**GATE & UPPER HELMSLEY PARISH COUNCIL**

**MINUTES OF A MEETING HELD IN THE VILLAGE HALL, GATE HELMSLEY
ON TUESDAY 03 DECEMBER 2019 AT 7.30PM**

**Councillors Present:** Janet Buckley (JB) Charlie Dodds (CD) Rachel Gibson (RDG) Robert Grabowski (RG)

Michael Harrison (MH) Chuck Richardson (CR)

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

**Public Present:** 0

1. **To receive apologies for absence and reasons given:** None
2. **To record declarations of interest in items on the agenda:** None
3. **To confirm the minutes of the meetings held on Thursday 12 September 2019**

These Minutes were agreed and signed as a correct record.

1. **To discuss matters arising from previous minutes:**

1. NYCC Highways - crossing between village hall and car park

 Outside BATA garage

CG would be asked for an update

2. Church of St Mary - church yard maintenance

It was unanimously agreed to pay £52.00 this year as a one off, but no future payments would be made, as the Parish Council paid for the parish grass to be cut

1. **To discuss long-standing matters:**
* Grass Cutting – MH reported that Nigel Fargher could do two cuts this year, possibly more next year, but would not strim.
1. **Public Session - The Parish Council will, time permitting, adjourn the council meeting for a short time to allow for public comment and questions:** None
2. **To discuss new planning applications received:** None
3. **To report planning decisions by Ryedale District Council:** None

1. **To discuss matters raised by Parish Clerk/Responsible Financial Officer:**

1. Bookkeeping records to date – FH circulated around Cllrs

2. Financial Management – Internal Controls, Internal/External Audits –

 2.1 Budget/Precept 2020/2021

 A precept of £3500.00 was unanimously agreed, proposed: RG, seconded: CR

3. Matters raised by/with Yorkshire Local Councils Association – NTR

4. To approve the following payments:

 4.1 Parish Clerk Salary £269.40 100415

 4.2 HMRC PAYE £67.40 100416

 4.3 Village Hall Meeting Room Hire` £120.00 100417

 4.4 George Ellis Grass Cutting £300.00 100418

1. **To report correspondence received by the council:** None
2. **To receive matters raised by members:**

FH was asked to write to the resident of The Mansion House asking them to cut back the low branches on the tree, which are overhanging the footpath and highway.

1. **To confirm the dates of the future meeting(s):** 12 March 2020\*, 14 May 2020, 10 September 2020, 10 December 2020

\* CG would be invited to a village walk at 6.30p.m., before the meeting at 7.30 p.m,

**Pension Summary**

The Parish Council has been advised that its Staging Date is 01 October 2017, as it is an employer who must provide a pension.

FH had visited The Pensions Regulator website and printed of the "Duties Checker, which is as follows:

i) Confirm who to contact -

FH has registered herself as both the Primary and Secondary Contact.

ii) Choose a pension scheme -

The Parish Council have enrolled with Now Pensions with assistance from Ardent IFA Ltd, 80 Clifton, York, YO30 6BA. Tel: 01904 655330. Email: hello@ardentuk.com

Type of pension scheme: Occupational

Employment pension scheme reference (EPSR): O7S0

Pension scheme registry number (PSR): 12005124

Name and address of pension scheme: Now Pension Trustee Ltd

 164 Bishopsgate

 London

 EC2M 4LX

iii) Work out who to put into a pension – Done

iv) Write to your staff – Done