

# STRENSALL WITH TOWTHORPE PARISH COUNCIL

Chairman Cllr Peter Jesse

Mrs. S. Walker - Clerk  
01904 490035

2, Brickyard Cottages,  
Brecks Lane,  
Strensall,  
YORK,  
YO32 5UZ

**NOTICE IS HEREBY GIVEN** that next an **EXTRAORDINARY** meeting of the above Parish Council will be held on Tuesday, 15th December, 2009, in the Village Hall, Strensall at 7.00p.m.

Dated: 9<sup>th</sup> December, 2009,

**S. Walker**  
Clerk to the Council

## AGENDA

1. Attendance
2. To receive and accept apologies for absence
3. To discuss the current situation in connection with the recruitment of a Parish Clerk and decide actions.
4. To examine the draft contracts for carrying out the duties of the Clerk to the Burial Authority and provision of assistance to those carrying out the duties of the Parish Clerk and to agree the final versions.
5. To receive a report concerning the Terms of Reference for the Leisure and Recreation Areas Working Group
6. To receive a report concerning the need for purchase of wood chips for the Play Areas and decide actions arising.

# STRENSALL with TOWTHORPE PARISH COUNCIL

## CONSULTANCY CONTRACT

This Consultancy Contract is between the above Parish Council and Mrs S. Walker and is to provide advice and assistance to the Parish Clerk on an as required basis for a period of 12 months commencing Wednesday 16<sup>th</sup> December 2009.

The following conditions will apply:

1. Mrs S. Walker agrees to provide assistance and advice on an “as required basis” to the Clerk to Strensall with Towthorpe Parish Council until such time as the latter is able to undertake the full duties of the post without assistance.
2. The advice and assistance provided by Mrs S. Walker will be either on site or by telephone as circumstances dictate.
3. Mrs S. Walker will compile a record of the time provided to the Parish Council and will submit this record to the Parish Clerk on a monthly basis, on or before the last day of the month, to enable payment to be made calculated at the rate stated in Condition 4 below.
4. Strensall with Towthorpe Parish Council agrees to pay Mrs S. Walker at the hourly rate for local authority clerks, as agreed by the National Joint Council, on Scale LC1 (Spinal Column Point 18) for the time spent as in Condition 3 above.
5. It is anticipated that the need for assistance will diminish over time and that the contract is unlikely to be required after the said period of 12 months.

Signed on behalf of Strensall with Towthorpe Parish Council .....

Date / /

Signed by Mrs S. Walker .....

Date / /

**STRENSALL with TOWTHORPE PARISH COUNCIL  
CEMETERY COMMITTEE**

**CONTRACT FOR BURIAL AUTHORITY CLERK**

This contract between Strensall with Towthorpe Parish Council and Mrs Shirley Walker, engaged as Burial Authority Clerk, constitutes the arrangements agreed for the administration and operation of Strensall Burial Ground, Sheriff Hutton Road, Strensall in accordance with the "Conditions, Charges and Rules" document dated January 2003.

The Burial Authority Clerk,

1. will report to the Cemetery Committee of Strensall with Towthorpe Parish Council.
2. will be the main point of contact for undertakers, gravediggers, stonemasons and members of the public.
3. will ensure that the correct application forms are compiled and processed in accordance with the cemetery rules and such forms are passed to the Parish Clerk for permanent filing.
4. will keep a financial record of all charges raised and monies received and pass these to the Parish Clerk who will bank the income and maintain the record of transactions of the cemetery bank account.
5. will advise the cemetery committee of any maintenance, or other problems, which require attention.
6. compile a record of attendances, time spent on administrative duties including costs of telephone calls and any maintenance issues and pass this record to the Parish Clerk on a monthly basis not later than the last day of each month.

The Parish Council will make payment to the Burial Authority Clerk for,

1. attendance at the burial ground in connection with interments for which the agreed allowance will be paid.
2. the time spent in carrying out administrative duties based on the hourly rate of local authority clerks, as agreed by the National Joint Council, on Scale LC1 at Spinal Column Point 18.

Any enquiries received by the Parish Clerk in connection with the cemetery will be passed to the Burial Authority Clerk or members of the Cemetery Committee as appropriate.

This rolling contract applies from Wednesday 16<sup>th</sup> December 2009 and is subject to review at renewal date or by mutual consent by both parties at an earlier date.

Signed on behalf of the Cemetery Committee

Date

.....  
/ /

Signed by Burial Authority Clerk

Date

.....  
/ /

## LEISURE AND RECREATION AREAS WORKING GROUP

Terms of Reference**1. Constitution**

The Leisure and Recreation Areas Working Group is hereby set up on the authority of Strensall with Towthorpe Parish Council at a meeting on 8 December 2009. It consists of Councillors J. Chapman (Chairman), N. Smith and A. Young. Other members of the Parish Council may be co-opted on to the Working Group if required by the permanent members. The Working Group will remain in being until formally disbanded by the Parish Council.

**2. Object**

The object of the Working Group is:

- a. to consider what areas for leisure and recreation are required, particularly, but not exclusively, for young people in Strensall and Towthorpe. Such areas should be in addition to any areas, such as Durlston Drive and Northfields playing fields already established.
- b. to seek to establish such areas in parts of the village where such facilities do not exist or where they can be available to the parish residents in general.
- c. to consult with owners of areas considered suitable and other interested parties to establish the availability of such areas.
- d. to consult with the public, including representatives of young people at all stages of investigation.

**3. Financial Matters**

The Working Group have no remit to engage in financial discussions or commit the Parish Council to any financial obligation.

**4. Method**

- a. The Working Group is to meet at any time and in any place as decided by the Chairman.
- b. It is report to the Parish Council at the regular Parish Council meetings every month.
- c. The Working Group are to establish a working arrangement with the Countryside Officer of the City of York Council, but must keep the Parish Council Chairman informed of communications with him/her.
- d. The following areas are suggested as suitable for initial investigation but the list is not exhaustive: Westpit Lane (subject to further discussion with Shepherds Ltd and Greenfields plc), Jaywick Close, Leyfield Close (possible BMX site?), Renfrew Green, land between 92 and 100 The Village.
- e. When the Working Group have identified a suitable area or area for development they are to report this fact to the Parish Council with their recommendations as to how the area can be used.
- f. Whenever it becomes necessary to consider expenditure the Working Group must report the fact to the Parish Council and obtain instructions on how to proceed. Normally at this stage the Working Group will be relieved of any responsibility to proceed and legal advice will be sought.

SIGNED.....

Date.....

## Play Equipment Report.

RoSPA in their report on our play equipment said that a 'top up' of safety surface was needed for all the play equipment areas. An estimate has been received from Darren Baxter (who has done this work satisfactorily before) to supply, deliver and apply woodchips at £60 a square metre. He estimates that eight square metres will be required - cost of £480. In addition he would trim weed growth and spray weedkiller for an extra £40. Total cost £520.

In view of the risk factors Denis Baxter and I recommend that we accept his estimate and ask him to go ahead as quickly as possible.

John Scott

