**STRENSALL WITH TOWTHORPE PARISH COUNCIL**

The Village Hall, Northfields, Strensall, York YO325XW

e-mail: [strensalltowthorpePC@outlook.com](mailto:strensalltowthorpePC@outlook.com) phone: 01904 491569

Chairman : Mr A H Fisher

**MINUTES OF A MEETING HELD REMOTELY ON TUESDAY 14 JULY 2020 AT 6.30PM**

**Councillors Present:** Andrew Bolton (AB) John Chapman (JC) Dr Helen Cox (HC) Tony Fisher (TF)\*

Duncan Hill (DH) Lawrence Mattinson (LM)

Susan Nunn (SN) Kevin Ogilvy (KO)

**In Attendance:** Fiona Hill (FH) - Parish Clerk

**Public Present:** 1 – Tony Gavin (TG)

\* City of York Council Strensall Ward Councillor

1. **To note apologies for absence and approve the reasons given:** Denise Baxter (DB) – Does not have broadband to enable him to join remote meeting

Chris Chambers (CC) – Unable to attend, as attending another meeting

Resolved – Approved

Paul Doughty\* (PD) – Unable to attend, as at work

1. **To receive any declarations of interest under the Parish Council Code of Conduct or**

**Members register of interests:**

None

1. **To approve the minutes of the monthly Parish Council meeting of 10th March 2020 & endorse the approved Planning Committee minutes of 10th March 2020:**

(Parish Council Meetings scheduled for 14th April, 12th May and 09th June along with the Planning Committee Meetings scheduled for 24th March, 14th/28th April, 12th/26th May and 09th/23rd June were cancelled in accordance with “The 2020 Regulations”)

Resolved – Approved/endorsed (Unanimous, proposed HC, seconded DH)

1. **To ratify decisions made between meetings:**
2. To delegate decision making to the Parish Clerk/Responsible Financial Office, to do anything expedient and necessary to ensure the continuous business and to deal with mandatory undertakings in order to prevent the authority from incurring liability during periods of National Crisis (e.g. Covid19) when the Parish Council are unable to meet. The Parish Clerk/RFO will circulate full details of issues around Councillors and consult with the chairman and/or vice-chairman in the decision making but the council acknowledges that it is the officer that is the decision maker. (Local Government Act 1972, Section 101)

Resolved – Approved (Unanimous, proposed AB, seconded HC)

1. To note the cancellation of the 2020 Annual Parish Meeting - Noted

(c) To note the cancellation of the 2020 Annual Parish Council Meeting and to confirm the details as follows - Noted

1. (i) Election of Parish Council Chairman for 2020-2021

Resolved – TF (Unanimous, proposed: DH, seconded: JC)

(c) (ii) Chairman to sign Declaration of Acceptance of Office - Signed

(c) (iii) Election of Parish Council Vice Chairman 2020-2021

Resolved – CC (Unanimous, proposed: TF, seconded: JC)

(c) (iv) Two representatives and substitute to attend YLCA branch meeting

Resolved – Chairman and Vice-Chairman, substitute SN

(c) (v) Planning Committee

Members – DB, AB, CC, JC, HC, TF, RM, LM

Following the resignation of Mrs Judy Smith, there is one vacancy on this committee.

Resolved – TG would join the committee (Unanimous, proposed: TF, seconded: SN)

Chairman – JC

Vice-Chairman - CC

Terms of Reference – shown at the end of these minutes

Minutes of the last meeting – approved previously

(c) (vi) Finance Committee

Members – AB, HC, TF, RM, SN

Chairman - TF

Vice-Chairman - HC

Terms of Reference - shown at the end of these minutes.

Resolved - The wording has been amended from “The committee is required to hold meetings quarterly” to “The committee is required to hold a minimum of two meetings annually”.

Minutes of the last meeting (Tue12Nov19)

Resolved – Approved (Unanimous, proposed TF, seconded SN)

(c) (vii) Cemetery Committee

Members – CC, HC, TF, SN

Following the resignation of Mrs Judy Smith, there is one vacancy on this committee.

Resolved – JC would join the committee (Unanimous, proposed: TF, seconded: SN)

Chairman - SN

Vice-Chairman - HC

Terms of Reference - shown at the end of these minutes

Minutes of the last meeting (Tue27Aug19)

Resolved – Approved (Unanimous, proposed SN, seconded TF)

(c) (viii) Play Area Committee

Members – JC, TF, SN, KO

Chairman - KO

Vice-Chairman - SN

Terms of Reference - shown at the end of these minutes

Minutes of the last meeting (Tue22Oct19)

Resolved – Approved (Unanimous, proposed SN, seconded JC)

(c) (ix) Trees, Allotment & Open Spaces Committee

Members – CC, JC, TF, DH, KO

Chairman - JC

Vice-Chairman - DH

Terms of Reference - shown at the end of these minutes

Minutes of the last meeting (Fri20Sep19)

Resolved – Approved (Unanimous, proposed JC, seconded DH)

Adoption of new Tree Policy

Resolved – Approved (Unanimous, proposed TF, seconded HC)

(c) (x) Neigbourhood Planning Committee

Members from Parish Council – AB, JC, TF, SN

Terms of Reference - shown at the end of these minutes

(c) (xi) To review the General Power of Competence

The Parish Council fulfils the criteria (shown at the end of these minutes

Resolved – Re-adopted (Unanimous, proposed SN, seconded TF)

(c) (xii) To commence review of all Parish Council policies

FH was currently reviewing all policies and would report further at a future meeting.

(d) To approve financial documentation for 2019/20:

- RESOLVED that Annual Internal Audit Report for 2019/20 included at page 3 of the Annual Governance and Accountability Return 2019/20 be noted.

- RESOLVED that Strensall with Towthorpe Parish Council approve Section 1 Annual Governance Statement 2019/20 for Strensall with Towthorpe Parish Council on page 4 of the Annual Governance and Accountability Return 2019/20.

- RESOLVED that Strensall with Towthorpe Parish Council approve Section 2 Section 2 - Accounting Statements 2019/20 for Strensall with Towthorpe Parish Council on page 5 of the Annual Governance and Accountability Return 2019/2020

- RESOLVED that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, [SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fs.factsline.com%2Fredir.php%3Ftrans%3De19a6f9c-847b-11ea-8bee-068e03beb944%40emailer.factsline.co.uk%26loc%3Dhttp%3A%2F%2Fwww.legislation.gov.uk%2Fuksi%2F2020%2F404%2Fcontents%2Fmade&data=02%7C01%7C%7C942cd8ed2dd84dbddb8508d8236ccd18%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637298297486556607&sdata=b45T3p2ZtQpuLyOe5C5LvY4UcuF24pJAOySy6v3hndE%3D&reserved=0) and the Transparency Code for Smaller Authorities, Strensall with Towthorpe Parish Council will publish the following documents on a public website:

- Certificate of Exemption,

- Annual Internal Audit Report 2019/20,

- Section 1 – Annual Governance Statement 2019/20,

- Section 2 – Accounting Statements 2019/20, page 6

- Analysis of variances

- Bank Reconciliation to 31 March 2020

- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

1. **To discuss the two Ordinary Vacancies following the Local Elections (Thu02May19)**

**and the Casual Vacancy due to the resignation of Mrs J Smith:**

Resolved – TG was co-opted as a member of the Parish Council

Approved (Unanimous, proposed SN, seconded JC)

**Strensall with Towthorpe Parish Council**

Planning Committee

Terms of Reference

1. **Objectives**

The objective of the Planning Committee is to represent the views of the community with regard to planning related matters.

1. **Purpose**

The purpose of the Planning Committee is to be consulted on planning applications in the parish of Strensall, Towthorpe and surrounding areas, to pass comment on these applications to planning authorities and to liaise with other agencies on Transportation matters for the benefit of the local community.

1. **Membership**

The Committee shall consist of up to nine councillors appointed at the Annual Meeting of the Parish Council each May. The Chairman and vice chairman of SWTPC will be ex - officio members unless they are committee members. The Committee will elect a Chair from Councillor Members at its first meeting after the Annual Meeting of the Parish Council.

1. **Meetings**
   1. The Committee meets on a twice-monthly basis
   2. The committee will produce a Schedule of Monthly Meetings at its first meeting after the Annual
2. **Voting**
   1. The Non-voting & Ex-officio members may not vote on resolutions, unless they are committee members
   2. The Quorum for a meeting will be a minimum of three Councillor Members
   3. Rules & Regulations
      * The Councillors’ Code of Conduct will apply to all members of the Committee.
      * The conduct of meetings (declaration of interests, debate, voting etc) will be governed by the Council’s standing orders.
3. **Rights & Powers**
   1. The Committee will have limited delegated powers:
      * May make recommendations to the Council for consideration and approval.
   2. The Committee may appoint
      * Appropriate sub-committee or Working Group(s) members to facilitate the work of the committee unless previously appointed by the Council.
      * Convene Special Meetings in accordance with the Council’s Standing Orders.
4. **Responsibilities**
   1. The Committee shall:
      * Develop and recommend to Council relevant policies and procedures for planning management
      * Recommend to Council public consultations relating to planning and development issues
      * Consider and make representations to the Local Planning Authority on planning applications and other related applications
      * Make representations on appeals and to attend public inquiries
      * Make representations on land use
      * Consider and make representations upon all matters relating to development plans including structure and planning policy proposals
      * Make requests for Section 106 payments that would benefit the Parish Council and community
      * Co-ordinate and put into practice planning applications of the Parish Council Committees
   2. The Committee's remit further extends to undertake any other functions as may be required by the Council working with other agencies on Transportation matters and may include:
      * Highways
      * Road crossings
      * Bus shelters
      * Winter plan
      * Road maintenance
      * Speed Limits
      * Trains
   3. When recommending undertaking of a new activity/event/service provision to KHPC, the Committee will provide an assessment of potential risks/benefits and estimated cost of the undertaking.

The Committee must also ascertain that the Council has the power to spend from the Clerk.

**Strensall with Towthorpe Parish Council**

Finance Committee

Terms of Reference

**Role**

The role of the Finance Committee is to oversee all aspects of the Financial Administration of the Parish Council including arrangements for the preparation, audit of the Council’s systems and accounts and human resource (HR) activities for both Employees and Councillors.

**Objectives**

To ensure compliance with the Parish Council’s Financial Regulations and relevant Statutory Regulations

To report to Council any issues or areas of concern for corrective action

To ensure that staffing levels and competencies for both Staff and Councillors, are sufficient to professionally discharge the work of the council

That pay and working conditions are in line with the sector and meet all relevant statutory UK regulations and legislation and that the Council follows good working practices as defined by the Chartered Institute of Personnel and Development.

**Membership**

The Committee shall consist of a minimum of three Councillors and a maximum of six Councillors appointed by the Full Council

The Parish Council Chair or Vice Chair should be a member of the committee.  If the chair is not a member of the committee they will be an ex-officio member of the committee

The Committee may not appoint anyone other than Parish Councillors

The Committee may appoint sub committees to undertake any specific project work as necessary.  The Sub-committee may co-opt no more than one third of its membership from suitably qualified external specialists

The Committee’s ability to independently monitor and audit Council finances shall be assured by adopting and applying relevant paragraphs of the Council’s Standing Orders.  Article 18: Interests in particular shall apply however the definition shall be broadened to include interests both internal and external to Council.

4            **Meetings**

4.1                The committee will meet at least twice annually

4.2                The Responsible Financial Officer shall attend all Committee meetings

5            **Voting**

5.1              The co-opted and ex-officio members may not vote on resolutions, unless they are committee members

5.2                The quorum for a meeting will be a minimum of three councillor members

5.3                All decisions of the committee shall be determined by majority vote.  The Chairman has the casting vote when there are equal numbers of votes,

6            **Rights and Powers**

The Finance and HR Committee will have delegated powers to:

6.1                **FINANCE**

6.1. 1          Develop and recommend to Council policies and procedures for the financial management of the Council

6.1. 2          Carry out an annual review of the Financial Regulations and Finance Committee’s Terms of Reference and present them to Council for adoption

6.1. 3          Monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that sufficient reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible

6.1. 4          Receive and consider annual budgets prepared by each Committee or budget holders

6.1. 5          Prepare an annual budget for the Council and recommend an annual precept

6.1. 6          Monitor each Committee’s performance against budget and report significant variances to Council with recommendations for appropriate action

6.1. 7          Undertake a quarterly review and reconciliations of the Accounts

6.1. 8          Monitor purchasing decisions to ensure value for money as agreed in the Financial Regulations

6.1. 9          To review any lease or legal arrangement and make recommendations to Full Council

6.1. 10        Undertake a financial risk analysis annually and review the Council’s insurance arrangements to ensure that property and identified risks are adequately insured

6.1. 11        Receive and review Audit Reports and ensure the implementation of any recommendations

6.1. 12        Consider and determine requests for community and other grants within agreed annual budgets.

6.2                **ORGANISATION**

6.2. 1          To determine and recommend to Council, policies and procedures for the line management of the Council’s human resources

6.2. 2          To undertake reviews of the working practices of the Council and to make recommendations to Full Council

6.2. 3          To determine the staffing levels and positions that will efficiently discharge the work of the Council and to review workloads periodically

6.2. 4          To agree Job Descriptions and Skills requirements for all positions

6.2. 5          To submit the HR Financial Budget for the following year and oversee actual costs to budgeted levels.

6.3              **SELECTION OF STAFF**

6.3. 1          To agree recruitment procedures that do not discriminate against sex, age, race, colour or disability and that consider both the needs of the job and that of Council

6.3. 2          To advertise, select, interview and ultimately appoint staff in conjunction with the line manger having taken due regard to the HR budget

6.3. 3          To encourage residents to participate in the work of the Parish Council and to promote suitable candidates to become prospective Councillors according to the needs and the work of the council.

6.4                **PROFESSIONAL DEVELOPMENT AND TRAINING**

6.4. 1          To promote and lead the continuous professional development and training of both staff and councillors

6.5                **PAY AND CONDITIONS**

6.5. 1          To determine pay and contractual conditions of employment and review/update these as necessary to comply with UK Employment Law as well as good practice

6.5. 2          To set the expenses policy for both staff and councillors

6.5. 3          To recommend ex-gratia payments, honoraria or exceptional increments.

6.6                **APPRAISAL**

6.6. 1          To oversee and agree the appraisal of all Parish Council staff through their appropriate reporting lines

6.6. 2          To attend the appraisal of the Clerk, the Responsible Financial Officer, the Assistant Clerk and the Community Centre manager

6.7                **GRIEVANCE, MISCONDUCT AND DISMISSAL**

6.7. 1          To oversee the grievance, misconduct and dismissal procedures and make recommendation to Full Council when appropriate.

6.8               **HEALTH AND SAFETY**

6.8. 1          To ensure that Health and Safety of all involved in the work of the Council by providing appropriate workspaces, tools and equipment and to train staff as necessary to safeguard their health & safety at work

6.8. 2          To further assess personnel risks as defined by the Audit Commission and provide appropriate recommendations to Full Council

7                  **Rules and Regulations**

7.1               The councillor’s code of conduct will apply to all members of the committee

7.2                The conduct of the meeting (declaration of interests, debate, voting etc) will be governed by the Council’s standing orders.

**STRENSALL WITH TOWTHORPE PARISH COUNCIL**

**Cemetery Committee**

**Terms of Reference**

|  |  |
| --- | --- |
| Appointed by | **Full Council** |
| Number of Members | **5** |
| Membership Renewed | **Annually at Annual Parish Council Meeting** |
| Minimum number of meetings | **1 per annum, other on a needs basis** |
| Delegated authority for decisions | **No** |
| Delegated authority for own budget | **No** |
| Can appoint Sub-Committee | **No** |

**Areas of responsibility**

1. To keep under review the provision of existing burial and interment facilities for the residents of Strensall with Towthorpe at the Burial Ground on Sheriff Hutton Road, Strensall.
2. To oversee the day to day maintenance of the Burial Ground except where delegated to the Burial Clerk.
3. To review and draft annually the Burial Ground structure of fees, rules and regulations for services provided in the Burial Ground, for approve by the Parish Council.

**Strensall with Towthorpe Parish Council**

**Terms of Reference**

**Play Area Committee**

1. Authority

The Play Area Committee is appointed by, and solely responsible to, Strensall with Towthorpe Parish Council (Parish Council). The Committee’s duties are defined and agreed by the Parish Council, which may vote, at any time, to modify the Committee’s powers. Meetings to be on a needs basis.

2. Membership

The Committee will consist of no fewer than four Parish Councillors, and at the Annual Parish Council Meeting will elect a Chairman to preside over future meetings– to be re-elected each year. Up to 3 members who are not members of the Parish Council may be co-opted to provide expertise and guidance – non-voting. It will also elect a Vice Chairman if thought appropriate, although any elected member can preside by agreement in the Chairman’s absence. A quorum will be a minimum of three elected Members. Chairman & Vice Chairman of Full Council will have automatic membership and full voting rights.

3. Records of Proceedings

Written minutes will be taken to record the Committee’s decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting. The Parish Clerk will be responsible for arranging the distribution of the agenda & minutes. The minutes may be recorded by the Clerk or a member of the committee.

4. Responsibilities

The committee is responsible for making recommendations with regard to all the Parish Council Play Areas specifically:

(a) The maintenance and development of the children’s play areas

(b) To be responsible for risk assessment on the play areas.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

**Strensall with Towthorpe Parish Council**

TREES, ALLOTMENTS AND OPEN SPACES COMMITTEE

Terms of Reference

 Membership:

Up to 5 Parish Councillors.

Members of the public may be appointed to the Committee.

Purpose:

To deal will all matters in relation to trees and grounds maintenance on those pieces of land that the Parish Council owns or leases.

Records:

The Committee shall keep up-to-date records of actions and decisions and these actions and decisions shall be reported to the full Parish Council meeting.

Finance:

The Committee shall have a remit to commit/spend up to £100.

Any amount over that value will be reported to the full Parish Council meeting for their approval.

Meetings:

Meetings will be held on a needs basis, but at least twice times a year.

At the Annual Meeting of the Parish Council a Chairman and Vice Chairman of the committee will be elected for the ensuing year.

Quorum:

Not less than 50% of the membership.  If a quorum is not present no business can be conducted or recommendations made.

Clerk:

Where the Parish Clerk or the Responsible Financial Officer is not available a member present will be elected to take the minutes of the meeting.

Strensall with Towthorpe Parish Council

Neighbourhood Plan *Steering* Group

Terms of Reference

1.       Purpose of the *Steering* Group

Strensall with Towthorpe Parish Council is the qualifying body for the preparation of a Neighbourhood Plan for their civil parish area. The Parish Council has agreed to establish separate project management arrangements to facilitate the delivery of this plan-making function through a Neighbourhood Planning *Steering* Group.

The purpose of the *Steering* Group is to design and oversee a process that will result in the preparation of a draft Plan in order to:

“Preserve and enhance the quality of life, environmental attributes, economic growth and characteristics of the neighbourhood through the empowerment of local people and communities”

The process will be:

-        Inclusive: offering the opportunity to participate to everyone who lives or works in Strensall with Towthorpe,

-        Comprehensive: identifying all the important aspects of life in Strensall with Towthorpe for which we need to plan for the future, and

-        Positive: bringing forward proposals which will improve the quality of life in Strensall with Towthorpe.

2.       Tasks

The Steering Group will:

-        Recommend an outline process for producing the Neighbourhood Plan to the Parish Council for their approval,

-        Promote the process of preparing the Plan to encourage participation and the submission of views and ideas, providing updates on the village website and in the newsletter,

-        Organise meetings and appoint sub-groups as required,

-        Assess existing evidence about the needs and aspirations of the village, advising and making recommendations to the Parish Council,

-        Liaise with relevant organisations to secure their input in the process,

-        Analyse the views, ideas and proposals received during the planning process, and use them to prepare a draft Plan to present to the Parish Council for their consideration,

-        Provide progress reports to every meeting of the Parish Council, and

-        Keep the Parish Council informed of ongoing budgetary requirements.

 3.       Membership

Members include the members of the Parish Council Neighbourhood Planning Working Party (currently 7), and up to seven other members.  The group shall be considered quorate when one third of members are present. If less than three members are present, the meeting shall be adjourned.

Residents and any other relevant people may be appointed to the group. New members will be brought up to be speed by existing group members so as not to hinder progress.

4.       Meetings

The Steering Group will meet regularly whenever appropriate and timed to report to the Parish Council monthly meetings. The agenda and associated papers will be despatched two clear days before the date of the meeting by e-mail or post.

The *Steering* Group will elect a Chairman and Vice Chairman from current members of the group and will consult with the Parish Council for the approval of those elected. If the Chairman is not present, the Vice Chairman shall take the meeting. If neither is present, members will elect a Chairman for the meeting from those present.

If the meetings are not to be serviced by the Parish Clerk, then a secretary must be elected.

If members of the public would like to sit in on the meetings, they may do so, but any comments must be made through the Chairman. Notes will be taken to assist reporting to the Parish Council.

Decisions made by the group will be by consensus. Where a vote is required, each member will have one vote. A minimum of three members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chairman, or in their absence the Vice Chairman will have one casting vote.

All recommendations made by the *Steering* Group are subject to adoption by the Council, and no actions can be taken until that has happened.

 5.       Conduct

When undertaking the task of preparing the Neighbourhood Plan, the *Steering* Group will apply the following principles:

 To ensure that the probity of the group and the plan is open and transparent, all members of the *Steering* Group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the *Steering* Group.

Ensure that there is no discrimination in the plan making process and that it is an inclusive open and transparent process to all groups in the local community and those wishing to undertake development or be involved in the process in the community.

Members of the group will work together for the benefit of their community; treat other members of the group with dignity, courtesy and respect, allowing members to air their views without prejudice and interruption.

6.       Financial Arrangements

All expenditure must be approved by the Parish Council.

**General Power of Competence:**

In order to be eligible for the General Power of Competence there are two criteria that must be fulfilled:

At the time when the General Power of Competence is adopted, at least two-thirds of the total seats on the council must be held by members who stood at the last ordinary election or subsequent by-election, i.e. council members who have been elected (even if unopposed) rather than co-opted or appointed.

The Clerk must hold the Certificate in Local Council Administration or an equivalent qualification