



# *Sutton on the Forest*

## *Parish Council*

Minutes of a meeting of Sutton on the Forest Parish Council held on Wednesday 11 July 2018 at 7.30pm in the Grey Village Hall.

Present:                   Councillor Anderson  
                                Councillor Crossley  
                                Councillor England  
                                Councillor Rankin  
                                Councillor Shearman (Chair)

In Attendance:       Sue Bracewell (clerk)  
                                District Councillor Christine Cookman (HDC)  
                                County Councillor Patmore (NYCC)

4 members of the public.

### **Apologies**

Apologies received from Cllr Cookman and Cllr Perks.

### 18/65   **Declarations of interest**

There were no declarations of interest.

18/66   **Chairman:** To address Councillor England's continuing concerns and lack of faith regarding the way in which the Chairman carried out his duties, the latter invited him to propose a vote of no confidence in the Chair. Councillor England declined to do so. Councillors Rankin, Crossley, and Anderson said that they supported the Chairman and wished him to continue to carry out his duties in the same manner.

### 18/67   **Minutes of the meeting held on 9 May 2018**

67.1 The minutes of the meeting held on 9 May 2018 had been circulated. Some amendments to the minutes had been received from Cllr England. These amendments were proposed by Cllr England and seconded by Cllr Rankin. Cllr Shearman also proposed an amendment to minute 55.1 and this was seconded by Cllr Rankin. With all these amendments, the minutes were accepted, proposed by Cllr England, seconded Cllr Crossley. Amendments are attached.

### 18/68   **Matters arising**

68.1 Village signs. An offer had been received from Sue Lally to look after the sign facing the top of York Road and this has been gratefully accepted. Lindsay Stark has cleaned and re-painted one on Well Lane and Irene Martin has cleaned the village name-plate on Carr Lane. Cllr Shearman reported that the Noticeboards also need revarnishing and painting.

68.2 Newsletter editor. Following the notice in the Sutton Times, Michael Kitchen has volunteered to take over this job. It was proposed that we accept Michael's offer.

68.3 Village lighting: John Smale will produce a proposal for the next meeting. It was noted that the proposal is for lighting to cover footpaths outside the hall and is made on grounds of public safety. Agenda item September.

68.4 Moor End Drainage John Smale tabled a report for council's consideration. It was agreed that John should break down the list of work into small parts and then try to get three quotes for each part. Timing was limited as the grant we had secured from HDC has to be spent by 31 August. It was agreed to leave this with John to see if it might be possible. The Parish Council agreed that it would need to approve any orders by email if the very tight timescale was to be met.

68.5 Open Spaces Society: Cllr England had circulated information on the Open Spaces Society and asked the Council to consider becoming members. It was proposed by Cllr Crossley that due to a long agenda this be deferred to next meeting. Seconded Cllr Rankin.

#### 18/69 **Public Participation**

69.1 Karen Wilson, Sutton Road, Huby raised concerns about the grass verges and hedges on road between Sutton and Huby being very overgrown. Cllr Patmore offered to take up the issue with NYCC. She also suggested community service might be able to help. It is the responsibility of Highways to look after verges.

#### 18/70 **Report from North Yorkshire County Council**

70.1 County Councillor Patmore reported on the issue of the merger of police and fire services. Govt has decided that this merger has to take place despite the fact that North Yorkshire had voted against this. She also reported that devolution is back on the agenda. There is a plan for all of North, East and West Yorkshire and City of York to join up to save money on some services. Full Council meets next week.

#### 18/71 **Report from Hambleton District Council**

71.1 District Cllr Cookman had sent her apologies.

#### 18/72 **Finance**

72.1 The following payments were approved for payment, proposed by Cllr Crossley and seconded by Cllr Rankin.

9.5.18	253	210/18	Inc Dot	RCAF oder of service	64.31
9.5.18	254	140/18	Inc Dot	Sutton Times March	74.82
14.5.18	BACS	210/18	Rose & Crown	RCAF Lunch	271.40
14.5.18	BACS	210/18	A Dolding	RCAF expenses	48.13
14.5.18	BACS	30/18	D S Marwood	Grass cutting	252.00
6.6.18	BACS	10/18	Came & Co	Insurance	908.68
19.6.18	BACS	70/18	HMRC	Clerks PAYE	154.80
19.6.18	BACS	180/18	All Hallows	Cemetery maintenance	600.00
19.6.18	BACS	210/18	YCA	RCAF teas	250.00
19.6.18	BACS	150/18	R Shearman	Parish meeting refreshments	44.06
19.6.18	BACS	30/18	D S Marwood	Grass cutting	252.00

19.6.18	255	140/18	Inc Dot	Sutton Times June	74.82
11.7.18	256	80/18	S M Bracewell	Clerks Expenses	152.38

72.2 The financial update had been circulated and was noted.

72.3 Armistice celebration. A request had been received from the Village Hall Committee for financial support for the Armistice celebration that they were planning. It was agreed in principle to support the event. Lis Smale was asked to bring more detailed information to the September meeting or sooner if it is available.

18/73 A report had been received from the Chairman on the RCAF Memorial Service held in May. It was agreed to record thanks to Alan Dolding for his organisation of the event.

18/74 The Chairman had submitted a proposal for the arrangements for the Memorial Service in 2019. It was agreed that 18 May 2019 would be the date to be proposed to the Canadians. Cllr England proposed the remaining decisions be deferred to the September meeting. Alan Dolding should be asked to attempt to establish more detail, e.g. the likelihood of Canadians coming from the Waddington meeting, for our next meeting. Cllr England will submit an alternative proposal for the visit and service next year. Any suggestions from other councillors should also be put forward for consideration.

18/75 Cllr England had submitted a report following his attendance at the YLCA seminar on GDPR. It was proposed that Councillor emails are taken off the website.

75.1 It was agreed that Councillors should have separate emails for their Parish Council work. The clerk had got some information on this and it was agreed to set up emails linked to the village website.

75.2 The appointment of a Data Protection Officer will be reviewed at a later date. GDPR should remain in the agenda. It was also agreed to appoint the Parish Clerk as the Data Processing Officer and to clarify her duties in this respect.

18/76 It was suggested that a hard drive be purchased for the chairman, so that he would then be easily able to pass on data when a new Chairman takes over. This was agreed. Action clerk/chairman.

18/77 Cllr England had submitted a report on the use of emails for Parish Council business. It was agreed that 'reply to all' should be used for all replies on council business.

18/78 Car park acquisition deferred to the next meeting.

18/79 **Review of our Governance documents:** It was agreed to defer these to the next meeting when Cllr England had time to make some more amendments and Council could then consider final versions.

18/80 **Cemetery cttee.** Cllr Anderson explained the cemetery committee had not met. The PCC were quite happy with the current situation and would involve the PC by calling for a meeting if necessary.

18/81 **Employers duties.** Cllr England suggested that an appraisal should take place annually for the clerk. Cllr Shearman reported that currently a review of hours and salary took place every two years and was not due until October 2019. An earlier review might be required in light of the changing responsibilities of the clerk.

18/82 **Planning**

82.1 The planning update as circulated was noted.

18/83 **Reports from village organisations**

83.1 Village Hall – nothing further to report.

83.2 Newsletter – covered earlier.

83.3 Thirsk and Malton Constituency Area Committee – this is a new committee and Cllr Patmore offered to bring more information to the next meeting.

83.4 Easingwold & Villages Forum – at their last meeting, Easingwold Health Centre had attended to talk about their work and frustrations working within the NHS system.

83.5 Playing Field – litter is being left on the field. It was agreed that a new litter bin would be installed near to the bbq. Action: Parish Clerk

18/84 **Any Other Business** - Cllr Sherman reported that he had received a reply from our MP giving us a contact name for taking the issue of a mobile mast in the church tower further. Chairman was asked to take this further and report back to the next meeting with any progress.

18/85 A resident is asking for a larger hard standing to be provided at the York bound bus stop on Carr Lane because his feet get wet when the grass is long. He has been advised to identify other residents who share his concern and to attend the next meeting with a proposal from those residents and himself.

18/86 **Date of next meeting**

Next meeting **Wednesday 12 September 2018 7.30pm in the Grey Village Hall**

There being no further business the meeting closed at 21.50pm

These minutes are considered draft until ratified at the next Parish Council meeting.

## **Draft Minutes of Parish Council Meeting on 09 May 2018**

The following changes are proposed:

At **48.1** Change to County Cllr Patmore.

At **49.1** Change to District Cllr Cookman.

At **55.1** Amend to read: “The Chairman reported that three Canadians will be arriving on Thursday 10 May . . . etc”

At **55.2** Amend to read: “Cllr England disputed that the Parish Council had a tradition of hosting a pre-RCAF Ceremony luncheon for selected guests and wanted this whole subject to be reviewed. Recognising that changing current arrangements at this late stage would cause considerable embarrassment, Cllr England indicated that he would support expenditure to meet currently committed costs. Cllr Shearman proposed a maximum amount for 2018 of £660. This was seconded by Cllr England. A show of hands had four in favour and one abstention. It was also agreed that this should then be put back on a future agenda to discuss arrangements for future years.

At **56.1** Amend to read: “Cllr will be attending a Yorkshire LCA seminar on 10 May.

At **60.1** Change “their” in the second sentence to “the Society’s”.

It is also proposed that written questions submitted under the provisions of Standing Order 24 and the answers thereto should be included as part of the record for this particular parish council meeting.

Alan England

04 July 2018

Amended minute 55.1:

The chairman reported that three Canadians will be arriving on Thursday 10 May travelling on a commercial flight, four further personnel would be arriving on 11 May and eight more on a training plane on 11 May. Alan Dolding to confirm numbers as soon as possible.

**Agenda item ~ Reports from Parish organisations  
Cemetery Committee**

Under the provisions of Standing Order 24, the following question is posed for the Sutton-on-the-Forest Parish Council's designated representative to answer:

1. Please state the date when the last meeting of the Cemetery Committee was held.
2. Given that no meeting appears to have been held since 2015 or earlier, please supply full particulars of any attempts to convene another meeting Cemetery Committee specifying:
  - a. the dates of those attempts;
  - b. the means used to make those attempts (ie whether by letter, phone or email); and
  - c. the persons to whom those attempts were addressed.
3. As far as can be ascertained, please identify the representatives of Huby Parish Council and the Parochial Church Council respectively who are members of the Cemetery Committee.

Alan England

04 July 2018.

## **Employer's Duties**

It is requested that the matter of the Sutton-on-the Forest Parish Council's duties as employer be placed on the agenda for consideration.

In furtherance of a properly informed discussion by the Council, the following information is requested:

1. The dates when annual Appraisal Reviews as specified in Clause 11 of the Parish Clerk's Contract of Employment were conducted in each of the years 2015 to 2018.
2. Confirmation that records of those Appraisal Reviews and any changes in objectives were produced and, in accordance with best practice, agreed with the Parish Clerk.
3. Particulars of the reasons why all members of Sutton-on-the Forest Parish Council were not each supplied with copies of any Appraisal Review reports.
4. Sutton-on-the Forest Parish Council will need to consider the effect of the General Data Protection Regulations (GDPR) on the Parish Clerk's workload and any consequent effect on costs to be borne by the Parish's Precept.

Further background information in the form of a copy of ACAS' "**Advisory booklet – Employee appraisal**" accompanies this request.

Alan England

04 July 2018.