

**MINUTES OF AN ORDINARY MEETING OF REVIEW & STAFFING COMMITTEE,
NEWBY AND SCALBY PARISH COUNCIL**

held in the Council Office, Scalby Library,
on Wednesday, 25th February 2016 at 10.30am.

PRESENT:

Councillor R Towse (Chairman),
Councillors S Gething, R Thompson, BF Watson.

ALSO IN ATTENDANCE

Mrs J Marley (Clerk).

ABSENT: Cllr. D Bastiman.

The Chairman reminded those present that filming, photographing or audio recording of the proceedings was allowed - persons wishing to record were asked to notify the Clerk of their intention prior to the start of the meeting. In the interests of encouraging public participation, it was requested that anyone filming did not include members of the public "in shot".

RS1/16 APOLOGIES FOR ABSENCE

Received & accepted from Cllr. Bastiman (prior commitment).

RS2/16 DECLARATIONS OF INTEREST

None.

RS3/16 RISK ASSESSMENT - annual review

RS3/16.1 **Received & noted** Clerk's report [*circulated with agenda*]. **Agreed** 1] All necessary controls considered in place, adequate and being performed; 2] recommend to Council that the amended risk assessment be approved.

RS4/16 ADOPTED POLICIES & FINANCIAL REGULATIONS - annual review

RS4/16.1 **Received & noted** Clerk's checklist & report [*circulated with agenda*] detailing changes recommended to Council's Freedom of Information Publication Scheme and the Electronic Devices Policy. **Agreed** 1] recommend to Council that the suggested changes be approved and implemented.

RS4/16.2 **Received & noted** Clerk's report [*circulated 18/2/2016*] regarding advice received from YLCA in respect of the need to amend financial regulations to take account of the provisions of the Public Contracts Regulations 2015. **Agreed** 1] recommend to Council that the amendments outlined in the Clerk's report be approved.

RS5/16 EXCLUSION OF PRESS AND PUBLIC

Resolved that in accordance with section 1 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the next items of business on the grounds they involved the likely disclosure of information relating to labour relations and the financial/business affairs of the authority.

RS6/16 CLERK'S CONTRACT OF EMPLOYMENT

RS6/16.1 **Received & noted** the Clerk's confidential report [*circulated with agenda*] regarding the variations required to staff contracts in order to acknowledge that from 1st April 2016 the gratuity clause was removed and replaced by a clause relating to pension auto-enrolment. **Resolved** 1] the amendments outlined in the Clerk's report be approved.

There being no further business on the agenda, the Chairman declared the meeting closed at 11.04am.

R. TOWSE, Chairman
Dated: 9th March 2016

GGT (Scalby)

Breakdown data based on 01/04/2015 to 29/02/2016 versus same period in previous two years

Crime Type	2013/14	2014/15	2015/16	Diff 2016 from 2015
Arson & Criminal Damage	15	5	21	16
Burglary: Burglary Dwelling	3	5	4	-1
Burglary: Burglary Non Dwelling	9	7	14	7
Sexual Offences: Other	2	1	1	0
Sexual Offences: Rape	0	1	0	-1
Theft: All Other Theft	24	20	23	3
Theft: Bicycle Theft	1	8	8	0
Theft: Shoplifting	1	0	3	3
Vehicle Offences	8	5	11	6
Violence: Violence With Injury	3	5	10	5
Violence: Violence Without Injury	1	1	4	3
Drugs: Possession Of Drugs	4	0	3	3
Misc Crimes Against Society	0	1	1	0
Possession Of Weapons	0	2	0	-2
Public Order Offences	0	1	3	2
TOTAL	71	62	106	44

GGP (Newby)

Breakdown data based on 01/04/2015 to 29/02/2016 versus same period in previous two years

Crime Type	2013/14	2014/15	2015/16	Diff 2016 from 2015
Arson & Criminal Damage	37	44	42	-2
Burglary: Burglary Dwelling	5	17	5	-12
Burglary: Burglary Non Dwelling	11	11	10	-1
Robbery	1	1	0	-1
Sexual Offences: Other	3	3	12	9
Sexual Offences: Rape	1	5	8	3
Theft: All Other Theft	15	11	11	0
Theft: Bicycle Theft	3	4	0	-4
Theft: Shoplifting	15	20	37	17
Theft: Theft From Person	0	0	2	2
Vehicle Offences	10	6	19	13
Violence: Violence With Injury	11	21	33	12
Violence: Violence Without Injury	12	20	37	17
Drugs: Possession Of Drugs	8	13	12	-1
Drugs: Trafficking Of Drugs	2	2	3	1
Misc Crimes Against Society	1	1	5	4
Possession Of Weapons	0	2	2	0
Public Order Offences	5	3	3	0
TOTAL	140	184	241	57

FROM: Jools Marley, Clerk to the Parish Council & Responsible Financial Officer.

TO: All Councillors

DATE: 1st March 2016

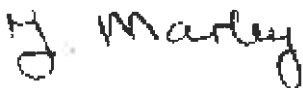
SUBJECT: Update on highway, footpath & other matters since 10/2/16

1. Items raised at last council meeting:-

1. Potholes, white/yellow lines in need of re-painting, weeds growing through pavements etc were all reported to NYCC but no feedback on action to be taken has been received.

2. New items

1. Potholes - NYCC asks that these are now reported online. Councillors are asked to do this by going to www.northyorks.gov.uk/article/25215/Roads---potholes
2. Street lights - NYCC asks that these are now reported online. Councillors are asked to do this by going to www6.northyorks.gov.uk/streetlightproblem
3. Bus stop markings, (stop at the bottom of Moor Lane) - passed to Area 3 Highways 1/3/16 with request to paint bus stop bay on road.



Jools Marley CiLCA
Clerk to the Parish Council

25.2.16

BRAMBLE WAX

SEABY

SEABOROUGH

YO13 0BU

Dear Sirs

We are writing this letter as my wife and I are not completely satisfied with the facilities on your new High Mill estate in Seaby.

There is a roadside bus stop, a faded sign on the road. No sign post and the 115 ~~comes~~ passes twice a day at considerable times for any in town shopping.

Shops that's another point. There isn't one anywhere near High Mill. We understand before we moved here that a supermarket was turned down. There are a lot of homes paying council tax on here now.

Yours faithfully
by hand.

We could do with more facilities and get a bit of value for money. Ourselves we are in Band D.

The area is very nice, but facilities poor. When we moved from on Torbay the planning people made sure the builders had these type of points covered before proceeding to build homes.

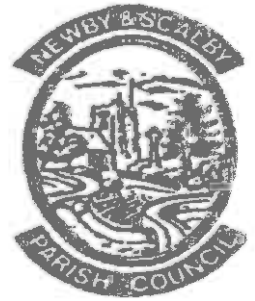
Could you possibly raise our concerns at the next relevant meeting.

(Yours faithfully)

NEWBY AND SCALBY PARISH COUNCIL

COUNCIL OFFICE
SCALBY LIBRARY
450 SCALBY ROAD
NEWBY
SCARBOROUGH
YO12 6EE

Clerk to the Council:
Jools Marley (CILCA)



TEL: 01723 354018

Email: clerk@newbyandscalbypc.org.uk

Mr & Mrs [REDACTED]
[REDACTED] Bramble Way
Scalby
SCARBOROUGH
YO13 0BU

29 February 2015

Dear Mr and Mrs [REDACTED]

FACILITIES AT AND SERVICES TO THE HIGH MILL DEVELOPMENT

Thank you for your letter of 25th February 2016 regarding the above.

The outline planning application (ref. 09/00717/OL) for this residential development comprising up to 485 dwellings was granted in October 2010. Since that time there have been over a dozen planning applications relating to the details of the development.

You are probably aware that the development is being carried out in phases - as a result of this some facilities do not have to be provided until occupancy on the development overall has reached a specific level. I do not have all those details, but the Planning Office at Scarborough Borough Council should be able to give you that information.

I do know that Condition 14 of the 09/00717/OL consent stated:-

- *Prior to the completion of the first dwelling, a temporary bus stop facility shall be provided in connection with the diversion of the x115 bus service into the site and shall be located in a position within the site to be agreed with the Local Planning Authority and Local Highway Authority. This temporary bus stop shall be subsequently replaced (in accordance with a timetable first agreed in writing by the Local Planning Authority) by a permanent sheltered bus stop facility at a location within the site to be agreed in writing by the Local Planning Authority in consultation with the Local Highway Authority.*
- *Reason : To maximise use of the existing bus service provision, including the initial phase of the development, pending its further enhancement.*

Newby & Scalby Parish Council objected to the original outline application - one of the reasons for that objection being that there were no shops. To the best of my knowledge there is no provision within the development's approved masterplan for shops and there has not been an application for a supermarket development on the site - perhaps you are referring to the April 2015 unsuccessful attempt by Sainsbury's to get permission to build a "Sainsbury's Local" on Scalby Road.

I appreciate that this is probably not the answer for which you were hoping however the basic structure and layout of the development was decided over five years ago and it is up to the prospective purchasers of properties on the development to ensure that all the facilities which they may require are available within a distance and to a standard which the purchaser deems acceptable.

Continued overleaf /

NEWBY AND SCALBY PARISH COUNCIL

**COUNCIL OFFICES
NEWBY & SCALBY COMMUNITY HALL
SCALBY ROAD
SCALBY
SCARBOROUGH
YO13 0RA**

**Clerk to the Council:
Jools Marley (CILCA)**



TEL:01723 354018

Email: clerk@newbyandscalbypc.org.uk

Should you need further information on the details of the planning applications, then I would suggest you contact the Planning Office at Scarborough Borough Council, Town Hall, Saint Nicholas Street, Scarborough, YO11 2HG

Regards

A handwritten signature in black ink that reads "J. Marley".

**Jools Marley (Mrs)
Clerk to the Council**

REPORT

FROM: Jools Marley, Clerk to the Parish Council & Responsible Financial Officer.

TO: All Councillors

DATE: 29th February 2015

SUBJECT: Lease of Carr Lane Playing Field

Background

Councillors may recall that the approved minutes of the Council's meeting on 11th November 2015 stated:-

165/15.6 Request by Scalby Cricket and Football Clubs for 10 year extension of their lease of Carr Lane Playing Fields - 1] **noted** Clerk's report (*in accordance with Standing Order 51*) that following consultation with the Chairman, a 10 year extension had been offered on behalf of Council [*letter circulated with agenda*]; and 2] **agreed** the offer be formally **confirmed**.

This had the effect of extending the lease to 21st August 2041.

Current situation

Mr P. Perry in his capacity as secretary for Scalby Sports Association (SSA) is attempting to secure grant funding from Sport England for improvements to the playing field.

Sport England requires (by 5pm on 8th April 2016) submission of "evidence of a registered freehold or leasehold title in the name of Scalby Sports Association with a minimum term of 25 years remaining from the date of the award".

The Parish Council's current lease is to Scalby Cricket Club and Scalby Football Club jointly. Mr Perry is now requesting that the lease be altered so it is in the name of Scalby Sports Association.

Scalby Cricket Club & Scalby Football Club have provided written confirmation that they are prepared to relinquish their current lease with the Parish Council on the sole understanding that any new agreement in the name of Scalby Sports Association does not create or give rise to them suffering any detriment.

Continued overleaf /

The terms of the current lease expressly state that the lease is personal to Scalby Cricket Club and Scalby Football Club and cannot "*be assigned or extended to any other person or persons or body whatsoever*". Legal advice on possible ways forward is being sought and will hopefully be available for Council's meeting on 9th March.

According to the unsigned and undated copy of Scalby Sports Association's constitution provided to me by Mr Perry, its management committee comprises 3 members from Scalby Football Club, three members from Scalby Cricket Club and two members from this Parish Council.

I have searched the Parish Council's minutes held on computer (which go back to 1999). There is a mention in 1999 of a proposed Scalby Sports Association, as well as minutes of a Playing Field Committee between April 2000 and February 2002, but I can find no trace whatsoever of Newby & Scalby Parish Council having ever elected any of its councillors to sit on the SSA Management Committee. Legal advice is also being sought on the matter of the PC granting a lease to an organisation of which it is a component part.

Recommendations

1. To receive & note the legal advice obtained.
2. To agree if it is appropriate for Council to be a member of Scalby Sports Association.
3. If the advice given allows Council to assign the existing lease to Scalby Sports Association, to consider so doing without any further variations.
4. If the advice given allows termination of the existing agreement with Scalby Cricket Club & Scalby Football Club and creation of a new agreement with Scalby Sports Association, to consider so doing for a 30 year term.
5. At the Annual Council meeting in May 2016, to consider electing two councillors to represent the Parish Council on the Management Committee of Scalby Sports Association.

J Marley

Jools Marley CiLCA
Clerk to the Parish Council

FROM: Cllr. R. Towse (Chairman of Review & Staffing Committee)

TO: All Councillors

DATE: 26th February 2016

SUBJECT: 1] **Review of Risk Assessment, Policies, Financial Regulations**
2] **Amendments to staff contracts due to pension auto-enrolment**

BACKGROUND

On 25th February 2016 the Review & Staffing Committee met and in accordance with its Terms of Reference it

- Reviewed risk assessment and all Council policies
- Reviewed Financial Regulations
- Reviewed contracts of employment

ACTION

Councillors are asked to note and approve the following recommendations of the Staffing and Review Committee:-

1. Risk Assessment - All necessary controls being considered in place and adequate, the amended risk assessment be approved.
2. Council Policies - Amendments to Council's Freedom of Information Publication Scheme and the Electronic Devices Policy be approved and implemented.
3. Financial Regulations - Amendments to Financial Regulations to take account of the provisions of the Public Contracts Regulations 2015 be approved.

FOR INFORMATION ONLY - Contracts of Employment

The Review & Staffing Committee considered a confidential report regarding the variations required to staff contracts in order to acknowledge that from 1st April 2016 the gratuity clause was removed and replaced by a clause relating to pension auto-enrolment. The Committee **resolved** the amendments outlined in the confidential report be approved.



Reg Towse
Chairman, Review & Staffing Committee