**STRENSALL WITH TOWTHORPE PARISH COUNCIL**

The Village Hall, Northfields, Strensall, York YO325XW

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Chairman : Mr A H Fisher

**MINUTES OF AN PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL ON TUESDAY 10th OCTOBER 2023 AT 7.15 PM**

**Councillors Present:** Andrew Bolton Chris Chambers Tony Fisher1 Lawrence Mattinson Susan Nunn Daniel Pillai Chris Tetley

**In Attendance:** Fiona Hill – Parish Clerk

**Public Present:** 0

1 City of York Councillor

1. **a) To receive apologies for absence given in advance of the meeting:** None **b) To consider the approval of reasons given for absence:** N/A

Due to unforeseen circumstances, Maria Rawcliffe had to resign with immediate effect.

1. **To discuss the ordinary and casual vacancies:** Now six vacancies
2. **To receive any declarations of interest under the Parish Council Code of Conduct or**

**Members register of interests:** Cllr Chambers – Committee member – Strensall Events Committee Grant Application

1. **a) To approve the minutes of the Parish Council meeting of 12th September 2023:**

Resolved / Approved (Unanimous)

**b) To endorse the approved Planning Committee minutes of 26th September 2023:**

Resolved / Endorsed (Unanimous)

(The Planning Meeting on 12th September 2023 was cancelled as there were no Planning Applications)

1. **Public participation on any subject relating to the agenda:** None

**24/57 To receive matters raised by/with City of York Ward Councillors:**  Cllr Fisher reported as follows - - Haxby Station funding will be approved. A planning application from Network Rail is expected late 2023. - North Yorkshire Council had refused the crematorium planning application at Sand Hutton.

The Parish Council and the Ward Councillors discussed Christmas Lights, Minster Badges, Electric Buses, Blue badge access.

**24/58 To discuss and, if necessary, agree action on matters arising/ongoing issues:** a)North Yorkshire Police monthly reports The Parish Council noted receipt of the monthly report. b) Assets of Community Value within the parish Library Granted 09Apr18 Expires 08Apr23 Garrison Church Granted 19Sep18 Expires 18Sep23 Hirst Hall Granted 15Jul19 Expires 14Jul24 The ACV applications for the library and the church are both going to an executive member decision session on 12th October with the recommendation that both are relisted as ACVs. c) Queen Elizabeth II Memorial Garden Ground Solution Services have been given the go ahead, subject to the clarifications required and a response was awaited. d) Road Closure Request – Remembrance Day Community TM Ltd has submitted to City of York Council the TM Plan and Map for the event @ 1100hrs on Sunday 12 November 2023.

**24/59 To discuss and, if necessary, agree action on matters raised since last meeting:** a) Strensall Events Committee – Christmas Together – Grant Application

Resolved – The Parish Council awarded a grant of £900.00 (Unanimous)

b) Phone Box, The Village – Re-painting

The Parish Council had posted on Facebook that they needed quotes for painting the phone box. Only one quote had been received.

Resolved – The Parish Council accepted the quote from AR Decorating for £150.00 (Labour) and £81.82-£100.00 (Material) (Unanimous)

c) Play Areas – ROSPA inspections, weekly inspections

Play Safety had conducted the RoSPA inspections and the reports had been received and circulated around Parish Councillors. The Parish Clerk had summarised the work to be done and specifications would be prepared.

The Inspection Rota had been updated and recirculated.

d) Future planting of bulbs and planters

Cllr Nunn reported that volunteers have planted thousands of daffodils along York Road, from Strensall Road to Melcombe Avenue. The plan next year is to plant bulbs down to West End. The Parish Council thanked Cllr Nunn, residents and the scouts/cubs for all their hard work.

The Parish Council discussed the maintenance of the planters and it was felt that it way be necessary to employ a handy man to conduct this work. The Parish Clerk would prepare a specification and obtain some quotes.

**24/60 To discuss and, if necessary, agree action, on any correspondence received:** Community Monthly Brunch – Display banners of Strensall Play Park Fence Resolved – The Parish Council approved the display of these banners (Unanimous)

**24/61 To discuss matters raised by/with Parish Clerk/Responsible Financial Officer (RFO):** a)Bank reconciliation, income received, payments made to date: 

b)Internal Controls Checks: Cllr Fisher conducted the checks. The Interest (£251.80/£131.09) had been listed under allotment rent in error.

c) Yorkshire Local Councils Association: Information provided was circulated around Cllrs.

d) Policy Review –

**Financial:**

The Parish Council has all of the statutory required policies:

* Accounts, including cash book
* Asset register
* Investment certificates/bonds
* Record of grants
* Schedule of charges & fees for council information

The Parish Council has most of the best practice policies:

* AGAR for previous year
* Bank mandates
* Bank statements
* Cheque / Paying in books
* Invoices and receipts
* Insurance documents
* VAT reclaim forms
* Grant giving policy and application form
* Financial risk assessment
* Financial regulations including procurement
* Internal controls
* Reserves policy

The Parish Clerk will research investment and internet banking polices.

The Parish Council does not need a disposal policy or a record of borrowings.

The Employment & Personnel policies will be reviewed ready for the November 2023 meeting.

A summary of the Policy Review would be done ready for the December 2023 meeting.

e) Payments Approval – None

f) Monthly Report from Parish Office

Stoneplan have repaired the cemetery footpath.

Lewis Tree Surgery has conducted the work on the Oak trees at Northfields Play Area.

Three combination locks, one at Barley Rise and two at Kirklands Play Area, have been replaced, after they became compromised.

**24/62 To confirm the date of the next meeting as Tuesday 14th November 2023 at 7.15 p.m.:** Resolved / Approved (Unanimous)