

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

held in the Council Office, Scalby Library,
on Tuesday, 23rd January 2018 at 9am.

PRESENT:

Councillor R Towse (Chairman),
Councillors DJ Bastiman, R Thompson.

ALSO IN ATTENDANCE

Mrs J Marley (Clerk).

ABSENT: Cllrs. Mrs R Holliday and R Pickersgill.

RS1/18 APOLOGIES FOR ABSENCE

Received & accepted from Cllrs. Mrs R Holliday and R Pickersgill (prior commitments).

RS2/18 DECLARATIONS OF INTEREST

None.

RS3/18 RISK ASSESSMENT - annual review

RS3/18.1 **Received & noted** Clerk's report [*circulated with agenda*]. **Agreed** 1] All necessary controls considered in place; 2] recommend to Council that the amended risk assessment be approved.

RS4/18 ADOPTED POLICIES, SO & FR - annual review

RS4/18.1 **Received & noted** Clerk's checklist & report [*circulated with agenda*]. **Noted** it would be necessary to review policies after May 2018 when the new data protection legislation came into force. **Agreed** 1] recommend to Council that no changes are required at the moment.

RS5/18 CLERK'S APPRAISAL & PAY

RS5/18.1 **Noted** 1] no issues identified at appraisal; 2] national pay award is under negotiation. **Agreed** await outcome of national pay negotiations.

There being no further business on the agenda, the Chairman declared the meeting closed at 9.14am.

R. TOWSE, Chairman
Dated: 14th February 2018



Police Report

Newby Report

January 2018 for February
2018 meeting

Newby Crime Figures April 2017 to January 2018

Group	Crime Type	31 Jan 2016	31 Jan 2017	31 Jan 2018	Diff 2018
Victim Based	Arson & Criminal	36	29	21	-8
	Burglary	15	17	12	-5
	Robbery	0	1	0	-1
	Sexual Offences:	12	21	10	-11
	Sexual Offences: Rape	7	10	3	-7
	Theft: All Other Theft	8	15	17	2
	Theft: Bicycle Theft	0	2	2	0
	Theft: Shoplifting	37	29	33	4
	Theft: Theft From	2	0	0	0
	Vehicle Offences	19	16	13	-3
	Violence: Violence	29	35	20	-15
	Violence: Violence	32	35	25	-10
		197	210	156	-54
Crimes Against Society	Drugs: Possession Of	11	3	3	0
	Drugs: Trafficking Of	3	1	0	-1
	Misc Crimes Against	3	3	1	-2
	Possession Of	2	0	1	1
	Public Order Offences	3	10	6	-4
		22	17	11	-6
Total		219	227	167	-60

Summary of recent crimes and incidents of note

Crime

01/01 – Theft from shop – offender unknown
01/01 – Theft of alcohol from shop – enquiries ongoing to identify offender
01/01 – Female arrested for possession of drugs – issued with a Drug Referral
15/01 – Common assault, no injury – Community Resolution Disposal issued
20/01 – Theft from shop – Enquiries ongoing to identify offender
21/01 – Residential Burglary – Offender located, arrested and charged to court
26/01 – Criminal Damage to fence – no lines of enquiry
27/01 – Criminal Damage to window – Offender located, arrested and issued with a police caution

Anti-Social Behaviour

06/01 – Children knocking on door, police attended and spoke to the children
27/01 – Door to door sellers, spoken to by police found to have the required documentation
28/01 – Lorry left running, officers attended, lorry not running, refrigeration unit was on.
29/01 – Male turned up at family address, unwelcome there, asked to leave by police.

Traffic Breakdown

06/01 – RTC damage only – no injuries
18/01 – Single vehicle RTC – Slipped on icy road, no injuries
19/01 – Two vehicle RTC – minor damage, no injury
26/01 – RTC overnight, minor damage to vehicle, no injury
28/01 – RTC – wing mirror knocked off, no injury
29/01 – RTC – damage caused when parking a vehicle, no injury

Good News Stories

The Newby ward staffing has been bolstered by a new PCSO having joined us.

PCSO 3684 Broadbent has joined the Scarborough North team which includes the Newby ward.

North Yorkshire continues to be one of the safest counties in the UK in which to live and work.

Other News

NYP wishes to encourage members of the local community to sign up to the community messaging service. More information is available from the NYP website.

Local Events

Can You Help

There has been a significant increase in incidents of fly-tipping within the rural area. Any information relating to suspect vehicles or sites of rubbish should be reported to NYP (101) or directly to Scarborough Council waste enforcement team (01723 232323)

Contact Us



**@NYP_ScarboroughSNA – Local
Twitter**

@NYorksPolice – Force Twitter



Find us on Facebook and give our page a like for updates.

Local Facebook Page

Scarborough Police

North Yorkshire Police – Force Page

Your Local Team –

Beat Manager

PC 277 Ryan Lyth – ryan.lyth@northyorkshire.pnn.police.uk

PCSO

PCSO 5627 Gill Kitson – gill.kitson@northyorkshire.pnn.police.uk

PCSO 5498 Daniel Begg – daniel.begg@northyorkshire.pnn.police.uk

PCSO 3684 Jamie Broadbent – james.broadbent@northyorkshire.pnn.police.uk

Useful Contact Numbers

Highways 01609 780 780

NHS 111

Local Dog Warden 01723 232323

Action Fraud 0300 123 2040



To contact Local officers please call 101 and select Option Two and state either officer's full name or collar number. Please do not report incidents via this method – please dial 101 and select Option One to speak to an operator.

Data Protection

In order to comply with data protection, whilst details of crimes and anti-social behaviour are included in Parish / Town council reports, North Yorkshire Police may not wish to disclose further information or exact locations of incidents.

Police Report

Scalby Parish Council Report: January 2018 figures for meeting 14/2/18



Scalby Figures:

Breakdown data based on 01/04/2017 to 24/01/2018
versus same period in previous two years

Group	Crime Type	2016-2017	2017-2018	2018-2019	Diff 2018 from 2017	
Victim Based	Arson & Criminal Damage	17	8	13	5	62.5%
	Burglary	17	9	14	5	55.6%
	Robbery	0	1	0	-1	-100.0%
	Sexual Offences: Other	1	1	0	-1	-100.0%
	Sexual Offences: Rape	0	0	1	1	
	Theft: All Other Theft	22	36	12	-24	-66.7%
	Theft: Bicycle Theft	7	5	1	-4	-80.0%
	Theft: Shoplifting	3	1	3	2	200.0%
	Vehicle Offences	8	8	6	-2	-25.0%
	Violence: Violence With Injury	8	8	6	-2	-25.0%
	Violence: Violence Without Injury	3	10	16	6	60.0%
Crimes Against Society	Drugs: Possession Of Drugs	3	3	2	-1	-33.3%
	Misc Crimes Against Society	0	0	1	1	
	Possession Of Weapons	0	2	1	-1	-50.0%
	Public Order Offences	3	5	3	-2	-40.0%
		6	10	7	-3	-30.0%
Total		92	97	79	-18	-18.6%

Incident reported 01/01/2018-29/01/2018:

01/01- Suspect Circumstances – Male walking in the middle of the road shouting to himself – Scalby

01/01 – Violence – Employer and employee altercation – Throxenby

02/01 – Burglary – Theft from the above mentioned employer – Throxenby

02/01 – Road Related – Possible abandoned vehicle – Scalby

03/01 – Highway Disruption – Tree in the road – Hackness Road

03/01 – Drugs – Possession of cannabis – Throxenby

04/01 – Attempt Burglary – Male trying door handles – Scalby Road

13/01 – ASB – Road related incident relating to tail gating – Scalby

15/01 – Violence – Concerns regarding males behaviour – Scalby

20/01 – Animals / Wildlife – Hounds loose on land – Scalby (2 x further reports made)

21/01 – RTC – Cars collide after skidding on ice

25/01 – Report of a car being driven on the road with no Tax or MOT – Scalby

25/01 – Abandoned vehicle on private land – Scalby

26/01 - Door to door salesmen – Scalby

NYP TIMES

News Stories

Local Events

Can You Help

Register with our Community Messenger Service where you can receive the latest crime notifications, community news and crime and police appeals for your neighbourhood. Visit www.nycm.co.uk. Registering is safe, secure and easy

Contact Us



**@NYP_ScarboroughSNA – Local
Twitter**
@NYorksPolice – Force Twitter
@NYP_FileySNA – Rural Team



Find us on Facebook and give our page a
like for updates.
Local Facebook Page
North Yorkshire Police – Force Page

Your Local Team Newby Team –

PC Ryan Lyth 277
PCSO 5627 Gill Kitson
PCSO 3684 Jamie Broadbent

Your Rural Team are:

PC Graham Bilton 595
PCSO Lockey 5208

Useful Contact Numbers

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

TO: All Councillors

DATE: 6th February 2018

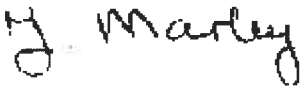
SUBJECT: Update on highway, footpath & other matters since 10/1/18

1. Items raised at previous council meetings:-

1. Burst water main on Hay Lane - finally repaired week beginning 29/1/18.

2. New items

1. Bus service to High Mill Estate - service number 3 run by Scarborough & District Travel is to commence running to High Mill estate on 16th April 2018. It will operate ½hourly Monday to Saturday and hourly on Sunday. Service is funded by developer contribution.
2. Telephone out of order at council office 19/1/18 to 1/2/18 due a cable fault affecting a number of customers
3. Potholes at various locations reported by Clerk or Chairman.



Jools Marley (CiLCA)
Clerk to the Parish Council

REPORT

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

TO: All Councillors

DATE: 5 February 2018

SUBJECT: Christmas lights, Scalby village and Newlands.

The Parish Council has Christmas lights at various locations and of varying ages. The oldest are the ones in the sycamore tree adjacent the memorial trough in Scalby High Street and date back to 1997. It is unrealistic to expect lights to have a working life in excess of 10 years when they are permanently in trees, hence a programme of light replacement was started in 2015.

Scalby

The lights in the sycamore adjacent the memorial trough in Scalby High Street were installed prior to 1999 (probably in 1997). This is a fully mature and very imposing tree directly opposite the church and when lit forms a focal point. Quite a few of the lights no longer work and in view of their age it is advisable to replace them.

The firm who supplied and erected the lights on the tree at Stony Lane corner [LITE] has done a site survey and quoted £4,580 to remove the existing lights and supply & fix 300 large globe lights.

Newlands

Lights at either end of the Newlands parade of shops were installed just over 10 years ago. Members will recall that the lights in the Christmas Tree which SBC puts up annually had to be replaced in autumn 2017. The new lights received several compliments.

However only some 50% of the fixed lights in the tree at the Cross Lane end of the parade were lit. These lights therefore need replacing. The firm who supplied and erected the lights on the tree at Stony Lane corner has done a site survey and quoted £1,955 to remove the existing lights and supply & fix 150 small globe lights.

General

If both the above sets of lights are replaced, only one set of lights remains over 3 years old - those at the Rosette corner, which were purchased in 2003. Investigations are ongoing as to who owns the trees in which the lights are hung.

The cost of replacing Christmas lights should be viewed over their projected life, not as a one-off cost. Earmarked reserves of £5,000 are held and the balance can be funded from general reserves .

RECOMMENDATIONS:-

1. Council accepts the above quotes and replaces both sets of lights within the next nine months.

J Marley

Jools Marley CiLCA
Responsible Financial Officer

INTERNAL AUDIT REPORT**2017/18 FINANCIAL YEAR****October to December CASH BOOK & BANK STATEMENT FOR SCHEDULES 7-9****AND October to December ACCOUNTS, SCHEDULES 7-9****AUDIT CARRIED OUT ON 15th January 2018****1 PETTY CASH** (Schedule 11 physical count as on day of audit).

- ☒ Petty Cash was accurately recorded.
- ☐ Petty Cash was inaccurate. See section 7 overleaf.

2 CASH BOOK & BANK STATEMENTS

- ☒ I am satisfied that the records are complete and accurate.
- ☐ I am not satisfied that the records are complete and accurate. See section 7 overleaf.
- ☒ The records are balanced and reconciled.
- ☐ The records are not balanced and reconciled. See section 6 overleaf.

3 INCOME RECORD ON P.C.

- ☒ The record is accurate and reconciled.
- ☐ The record is not accurate and reconciled. See section 7 overleaf.

4 EXPENDITURE ON P.C.

- ☒ The record is accurate and reconciled.
- ☐ The record is not accurate and reconciled. See section 7 overleaf.

5 VAT RECORD ON PC AND I & E FILES

- ☒ The record is accurate and refund claims have been made on a timely basis.
- ☐ The record is not accurate and/or refund claims have not been made on a timely basis. See section 7 overleaf.

6 PAYE RECORDS

- ☒ The Inland Revenue P11 deductions working sheet has been completed correctly and the figures accord with the schedule of payments and the payslip booklet.
- ☐ The Inland Revenue P11 deductions working sheet has not been completed correctly and the figures do not accord with the schedule of payments and the payslip booklet. See Comments Section 7.

7 COMMENTS/EXPLANATIONS:

Signed

R.A. Carr

Internal Auditor

Date:

15-1-2018