



Minutes of the Meeting of the Council
Wednesday 16th December 2015 at 7.30 p.m.
Clifford Village Hall

Present: Councillors N Fawcett (Chairman), G. Allan, T. Blackmore, D. Hill, O Milligan, P. O'Brien, S. Park, A. Shaw

In Attendance: P Seed (Clerk)
2 PCSOs
1 Member of the Public

Apologies for absence Cllr Glynn

15/194 Crime Report

The PCSO reported that there had been 2 burglaries in November.

A resident reported that cars were being parked on the pavement on Albion Street The PCSO advised that as long as a double buggy could be get by then the police would be reluctant to take action due to the narrowness of the road. The PCSO's agreed to monitor the situation.

15/195 Declarations of Interest & Notifications of changes in the Members' Register of Interest.

There were no declarations & no amendments to the Register.

15/196 Public Participation Session

See Crime Report.

15/197 The Minutes of the meeting held on 18th November 2015, previously circulated, were confirmed and signed by the Chairman.

15/198 Chairman's Business.

The Chairman thanked all the Councillors for their hard work and for all that the Council had achieved in 2015.

15/199 Clerk's Report.

Received: a verbal report from the Clerk.
Nothing to report.

15/200 Neighbourhood Plan:

Cllr Blackmore reported that the statutory consultation was complete. 20 comments had been received with 5 that required responses. The owners of the PAS sites and of the Mill Pond area have raised objections and the Diocese has objected to the inclusion of the St John's School site. A grant has been secured to assist with obtaining professional advice in considering and responding to the objections. It is hoped that the responses will have been sent by the end of January.

15/201 Former Cricket Ground

Clifford AFC juniors are using the site for training and matches. Residents of Rhodes Lane have complained that parking on Rhodes Lane is making access difficult and that verges are being damaged. Clifford AFC to respond. It was agreed to discuss a new name for the site at the next meeting.

15/202 Lead Members & Committee Representatives.

Received: the following verbal reports

- i) **Play Area:** Cllr Allan reported that the new flooring had been installed and the hedge cut back. The Annual Health & Safety inspection report contained some recommendations to address low risk issues. Recommendations and action play to be discussed at the next meeting.
- ii) **Footpaths:** Cllr Shaw reported that cyclists and horses are using Foot Path 1 & so a gate or style may be installed. Leeds City Council were being asked to progress the improvements to the footpath.
- iii) **St Edwards Wood:** Cllr Blackmore has obtained an estimate of £200 for wild flower seeds. To be discussed at next meeting.

15/203 Planning Matters

Received: verbal reports that

- a) Decisions known or received:
 - (i) Two storey & single storey rear extension; conversion of garage to habitable room; canopy to front. 4 High Street - Refused
 - (ii) Change of use of ancillary barn to form office (B1) with ancillary car parking. Croft House, Church Street.- qualified support - Refused
 - (iii) Single storey side/rear extensions. The Maples 4 Court Barton Lane - Approved
- b) Planning Applications considered by the Planning Working Group
 - (i) Outline application for residential development. Rear of 34 High Street – Objected
 - (ii) Single storey rear extension. 3 Lonsdale Meadows – under consideration

15/204 Financial Matters

- a) It was noted that the following payments have been received:
 - i) Clifford AFC (Grass cutting & Insurance) £ 884.44
 - ii) Santander 12 month Business Bond Interest £ 263.28
 - iii) Groundwork (Neighbourhood Plan Grant) £ 2,500.00
- b) The following payments were confirmed to be made by cheque
 - i) Clerk's salary & expenses £ 371.45
 - ii) HM Revenue & Customs (Tax on clerk's salary) £ 91.20
 - iii) P. Walker (Litter Warden) £ 65.00
 - iv) Wharfe Valley Garden Maintenance (Grass cutting) £ 120.00
 - v) RSS Playmakers (Playground flooring 15/175 refers) £10,542.48
 - vi) M. Smart (Mince Pies for Carol Service) £ 27.00
- c) The unconfirmed minutes of the Audit Committee Half-year Meeting held on 19th November 2015 were received.
- d) It was agreed that there were no changes required to the Financial Regulations as recommended by the Audit Committee.
- e) The changes in the Standing Orders, as required by the Public Contracts Regulations 2015, were agreed.
- f) The Income & Expenditure end of year estimate was received along with the draft budget for 2016/17. It was noted that Leeds City Council had still to provide a figures for the council tax base and the council tax support grant.
- g) It was noted that NatWest had charged £25 for the safekeeping of documents.

15/205 Society of Local Council Clerks Subscription

It was proposed by Cllr Fawcett and seconded by Cllr. Park that the subscription to SLCC be renewed for 2016 at a cost of £103. Carried unanimously

15/206 Clifford Directory

Cllr. Shaw reported that the same timetable would be used as previously. He asked for any ideas for the design of the cover.

Cllr. Shaw proposed and Cllr. Fawcett seconded that the Council fund and organise the production of the Clifford Directory. Carried unanimously.

15/207 A1 Layby

Deferred until next meeting.

15/208 Procedure for Responding to Planning Applications

Cllr Milligan proposed and Cllr Hill seconded that the current procedure, as set out in the paper, be agreed with the addition that the Chairman of the Group would circulate the summation to all members.

15/208 Refuse Collection over the Christmas Period

LCC have stopped telling residents that the Christmas dates for collection have changed. The notification arrived too late for inclusion in Outlook. It was also noted that the final brown bin collection was not made in some parts of the village. Clerk asked to write a letter of complaint and put item in Outlook.

15/209 Correspondence Update (other than that relating to specific agenda items)

- LCR Magazine
- Countryside Voice Magazine

15/210 Other reports/Notification of items for next/future meetings

- Noted that any reports/agenda items for the January meeting need to be with the clerk by Tuesday 12th January 2016

15/211 Confidential Business

- a) It was resolved that members of the public and press be excluded during the consideration of the following items by reason of the commercially confidential and then personal nature of the information to be considered.

[Cllr Fawcett declared an interest and left the meeting]

- b) It was proposed by Cllr Shaw and seconded by Cllr Allan that the Open Spaces & Footpath maintenance contract be allocated as follows:

A) Northways Playing Field

A1	Playing field - Grass Cut	Sports Turf Services
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B) Sports Ground off Rhodes Lane

B1	Cut Whole field	Sephton Baxter
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C) Village Hall & Play Area

C1	Grass including within Play Area	Wharfe Valley Garden Maintenance
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D) St Edward's Wood

D1	Cut Whole field	Wharfe Valley Garden Maintenance
D2	Maintain Perimeter Path	Wharfe Valley Garden Maintenance
D3	Central zig zag Path	Wharfe Valley Garden Maintenance

E) Footpaths

E1	West Section 1 - Grass Cut	Wharfe Valley Garden Maintenance
E2	West Section 2 - Grass Cut	Wharfe Valley Garden Maintenance
E3	East - Strim of grass verges	Wharfe Valley Garden Maintenance
E4a	Woodland Walk - Strim	Wharfe Valley Garden Maintenance
E4b	Woodland Walk - Weed Kill	Wharfe Valley Garden Maintenance

F) Hedges

F1	Northways Field	Sephton Baxter
F2	St Edwards Wood	Kevan Elliot
F3	West section 2 Footpath	Kevan Elliot
F4	Sports Ground off Rhodes Lane	Sephton Baxter

[Cllr Fawcett re-joined the meeting]

- c) The Chairman reported that he and the Vice-chairman had carried out the clerk's annual review and that no concerns had been raised.

There being no further business, the Chairman declared the meeting closed at 9.15 pm

Clifford Parish Council

Audit Committee

Minutes of the Meeting Held on Tuesday 16th November 2015, commencing at 7.15 p.m.

Present: Cllr N Fawcett (Chairman), Cllr A. Shaw and Mr D. Mills (Internal Auditor).

In attendance: Mr P. Seed, Clerk

Apologies: Cllr T. Blackmore

1. Minutes

The Minutes of the meeting held on 13th May 2015, previously circulated, were confirmed.

2. Half-year Report

Received: a copy of the half-year audit report from Mr Mills It was noted that the only action point was to ensure that all cheque stubs were signed by two councillors. The clerk to ensure that this is checked after every meeting.

3. Public Contracts Regulations 2015

It was agreed to recommend to the Council that the Standing Orders be amended, as attached, to take account of the Regulations. It was noted that the changes were those recommended by NALC.

4. Financial Regulations

It was agreed that there were no amendments required to the Financial Regulations.

5. Other Business

Due to having moved out of the village, Mr Mills tendered his resignation as Internal Auditor. The Chairman thanked him for his excellent work.

The audit covered the first six months of financial year 2015/2016 including a randomly sampled audit of the requirements set out in the Audit Testing document (ADT) and a detailed examination of two months' records selected at random: April and September 2015.

Findings	ATD Req.	Action by	✓ Date
Book-keeping			
The cashbook is maintained up-to-date on an on-going monthly basis, and is balanced at each month end by reconciliation vs. bank statements. All entries examined were found to be arithmetically correct.			
Standing Orders and Financial Regulations compliance			
All expenses in April 2015 and September 2015 were recorded in minutes and cross-referenced to the cashbook.			
<i>All cheque stubs examined were signed by two councillors with the exception of #001638 – 16/9/15.</i> Observation <i>Also observed in next period: #001648 – 21/10/15</i>	8		
There are no Section 137 transactions.			
Risk Management			
There were no unusual transactions, apparent or recorded in the months under audit.			
Budgetary & Income Controls			
Minutes for the months under audit showed regular reporting of actual expenditure to the council, with no significant unexplained variances from budget. All income is promptly banked and properly recorded.			
Petty Cash			
There is no cash handled on a day-to-day basis.			
Payroll Controls			
All payments to the Clerk were fully approved and minuted by council on a monthly basis: PAYE/NIC payments were correctly calculated and paid on time and a comprehensive record of salary and expenses maintained.			
Bank Reconciliation			
Monthly bank reconciliations were recorded on the cashbook and as reconciliation reports for the NatWest accounts; there were no transactions on the Santander account. There was no evidence of any unexplained entries.			
Year End procedures			
All debtors and creditors are identified in account records.			

This report covers the findings of an interim audit carried out on two randomly sampled months in the first half of Financial Year 2015-2016; therefore it should not be assumed that areas of concern may not exist within the financial records which were not identified within the sample selected for audit. The audit was conducted on the accounts file and supporting relevant chequebooks and paying-in books available on 3 November 2015

David Mills
Internal Auditor
3 November 2015

Proposed changes to Standing Orders are in bold. They are as suggested by NALC.

18 Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and

v. procurement policies for contracts of all levels (subject to standing order 18(c) below) and requirements under the Public Contract Regulations 2015.

b) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c) Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall satisfy the requirements of the Public Contract Regulations 2015 and will be procured on the basis of a formal tender as summarised in standing order 18(e) below. The council will advertise the contract opportunity on the Contract Finder website.

d) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £1,500 shall be procured on the basis of a formal tender as summarised in standing order 26(d) below

e) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £500 shall be procured on the basis of three competing quotations, where practical Any formal tender process shall comprise the following steps:

- i. a specification of the goods, materials, services and the execution of works shall be drawn up;
- ii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
- iii. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
- iv. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.

f) Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

g) Where the value of a contract is likely to exceed £172,514 (or other threshold specified by the Office of Government Commerce from time to time) the council must comply with the Public Contracts Regulations 2015 and where applicable, the Utilities Contracts Regulations 2006 (SI No. 6, as amended). If the 2006 Regulations apply to the contract the council must comply with EU procurement rules.

Please note that the Council is not being asked to approve the budget.

Outturn Forecast 2015/16

Income

The positive variance from budget is almost entirely due to the unbudgeted receipt of a donation of £2,977 from the Trustees of the Cricket Club and the expected receipt of an additional grant of £2,500 for the completion of the Neighbourhood Plan.

Expenditure

Expenditure is some £10,000 above budget. This is due to the unbudgeted cost of £10,542 to replace the flooring at the playground. The VAT element, £1,750, will be reclaimed in 2016/17 and some £7,000 has been taken from the earmarked fund. The forecast assumes that the Council will pay £1,200 for the Bramham School speed signs which have been installed.

Financial Position 31/03/2016

The Council will have a general reserve of £10,954 which is 52% of the Precept. This is towards the high end of the recommended range for general reserves.

Budget 2016/17

Notes

1. Estimate. LCC will give provisional figure some time in December 2015.
2. Estimate. LCC gives figure some time April to June 2016.
3. Rents collected by Clifford Allotment Holders Association & held in Council's bank account. PC top slices 15% to cover administrative costs.
4. Clifford AFC pay for pitch grass cutting & maintenance. PC for woodland walk, hedge cutting, moles & benches.
5. Taken from the cheapest quotation in 2016 Tender returns.
6. Taken from the cheapest quotation in 2016 Tender returns.
7. 2015/16 £250 expenditure on fruit trees & wildflower seeds. 2016/17 estimate is taken from the cheapest quotation in 2016 Tender returns.
8. Clifford AFC pay 50% of cost of grass cutting & for any pitch maintenance/improvement.
9. Estimated £500 expenditure 2016/17. Funded from Earmarked fund which is topped up 85% of rents.
10. 2015/16 expenditure includes £8,785 on flooring. 2016/17 transfer from revenue to earmarked fund increased by £2000.
11. This is for the development of the facilities & excludes grass cutting. Expenditure estimate 2016/17 is not based upon a costed development plan.
12. Grant application of £2,500 has been submitted. Assumed that £1,000 of this spent in 2015/16 with the remainder, plus £1,000 from revenue income, spent in 2016/17.

Action Plan 2016/17

- Continue to develop the St Edward's Greenspace as a nature preserve and community orchard. (£450 in budget for development)
- facilitate the use of the former cricket ground by community bodies. (£2,500 in budget)
- Gain the Foundation Award of the Local Council Quality Scheme. (£300 increase in training budget)
- Build up the earmarked reserve for the playground to ensure that the facilities can be maintained and replaced. (£2,000 increase in transfer from revenue to earmarked fund)
- Ensure that the open spaces for which the Council has responsibility are well maintained for use by residents. (£2,600 increase in budget for maintenance)

CLIFFORD PARISH COUNCIL OUTTURN FORECAST 2015/16 & PROPOSED BUDGET 2016-17

		2014/15	2015/16	2015/16	2015/16	2016/17	
INCOME		Actual Income	Budget	To 31/12/15	Est. Outturn	Proposed Budget	
	Precept	21,000	21,000	21,000	21,000	21,000	
	LCPS Grant	930	783	783	783	580	Note 1
	Footpaths Grant	250	250	250	250	250	Note 2
	VAT Refund from Previous Year	1,202	1,700	1,687	1,687	2,800	
	Allotment Rents	838	800	0	800	800	Note 3
	Interest	452	400	288	288	250	
	Charity Collections	422	500	331	411	500	
	Neighbourhood Plan Grant	4,277		0	2,500	-	
	Former Cricket Club			2,977	2,977	-	
	Miscellaneous	100	100	0	0	-	
Total Income		29,470	25,533	27,315	30,696	26,180	
	From Earmarked Funds	4,065	4,112	2,624	3,874	1,170	
Total Funds To Spend		33,535	29,645	29,939	34,570	27,350	

		Actual Expend.	Budget	To 31/12/15	Est. Outturn	Revenue Budget	Earmarked Reserves Movement
EXPENDITURE							
Employees	Clerk's Salary	5,485	5,600	4,106	5,474	5,600	
Running Costs	Office & expenses	270	280	170	190	240	
	Insurance (general)	613	481	600	600	618	
	Audit & bank fees	225	206	300	300	309	
	Seminars, training etc.	0	200	320	320	500	
	Subscriptions	588	606	591	591	609	
Total Running Costs		1,696	1,773	1,981	2,001	2,276	
Promotion & Publicity	Outlook Articles & Advert	389	401	389	389	389	
	Clifford Directory	370	381	350	350	361	
	Website	238	230	0	230	230	
Total Promotion & Publicity		997	1,012	739	969	980	
Open Space Maintenance	Northways	2,758	1,000	503	503	-	-500 Note 4
	Village Hall & Play area	757	990	1,140	1,140	2,250	Note 5
	Footpaths	306	575	235	235	1,290	Note 6
	St Edwards Wood Greenspace	1,393	0	0	250	1,000	-1,000 Note 7
	Cricket Club			525	525	675	Note 8
	Litter collection	260	260	195	260	260	
Total Open Space Maintenance		5,474	2,825	2,598	2,913	5,475	-1,500
Upkeep of Local Facilities	Allotments	3,151	500	193	293	-	180 Note 9
	Play Area	315	1,500	9,546	9,546	2,650	2,650 Note 10
	Village Hall - Loan	5,053	5,019	4,922	4,922	4,791	
	Cricket Club		1,000	741	741	1,500	-1,000 Note 11
	General Upkeep	53	100	0	0	100	
Total Upkeep of Local Facilities		8,572	8,119	15,402	15,502	9,041	1,830
Community Grants	Support for Local Groups	1,095	1,000	0	0	1,000	
	Charitable Donations	515	500	0	431	500	
Total Community Grants		1,610	1,500	0	431	1,500	
Neighbourhood Plan	Neighbourhood Plan	3,833	1,000	2,188	3,188	1,000	-1,500 Note 12
Parish Celebrations	Remembrance Service	30	30	326	30	30	
	Christmas Service	66	125	0	125	125	
Total Parish Celebrations		96	155	326	155	155	0
VAT		1,687	1,300	2,599	2,800	1,100	
TOTAL EXPENDITURE		29,450	23,283	29,939	33,433	27,126	-1,170
Income-Expenditure		4,085	1,200	0	1,137	224	

Earmarked Fund Balances	31/03/2015	31/03/2016	31/03/2017
Clifford in Bloom	998	998	998
Northways	11,032	10,529	10,029
Play area	21,493	14,708	17,358
Parish Repairs & Improvements	14,062	12,862	12,862
Parish Celebrations	827	827	827
St Edwards Wood Greenspace	16,395	16,145	15,145
Allotment Fund	1,778	2,215	2,445
Neighbourhood Plan Grant	0	1,500	0
Former Cricket Club		2,977	1,977
Total Earmarked Funds	66,585	62,761	61,641

Speed Signs £1200 from 2014/15

Assumes 85% of rent

Plan complete in 2016/17

General Reserve	9,817	10,954	11,178
% of Precept	47%	52%	53%
Total Funds	76,402	73,715	72,819

Recommendation is 33% to 60%

Allotment Bonds	825	825	825
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£50 received, no bonds refunded, £50 transferred to Allotment Fund.

Review of the Procedure For Responding To Planning Applications

	Advantages	Disadvantages
<p>Current Procedure</p> <p>The clerk prints out the application form and associated drawings from the LCC web site. These are passed to the Chairman of the Planning Working Group who writes his comments on a form and then passes this and the application to another member of the Group. This continues until all members of the Group have commented when the papers are returned to the Chairman. The Chairman produces a summation of the Group's comments and a recommendation on the response. This is then passed to the clerk to whom the Council has delegated responsibility for making the response. The clerk enters the summation of comments and the decision into the LCC web site. The decision is reported to the following full Council meeting.</p>	<p>Legal.</p> <p>Produces range of comments and a response in a timely manner.</p> <p>Flexible enough so that uncontroversial decisions can be made quickly. For controversial applications members can decide whether to meet.</p> <p>Efficient in the production of paper.</p>	<p>Working Group members do not see the Chairman's summation and response until the Council meeting.</p> <p>Only the Chairman and last member on the list see all the comments.</p> <p>Residents are not aware that any particular application is under discussion and thus their involvement is not facilitated.</p> <p>Clerk is entitled to ignore the recommendations of the Working Group. <i>(presumably if this happened then it would be raised at the next Council meeting)</i></p>
As for current procedure but Working Group Makes Decision		This would not be legal as the Council cannot delegate decisions to a working group.
As for current procedure but Working Group's recommendations agreed at a full Council meeting.	Legal, residents and Working Group members would have an opportunity to present views to the Council	For some applications it may be very difficult to have the Council decision made by the date set by LCC.
Turn Working Group into a Committee of the Council with delegated powers of decision to respond. Committee Minutes would be received by the full Council.	<p>Legal.</p> <p>Committee members would have the chance to discuss issues face to face.</p> <p>Residents would be aware of applications being discussed and would have the right to attend meetings.</p>	<p>Meetings would have to comply with same regulations as Council meetings i.e. agenda circulated 3 clear days prior to a meeting.</p> <p>Additional work for clerk in arranging dates and venue, producing agenda and Minutes.</p>