



**Minutes of the Meeting of the Council**  
**Wednesday 15<sup>th</sup> March 2017 at 7.30 p.m.**  
**Clifford Village Hall**



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

**In Attendance:** P Seed (Clerk)  
2 residents  
1 PCSO

**17/33 Apologies for absence** None

**17/34 Crime Report**

The PCSO reported that there had been two arson attacks in February. There had also been thefts from St Edwards church yard. A resident reported that there was still a danger from traffic to children walking to Bramham School. It was noted that one of the projects in the Neighbourhood Plan is to develop a traffic management scheme for the whole village.

**17/35 Declarations of Interest & Notifications of changes in the Members' Register of Interest.**

None.

**17/36 Public Participation Session**

A resident reported that St Edwards Presbytery is to be sold and there is concern that this may lead to the field behind, which is owned by the Leeds Diocese, being opened for development. Cllr Blackmore explained that the field is a PAS site and so it could not be protected within the Neighbourhood Plan. The Council normally becomes involved when a planning application is submitted but would welcome any information on any developments.

**17/37 The Minutes of the meeting held on 15<sup>th</sup> February 2017**, previously circulated, were confirmed and signed by the Chairman.

**17/38 Chairman's Business.**

The Chairman reported that he had raised the issue of the deteriorating condition of 62 High Street with Leeds City Council.

**17/39 Clerk's Report.**

The clerk had nothing to report.

**17/40 Neighbourhood Plan:**

Cllr Blackmore reported that the Plan is to be considered for adoption at a Leeds City Council Executive Board meeting on 22<sup>nd</sup> March. It was noted that LCC had released a press statement praising Clifford for the way the Plan had been prepared and that it would be the first one to be adopted in Leeds.

**Cllr Blackmore proposed and Cllr Shaw seconded that 500 copies of the Plan should be printed at a cost of £765..**

It was agreed that the document tabled at the last meeting outlined the scope of the community projects in the Plan and the next step was to develop a plan of how to take them forward and to involve local groups and residents. This would be carried out by a Working Group consisting of Cllrs T. Blackmore, P O'Brien, D. Hill & O. Milligan

**17/41 Lead Members & Committee.**

**Received:**

- i. **St Edward's Wood:** Cllr Milligan proposed and Cllr Shaw seconded that **Barnes & Associates be commissioned to produce a Level 2 – basic walk through assessment of the trees at St Edward's Wood at a cost of £325 plus VAT. Carried unanimously**

*[Cllr Hill left the meeting]*

- ii. **Allotments :** Cllr Shaw reported that CAHA had agreed the allow bees to be kept, the changes to the Tenancy Agreement as agreed at the last meeting of the Council. The Constitution had been changed to reduce the number required for a quorate meeting. The rent is to be raised by £1 a year for the next 5 years.
- iii. **Directory:** Cllr Shaw tabled the picture which is to be used on the cover. Green paper to be used.
- iv. **Village Hall:** The trees near the playground entrance have been cut back and slightly lowered.
- v. **Northways:** The clerk was asked to discuss the provision of street lights to illuminate the car park.

**17/42 Planning Matters**

Received: verbal reports that

- a) Decisions known or received
  - i) Single storey rear extension. 3 Chapel Mews, Burns Way - Approved
- b) To receive an update on Planning Applications considered by the Planning Working Group
  - i) New doorway to church. 2 Presbytery, St Edwards, Chapel Lane - Supported
  - ii) Single storey side/rear extension; first floor side extension. 12 Springfield - Supported
  - iii) Detached house to garden with associated access & landscaping. Cherry Tree Cottage, 78 High Street – not supported

#### 17/43 Financial Matters

- a) It was noted that the following payments had been received:
  - i) Bond & rent for allotment plot 25 £ 75.00
- b) The following payments were confirmed to be made by cheque:
  - i) Clerk's salary & expenses £ 379.44
  - ii) HM Revenue & Customs (Tax on clerk's salary) £ 94.80
  - iii) P. Walker (Litter Warden Honorarium) £ 65.00
  - iv) KJE Services (Hedges at St Edwards Wood & West Section 2 Footpath) £ 540.00
  - v) KJE Services (Hedge & Tree Cutting Allotments) Min. 17/30 refers £ 260.00
  - vi) N. Fawcett (reimburse for beech tree, stakes & mesh) Basic £35.13 VAT £7.02 £ 42.15
  - vii) J. Curtin (NP printing expenses) £ 23.20
  - viii) C. Allen (Web Site maintenance) £ 200.00
  - ix) Milford Building Supplies (storage bays) Min 16/136 refers Basic £261.72 VAT £52.34 £ 314.06

#### 17/44 Risk Register

**Cllr Fawcett proposed and Cllr Allan seconded that the updated Risk Register be agreed.**

#### 17/45 Condition of Footpath No. 1

The beck side part of the path is in an even more dangerous condition than when the Council raised the issue with the landowner and Leeds City Council nearly two years ago. It was agreed to approach the landowner again and to raise a complaint against LCC Rights of Way.

#### 17/46 Correspondence Update (other than that relating to specific agenda items)

- Clerk Magazine
- Clerk & Councils Direct
- Open Spaces Magazine

#### 17/47 Other reports/Notification of items for next/future meetings

- Noted that any reports/agenda items for the April meeting need to be with the clerk by Tuesday 11th April 2017

There being no further business, the Chairman declared the meeting closed at 9.05 pm.

Signed.....Chairman

Date

**CLIFFORD PARISH COUNCIL - RISK REGISTER MARCH 2017**

<b>Risk</b>	<b>Assessment</b>	<b>Internal Control Measure</b>
Protection of physical assets (material damage)	Community Sports Ground facilities are of high value & at risk from vandalism	Insurance Cover
Public Liability	Few events but Playground is high risk. Building use covered by users' own insurance cover	Insurance Cover Annual Safety Check of playground. Recommendations acted upon swiftly.
Business Interruption (Consequential loss)	Work can be conducted with computer, internet connection and mobile phone	Data is synced to OneDrive & backed up daily to Network Attached Drive.
Loss of cash through theft or dishonesty (Fidelity Guarantee)	Very small amount of cash handled	Insurance Cover Cheques/cash deposited in bank as soon as possible
Money (in premises/in transit)	Very small amount of cash handled	Cash/cheques deposited in bank as soon as possible after receipt.
Employer's Liability	One employee – statutory cover required	Insurance Cover
Libel and slander		Insurance Cover
Personal Accident (Employees/volunteers/members)	Councillors carry out work with risk of injury – Christmas tree, Northways Working party	Insurance Cover
Maintenance for vulnerable amenities or equipment	Playground is high risk.	Annual safety check by expert company & recommendations acted upon swiftly
Banking arrangements, including borrowing or lending	Council has funds to invest	Investment Policy agreed July 2012
Supplies & services provided to the Council	Footpaths & Open Space Maintenance Contract	Contractors provide evidence of compliance with all H&S Standards, including adequate insurance cover Standing Orders & Financial Regulations dealing with the award of contracts etc.
Keeping financial records in accordance with statutory requirements	Small number of transactions Use of spreadsheet, rather than bought in accounting software, raises risk of calculation errors	Internal Audit reviews accounts twice a year with a third of transactions checked annually. Annual External Audit
Ensuring all business activities are within the Council's legal powers	Clerk is CilCA qualified. Councillors are experienced. Council has General Power of Competence and so much wider powers than previously	Expenditure controlled through Council minutes and when necessary, the Clerk seeks advice.
Ensuring that all requirements are met within employment law and Inland Revenue regulations	One employee	Payroll and HMRC returns carried out using HMRC's Basic PAYE Tools. Printout of P11 calculation checked by Chairman every month NALC standard contract with supporting policies
Ensuring all requirements are met under Customs & Excise Regulations	Small number of transactions	Checked by Internal Auditor. Clerk takes expert advice for special projects.
Ensuring the adequacy of the annual precept within sound budgetary arrangements	Income & expenditure items are either known beforehand (Clerk's salary, loan repayment, open spaces contract) or under Council's control.	Budget requirements identified when fixing precept. Adequacy & use of earmarked funds has been examined.

**CLIFFORD PARISH COUNCIL - RISK REGISTER MARCH 2017**

Risk	Assessment	Internal Control Measure
	Responsibility for building at Community Sports Ground increases risk of emergency expenditure.	<i>Formal agreements on financial responsibilities to be agreed with major users of building.</i>
Ensuring the proper use of funds granted to local community bodies under specific powers or under Section 137	Section 137 not applicable as Council has General Power of Competence. Council still accountable for use of funds.	Grant Application Policy.
Proper timely and accurate reporting of Council business in the Minutes	Small village with multiple means of communication – village hall notice board, web site & Outlook.	All Council and Committee minutes are approved at following Parish Council meeting. (Held monthly except for August). Unconfirmed Minutes are uploaded onto web site and put on village hall notice board once councillors have had an opportunity to comment on their accuracy.
Responding to electors wishing to exercise their right of inspection	Statutory requirement	Public notice of annual audit displayed. Books available for inspection.
Proper document control	Small number of physical documents Risk of fire at Clerk's home	Key legal documents held by NatWest Bank Records Management & Retention Policy agreed February 2012
Register of Members' interests accurate and up-to-date	Statutory requirement	All Members have completed Register of Interest forms. These are supplemented by declarations of personal and prejudicial interests at meetings as appropriate. Register is available directly from Council's website.
Staffing	One employee	Clerk has signed Contract of Employment and Job specification & paid according to nationally agreed scale.
Expenditure approval	Controls specified in Financial Regulations No petty cash.	Financial Regulations reviewed annually. Proposed expenditure itemised in Agenda and then minuted. Two Members sign cheques and cheque stubs. Checked by Internal Auditor twice a year.
Income control	Very little cash. Grants from Leeds City Council and allotment rents	Income is itemised in Agenda and then minuted. Checked by Internal Auditor twice a year.
Health & Safety	Councillors carry out fairly high risk tasks. Playground is high risk.	Councillors are experienced. Annual safety check by clerk and a councillor of all assets. Annual safety check by expert organisation on Playground.
Documented procedures to deal with enquiries from the public		Full compliance with the Freedom of Information Act and Data Protection Act. Complaints Procedure agreed February 2013.