
	Cllr C Mulholland	Cllr N Wyatt
	Cllr D Harkess	Cllr R Cousans
	Cllr M Preston	Mark Scott (Clerk)

Also present were one member of the public and City of York Councillor Ian Cuthbertson.

APOLOGIES

1. Apologies were received from Cllr D Lee and Cllr D Rice.

MINUTES OF FULL COUNCIL MEETING

2. **RESOLVED** that the minutes of the meeting held on 13 August 2018 be confirmed as a true and accurate record and signed by the Chairman.

DECLARATIONS OF INTEREST

3. None

POLICE WARD REPORT FOR AUGUST 2018

4. The Police report for August 2018 was **RECEIVED**. The Council was pleased to see more detail on this month's report and asked the Clerk to pass their thanks on to PCSO Andy Smith.

CASH CHECK

5. Two Councillors had carried out a Financial Cash Check on 3 August 2018, checking, cash held, transfers between bank accounts and online direct payments. Everything had been found to be in order.

FINANCIAL STATEMENT – AUGUST 2018

6.

Financial Statement for Haxby Town Council for August 2018

Details		Amount
<u>Receipts to 31 August 2018</u>		
Sarah Trivett - Nursery Rent		520.00
Carnival Donation		36.00
Allotment Rents		17.50
Cemetery Admin.		699.20
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		1272.70
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<u>Payments to 31 August 2018</u>		
Haxby Memorial Hall - Rent	DP	304.00
North Yorkshire Pension Fund	DP	1540.64
HMRC	DP	1113.44
Npower	DD	61.00
Mr & Mrs Norris	106763	125.00
Petty Cash	106764	51.13
Mick Lambert	106765	800.00
YLCA	106766	115.00
Mr A Fitzhugh	106767	50.00
Mr C Hall	106768	30.00
Mr P Clayton	106769	20.00
Glasdon UK	106770	491.92
Sleightholm Landscapes	106771	288.00
Park Lane Services	106772	84.00
YLCA	106773	690.00
Vitax	106774	447.35
Park Lane Services	106775	912.00
Haxby Memorial Hall - Electric	DP	16.89
Green Thumb	DP	414.50
Complete Business Solution	DP	81.82
SJ Danby - Playscheme	DP	6482.40
Complete Business Solution	DP	244.13
Yorkshire Home & Property Services	DP	360.00
Talk Talk	DD	23.31
Barclaycard	DD	69.99
Salaries	DP	4127.13
		<hr/>
		18943.65
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Balance as at 31 July 2018	93554.26
Receipts	<u>1272.70</u>
	94826.96
Payments	18943.65
	<u>75883.31</u>
Balance carried forward	

RESOLVED that the financial statement as at 31 August 2018 which detailed payments totalling £18943.65 inclusive of VAT be approved.

BUDGET TO ACTUAL FIGURES AS AT 31 AUGUST 2018

7. The budget to actual figures as at 31 August 2018 were **RECEIVED**. The Clerk, in his role as RFO, also made comment that due to the amount of money spent in recent years that the Council will in future have to budget carefully as reserves had been diminished. It was agreed that in addition to the normal annual budget a cash flow analysis should also be prepared. In addition it was also agreed that Finance should be included on future Amenities Committee agendas.

BATTLE'S OVER

8. The Chairman updated Councillors about plans in place to commemorate 100 years since the end of WW1. She explained that Cllr Samuel and herself had worked alongside the Haxby & Wigginton History Group in order to arrange the event. The Council wished to thank Cllr Samuel and the Chairman for their work and pledged the Council's support for the event. The Chairman also informed the Council that the Memorial Hall Trustees were now providing the Memorial Hall free of charge for the event.

NEIGHBOURHOOD PLAN

9. Cllr Mulholland explained that the annual meeting of the Neighbourhood Plan Steering Group had taken place and that the feeling of the group was that the group should now "push-on" with the preparation of the Haxby & Wigginton Neighbourhood Plan.

NEIGHBOURHOOD PLAN STEERING GROUP

10. Cllr Harrison explained that the Terms of Reference of the Neighbourhood Plan Steering Group were in need of redefining. The new Terms of Reference having been circulated amongst Councillors prior to the meeting were then discussed.
RESOLVED to approve the new Terms of Reference.

HAXBY TRADERS ASSOCIATION - UPDATE

11. No update had been received.

FRACKING

12. An email from the Haxby & Wigginton Against Fracking group which asked for the Clerk to sign an open letter to the Government was discussed. **RESOLVED that the Clerk should not sign the open letter to the Government on behalf of the Council but instead each individual Councillor should decide individually to either sign the letter or not.**

LETTER TO GOVERNMENT CONCERNING FRACKING

13. **RESOLVED that the wording for the letter to be sent to the Government concerning fracking as detailed in Cllr Richardson's recent email should be edited by the Clerk and formulated into a letter which should then be posted.**

YORKSHIRE WATER – DRAINAGE ISSUES WITHIN THE VILLAGE

14. The Clerk explained that following a request for information placed on Facebook about drainage/flooding problems within the village, a list of all responses received had now been sent to Cllr Richardson in order for him to take up the matter with Yorkshire Water. Cllr Richardson was not present at the meeting and so no other information was available in respect of action subsequently taken.

YLCA HEALTH CHECK

15. **RESOLVED to approve the cost of circa £420 for YLCA to carry out a "Health Check" on Haxby Town Council's policies and procedures.**

GDPR

16. **RESOLVED that the Clerk should provide a paragraph concerning the legality of retaining and use of customer/supplier information for inclusion within Haxby Town Council Standing Orders.**

RECORDS MANAGEMENT POLICY

17. **RESOLVED to approve and adopt a new Records Management Policy.**

PRIVACY NOTICE

18. **RESOLVED to approve and adopt a new Privacy Notice.**

CONSENT FORM

19. **RESOLVED to approve and adopt a new Consent Form**

TRAINING COURSES

20. The Clerk explained that 6 Councillors had been booked on to the YLCA's annual conference at a cost of £115 each and that he had also been booked on a Clerk's training course also costing £115. He added that this spending of £805 had exceeded the Council's annual training budget of £600 and that in future years the budget for training would need to be possibly increased.

STAFFING COMMITTEE

21. Representatives from the Staffing Committee presented 2 documents for adoption by the Council. Both these documents had been circulated to Councillors prior to the meeting. The first related to new Terms of Reference for the Staffing Committee and the second related to a Bullying and Harassment Policy. After discussion the following resolutions were made.

RESOLVED that the Terms of Reference for the Staffing Committee be re-written and brought back to next month's meeting for adoption.
RESOLVED that the Bullying and Harassment Policy be adopted subject to review following the pending YLCA Health Check.

UPDATE IN RESPECT OF THE REVIEW OF STANDING ORDERS.

22. Cllr Guilford reported that he and two other Councillors had been working on reviewing the Council's Standing Orders and would bring back to the Council a version for approval once the review had been completed. He also added that he and his colleagues believed that Financial Regulations should be a separate document.

MANDATORY AGENDA ITEMS

23. Cllr Guilford produced a list of mandatory agenda items for various months throughout each year. He had put together this list as part of the current review of Standing Orders. The Clerk is to use this list to aid production of future agendas.

HAXBY LIBRARY

24. The Clerk explained that negotiations are still in progress in respect of a new library for Haxby and that hopefully City of York Council's Andy Laslett may be in attendance at the Full Council meeting being held in October in order to give an update on the situation.

WHITE ROSE UPDATE

25. **The August issue of the White Rose Update was RECEIVED.**

AMENITIES COMMITTEE

26. The minutes of the meeting held on 20 August 2018 were received.

PLANNING COMMITTEE

27. The minutes of the meeting held on 3 September 2018 were received.

STAFFING COMMITTEE

28. The minutes of the meeting held on 4 September 2018 had not been issued prior to the meeting.

MATTERS FOR INCLUSION ON THE NEXT AGENDA

29. The Chairman reminded Councillors that matters for inclusion on the Agenda should be with the Clerk 7 days prior to the date of the meeting (Standing Order 4.1 as amended above).

The meeting closed at 9.25pm

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Chairman

(These Minutes are displayed 'unsigned' and are subject to correction at the next Council meeting.)