**LILLINGS AMBO PARISH COUNCIL**

**MINUTES of a meeting held at Sheriff Hutton Village Hall on Thursday 25th May 2023 at 7.30pm**

**Councillors Present:** Helen Loynes (Chairman) John Armitage Charlotte Crawford John Sutcliffe Karen Taylor

**In Attendance:** NYC Cllr Caroline Goodrick

Lucy Ratcliff – Parish Clerk

Fiona Hill – Previous Parish Clerk

**Public Present:** 0

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

1. **To receive declarations of interest in items on the agenda –** None

Cllr Goodrick, who is a member of the NYC Planning Committee did not take part in discussion regarding planning applications.

1. **a) To confirm the minutes of the meeting held on Monday 6th February 2023:**

Resolved – Approved (Unanimous)

1. **To discuss matters arising from previous meetings:**  Cllr Loynes gave a summary on a recent YLCA webinar regarding traffic.
2. **Public Session – The Parish Council will, time permitting, adjourn the council   
   meeting for a short time to allow for public comment and questions:** None
3. **To discuss current/ongoing planning application:**

ZE23/00423/HOUSE – Erection of single-storey year extension following demolition of existing conservatory @ Eaton House, Goose Track Lane

Resolved – No Objections (Unanimous)

1. **To discuss the recruitment process for a Parish Clerk/Responsible Financial Officer –**

Lucy Ratcliff had been employed from 01 April 2023 at SCP17 for 20 hours per quarter. The employment contracts were signed by the Chairman and the Parish Clerk, who each kept a copy.

Fiona Hill advised that all employers must offer a workplace pension scheme by law, however, the employer does not have to contribute if the employee earns less than £520 a month. She advised the Parish Clerk to obtain advice from Y.L.C.A.

1. **To discuss matters raised by Parish Clerk/Responsible Financial Officer:** 8.1 Bookkeeping records to date - NTR 8.2 Financial Management:

8.2.1 Policy Review Fiona Hill had conducted a review of the G.D.P.R., Finance and Employment policies and circulated guidance as follows: “*G.D.P.R. Policies: Mandatory/Statutory Requirement Policies: Privacy notice – general, Already Adopted Privacy notice – employees, councillors, role holders and volunteers, Already Adopted ICO Model Publication Scheme 2014 - Already Adopted Best Practice Policies: Records Management Policy, Already Adopted Security Incident Log, Not required Security Incident Policy, Not required Finance Policies: Financial Regulations, Already adopted (See email re. Basic Governance) Asset Register, To be updated as part of the year end procedures Financial Risk Assessment, YLCA template attached, which I will complete and recirculate for discussion at the next meeting Risk Assessment/management Policy - YLCA template attached, which I will complete  and recirculate for discussion at the next meeting Insurance register - A statement provided by insurance company Grant awarding Terms of Reference, Already adopted Grant application form, Already adopted*

*Internal Controls Checklist, Already adopted Employment Policies: Statutory Required Policies: Contract of Employment/ Written Statement of Particulars, Paper copies held by Chairman/Employee Pensions Policy, See below wording of YLCA policy, which could be incorporated in the minutes of the APCM Disciplinary & Grievance Procedure/Policy 2019, Updated templates attached, to be adopted at APCM Best Practice Policies: Equal Opportunities Policy, Updated template attached, to be adopted at APCM Sickness and Absence Policy, Updated template attached, to be adopted at APCM Annual Leave Policy, Template attached, to be adopted at APCM Training and Development Policy, Updated template attached, to be adopted at APCM Expenses Policy for Clerk, Template attached, to be adopted at APCM I don’t think the Parish Council requires these policies - Recruitment and Selection, Appraisal procedure, Expenses Policy, Lone Working Policy, Equality Policy 2015, Health and Safety (SR if more than 5 employees), Information and Information Technology, Mobile phone use, Bullying and Harassment/Dignity at Work, Workplace Alcohol and Drugs, Flexible working”.*

8.2.2 Banking Review – The Parish Clerk would contact the banks to update the contact details and research the options for online banking. 8.2.3 GDPR Data Audit – Fiona Hill had conducted and circulated this 8.3 Yorkshire Local Councils Association – NTR 8.4 Payment Approvals – YLCA Training £25.00 Cheque 000152 YLCA Webinar £12.00 Cheque 000153  
 YLCA Annual Subscription £61.00 Cheque 000154

Sheriff Hutton Village Hall Venue Hire TBC TBC Village News Donation £40.00 TBC Sheriff Hutton History Group Archive Storage £25.00 TBC

1. **To report any new correspondence received by the council -** None
2. **To receive matters raised by member:** - To consider the repair of the cast iron finger post on Strensall Road The Parish Clerk would speak to North Yorkshire Highways and the Caravan Park owner, as the broken part was now missing.

The Parish Clerk would speak to North Yorkshire Highways about the broken fencing at the side of Howl Bridge.

1. **To confirm the dates of the future meeting(s):**

Tuesday 15th August 2023 @ 6.30pm