



**Agenda for a meeting of Ingleby Arncliffe Parish Council to be held on;**

**Thursday, 31<sup>st</sup> January 2019 at the Village Hall - starting at 7:00pm**

The Council Members are hereby summoned to attend the meeting, any apologies in writing should be submitted to the Chair of the Council.

Parish residents and press representatives are welcome to attend the meeting

Min. No		Resp.
19/001	<b><u>To Receive Any Apologies for Absences by an Elected Member</u></b>	
19/002	<b><u>To Approve and Sign the Minutes of the 30<sup>th</sup> November 2018 meeting</u></b>	
19/003	<b><u>To Note Any Declarations of Business (or other) Interests by Elected Members</u></b>	
19/004	<b><u>Police Report</u></b> To receive the report.	
19/005	<b><u>Neighbourhood Watch Report</u></b> The receive the report.	
19/006	<b><u>Opportunity for Public Participation</u></b>	
	<b><u>Business Items brought forward:</u></b>	
16/008	<b><u>North Yorkshire Fire &amp; Rescue Service (F&amp;R)</u></b> Update	
16/010	<b><u>Neighbourhood Plan</u></b> To receive a report from the Chairman of the Steering Group.	GH
16/022	<b><u>Speeding in village in particular reference to Cross Lane</u></b> Community Speed watch	All
18/127	<b><u>Road Traffic Accident – A172/Ingleby Crossroads</u></b> Update	
18/149	<b><u>Footpath to Recreation Ground – dog fouling</u></b> Update	All
18/151	<b><u>Parish Council Elections May 2019 and Councillor Numbers</u></b> Update	PC
	<b><u>New Business Items</u></b>	
19/007	<b><u>YLCA Training Event – ‘Provision of routine playground inspection’</u></b> Consideration to be given for RE to attend	RE
19/008	<b><u>Councillors Code of Conduct</u></b> To consider for approval at March meeting – as attached	All
19/009	<b><u>Parish Clerk Hours</u></b> To discuss current arrangements	PC
19/010	<b><u>Parish Clerk Salary Review</u></b> To agree The National Joint Council for Local Government Services (NJC) new pay scales for 2019 – 2020 to be implemented from 1 April 2019 – as attached and CW email 07/12/18 refers	All
19/011	<b><u>Charity Donations</u></b> To and agree position on donations:	



	<ul style="list-style-type: none"> <li>• Citizens Advice</li> <li>• The Globe Library, Stokesley</li> <li>• Salvation Army</li> </ul> <p>– clarification whether these donations are part of the S137 of the Local Government Act – as attached</p>	All
19/012	<p><b><u>GDPR:</u></b></p> <p>a) <b><u>Security Incident Policy</u></b> To discuss and consider for approval at March meeting – as attached.</p> <p>b) <b><u>Social Media Policy</u></b> Update</p>	All
19/013	<p><b><u>Hedge along Cross Lane</u></b> To discuss</p>	CW
	<b><u>Planning Applications</u></b>	
19/014	<p><b><u>Planning Applications</u></b> 17/00513/ADV – Springfield Farm – Refused. 18/02189/TPO - 12 The Parklands – Granted. 18/02522/FUL – Ingleby House Farm – revised plans.</p>	
	<b><u>Correspondence and Meetings</u></b>	
19/015	<p><b><u>Report on Correspondence Received and Meetings attended by Councillors</u></b> – as attached.</p>	
	<b><u>Finance</u></b>	
19/016	<p><b><u>Bank account reconciliation and review of expenditure</u></b> To receive the bank account reconciliation and review current expenditure.</p>	
19/017	<p><b><u>To approve payments of any of the accounts falling due</u></b> To receive details of any amounts incurred and those falling due for approval and payment.</p> <ul style="list-style-type: none"> <li>• C Walley – NP postage costs = £18.20</li> <li>• H Warhurst – Weebly website (2 yrs) = £129.00</li> </ul>	
19/018	<p><b><u>Amount of VAT to be recovered (or recovered) since the last meeting</u></b> To receive a report on any VAT recovered or to be recovered.</p>	
19/019	<p><b><u>VAT – new MTD Implications</u></b> To discuss</p>	All
19/020	<p><b><u>District Councillor’s Report</u></b> To receive a report on any matters relating to the Parish.</p>	
19/021	<p><b><u>County Councillor Report</u></b> To receive a report on any matters relating to the Parish.</p>	
19/022	<p><b><u>Closing Chair’s Remarks.</u></b></p>	CW
19/023	<p><b><u>Date of Next Meeting</u></b> 28 March 2019</p>	

Issued by: S Stephenson Parish Clerk, on behalf of Ingleby Arncliffe Parish Council



## Appendix A

### Members' Code of Conduct - DRAFT

#### For Members and Co-opted Members of Ingleby Arncliffe Parish Council

Ingleby Arncliffe Parish Council has adopted the following code dealing with the conduct that is expected of Members and co-opted members of the Authority ('Members') when they are acting in that capacity as required by section 27 of the Localism Act 2011 ('the Act').

The Code is intended to be consistent with the following seven principles and should be read in the light of those principles, namely Members will act with; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The Code is not intended to be an exhaustive list of all the obligations that are placed on Members. It is the responsibility of individual Members to comply with the provisions of the Code as well as such other legal obligations as may apply to them from time to time.

The Code applies whenever a person is acting in his/her capacity as a Member of the Council or co-opted Member in the conduct of the Council's business or acting as a representative of the Council.

When acting in your capacity as a Member:

- 1) You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend, a close associate, an employer or a business carried on by you.
- 2) You must not place yourself under a financial or other obligation to outside individuals or organisations that may influence you in the performance of your official duties.
- 3) You must not disclose any information given to you as a Member in breach of any confidence
- 4) You must not bring your office or your Authority into disrepute.
- 5) You must treat others with respect and promote equality by not discriminating unlawfully against any person.
- 6) You should respect the impartiality and integrity of the authority's statutory officers and its other employees.
- 7) When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits on merit.
- 8) You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
- 9) You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions.
- 10) You must declare any private interests, both disclosable pecuniary interests and any other registerable interests, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests.
- 11) You must ensure, when using or authorising the use by others of the resources of your authority, that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- 12) You must comply with any Standing Orders or Procedural Rules adopted by the Council.



## Appendix B



t: 020 7637 1865  
e: [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk)

w: [www.nalc.gov.uk](http://www.nalc.gov.uk)  
a: 109 Great Russell Street,  
London WC1B 3LD

7 DECEMBER 2018

### **EMPLOYMENT BRIEFING E02-18 | 2018-2019 NATIONAL SALARY AWARD**

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019.

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2019

Due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine on 1 April 2019 and the attachment translates the existing spinal column points and scale ranges used in the sector to the new scales.

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## Appendix C



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19 DECEMBER 2018

### **L11-18 | SECTION 137 EXPENDITURE: LIMIT FOR 2019-2020**

The Ministry of Housing, Communities and Local Government has confirmed that the appropriate sum for parish councils for the purposes of section 137(1)(a) of the Local Government Act 1972 ("the 1972 Act") for 2019-2020 is £8.12.

This is the amount that results from increasing the amount of 2018-2019 (£7.86) by the percentage increase in the retail index between September 2017 and September 2018, in accordance with Schedule 12B to the 1972 Act.

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## YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

ADVICE NOTE:	Number 5
SUBJECT:	Section 137 of the Local Government Act 1972

### SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972

Section 137 gives local councils the ability to incur expenditure where there is no other specific statutory power to do so. It can be used where the council feels the expenditure is in the interests of, and will bring direct benefit to, its area or any part of it, or all or some of its inhabitants.

It must not be used where expenditure could be incurred under any other power available to the council. The council must also consider whether the direct benefit is commensurate with the expenditure. It is for the council to decide if this test is met but it must consider the issue in its deliberations. A council which has qualified for and has resolved to use the General Power of Competence cannot use Section 137.

Subsection (3) of Section 137 allows local councils to contribute to any charitable body for its work in the United Kingdom, to any non profit making body which provides a public service to all, or a section of, the public within the UK and to any disaster appeal fund launched by the chairman of a principal local authority within the UK.

When deciding on expenditure under Section 137, the minute of the decision should state explicitly that it is Section 137 expenditure. A separate account of all Section 137 expenditure within the financial year should also be kept. The reason for this is that the total amount spent under Section 137 in 2018/2019 financial year must not exceed £7.86 multiplied by the number of electors in the parish on 1 April of the financial year in question. The amount per elector is fixed every year but is not index linked. YLCA will provide the yearly per elector amount via its newsletter when the change is implemented.

The Local Government and Housing Act 1989 Section 36 made two further changes relevant to Section 137. The first concerns financial assistance to voluntary bodies, charities and disaster appeal funds whether made under Section 137 or any other power. Where the total assistance to any of these purposes exceeds £2,000 in any one financial year the council must insist that the recipient provides a written report on the use of the assistance within 12 months. An annual report or set of accounts from which the use of the assistance can be seen is sufficient. The report must be deposited with the proper officer of the council (usually the clerk) and will therefore be open to public inspection.

The second extended the power of local councils to help voluntary organisations which provide people with advice and assistance. Local councils now have an unrestricted power to help voluntary organisations to provide information about individuals' rights and obligations and to provide certain assistance in asserting those rights or fulfilling those obligations. This covers grants to Citizens Advice Bureaux which no longer come under section 137.

Produced by Yorkshire Local Councils Associations, York House, Outgang Lane, Osbaldwick, York, YO19 5UP. Tel: 01904 436622.

E-mail: [admin@yorkshirelca.gov.uk](mailto:admin@yorkshirelca.gov.uk)

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## Appendix D

# Security Incident Policy - DRAFT

Date for Review: January 2020

### What is a breach?

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.

### Policy

This policy specifies the actions with respect to breaches of personal data.

Example - Personal data breaches can include:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and loss of availability of personal data

### Dealing with an incident

#### Reporting Point.

On discovery of an incident either as a result of automatic notification, accidental discovery, manual record checking or any other means, all personnel shall;

1. Report the incident to the reporting points:
  - The clerk of the council and the council chairman:
    - email: clerk@
    - email: chair@
2. The email report should be followed by a telephone call to the clerk or council chairman.
3. Should neither the clerk nor the chair be available the vice-chair of the council should be informed.
4. Should the vice-chair not be available all members should be notified via the broadcast email address all@

#### Reporting Point Responsibilities

All incidents must be recorded. The reporting point shall perform the following actions;

- Note the time, date and nature of incident together with a description and as much detail as appropriate on an Incident Response Form.
- Ensure the protection of any evidence and that a documented chain of evidence is maintained.
- Liaise with relevant authorities, individuals and the media where appropriate.
- Keep a note of all communications together with their date, time, who has been communicated with, and what the content and nature of communication was on the Incident Response Form.

### Incident Response Plan

1. Assess the risk to individuals as a result of a breach: The following must be considered:

- a. the categories and approximate number of individuals concerned, and;



- b. the categories and approximate number of personal data records concerned, and;
  - c. the likely consequences of the personal data breach, in particular consider if the impact results in a risk to the rights and freedoms of individuals.
  - d. To help assess the risks refer to the Information Commissioner Office (ICO) website:
    - i. <https://ico.org.uk/for-organisations/report-a-breach/>
    - ii. <https://ico.org.uk/for-organisations/guide-to-the-general-data-protectionregulation-gdpr/personal-data-breaches/>
2. If the incident is deemed to be a notifiable incident the following actions must be taken:
- a. Within 72 hours of becoming aware of the incident (even if not aware of all the details yet):
  - b. Call ICO: 0303 123 1113 – and provide the following information:
    - what has happened;
    - when and how the council found out about the breach;
    - the people (how many) that have been or may be affected by the breach;
    - what the council are doing as a result of the breach; and
    - who else has been told.
  - c. For reporting a breach outside normal working hours use the ICO Reporting Form:  
<https://ico.org.uk/for-organisations/report-a-breach/personal-data-breach/>
3. If the incident is deemed to result in a high risk to the right and freedoms of individuals:
- a. Within 48 hours the affected individuals must be informed by telephone, letter or email about the incident as there may be a need for them to take actions to mitigate immediate risk of damage to them.
  - b. The individuals must be told in clear and plain language:
    - i. the nature of the personal data breach and;
    - ii. A description of the likely consequences of the personal data breach; and
    - iii. A description of the measures taken, or proposed to be taken, to deal with the personal data breach and including, where appropriate, of the measures taken to mitigate any possible adverse effects, and;
    - iv. The name and contact details of the clerk and chairman from where more information can be obtained;
4. If the incident is not deemed to be notifiable:
- a. Update the Incident Response Form along with the outcome of the risk assessment.
  - b. Include the steps and evidence used to identify and classify the risk. Include reasons why the incident is not deemed to result in a risk to the rights and freedoms of individuals.
5. Incident Review: The council clerk and chairman will ensure that the incident is reviewed at the next appropriate Council meeting under the Policy and Security section of the agenda.
- a. The Council will consider whether discussion of the incident warrants exclusion of the press and public from the meeting during that discussion.
  - b. At that meeting the council should determine if there are any further actions that need to be assigned or completed as a result of the incident.
  - c. The council may decide to refer further actions and to a committee, working group or external parties.
  - d. It should be noted that this final stage of the incident may require a review of this policy document.

Policy Review: This policy will be reviewed annually or at any other time the council requires.





## **Appendix E**

### Meeting invitations:

01/02/19 – Invitation to the Chairman to the Licensing and Installation of The Reverend Dianne Gamble as Priest-in-Charge of the Benefices of Osmotherley with Harlsey and Ingleby Arncliffe; Cowesby; Felixkirk with Boltby; Kirkby Knowle; Leake with Over and Nether Silton and Kepwick

20/02/19 – YLCA Hambleton Branch Meeting, Galtres Centre, Easingwold.

### Correspondence received:

Various correspondence received from YLCA, NHS, NYCC and HDC circulated as considered necessary to the Council, or on financial matters to the Chair.

<b>Parish of Ingleby Arncliffe Income and Expenditure</b>						
<b>Actual and Projected Income and Expenditure for 2018/19</b>						
Budget for 2018/2019		Actual Todate for 2018/19	Projected for 2018/19	Actual for 2017/18	Actual for 2016/17	Actual for 2015/16
	<b>income:</b>					
£ 5,500.00	Precept	£ 5,500.00	£ 5,500.00	£ 5,900.00	£ 5,900.00	£ 5,800.00
£ 30.00	Bank Interest	£ 75.87	£ 95.00	£ 37.82	£ 40.32	£ 35.94
£ -	Website	£ -	£ -	£ -	£ -	£ -
£ 600.00	Ingleby Village Recreation Area	£ 449.00	£ 449.00	£ 1,690.90	£ 449.58	£ 1,224.67
£ -	Time to Remember Donations & N.Y.C.C Grant	£ 1,585.00	£ 1,585.00			
£ -	Other Receipts	£ 83.77	£ 364.54	£ 457.89		
£ -	Grant Income	£ 7,750.00	£ 7,750.00	£ -	£ 1,664.67	£ 25.00
£ 6,130.00	<b>Total Income</b>	£ 15,443.64	£ 15,743.54	£ 8,086.61	£ 8,054.57	£ 7,085.61
	<b>Expenditure:</b>					
£ 1,200.00	Clerk's Salary	£ 1,494.18	£ 1,494.18	£ 1,334.13	£ 547.11	£ 1,263.24
£ 450.00	Insurance	£ 325.79	£ 325.79	£ 361.98	£ 353.90	£ 342.59
£ -	Audit Fees & Expenses	£ -	£ -	£ -	£ -	£ -
£ 125.00	YCLA Fee	£ 126.00	£ 126.00	£ 124.00	£ 121.00	£ 115.00
£ 35.00	Rural Action Yorkshire Membership	£ -	£ -	£ 35.00	£ 35.00	£ -
£ 250.00	Use of Village Hall: Donation	£ -	£ 250.00	£ 250.00	£ 250.00	£ 250.00
£ 150.00	Web Site	£ 50.37	£ 179.37	£ 8.39	£ 37.17	£ 5.99
£ 35.00	Information Comm. Registration	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00
£ 135.00	Newsletter	£ 81.00	£ 125.00	£ 170.00	£ 135.00	£ 94.00
£ 2,700.00	Grass Cutting	£ 1,628.00	£ 1,628.00	£ 2,312.00	£ 2,344.00	£ 2,192.00
£ 150.00	Grit Bins	£ 150.00	£ 150.00	£ 180.00	£ 180.00	£ 150.00
£ 300.00	Other Winter Provision	£ -	£ 300.00	£ -	£ -	£ -
£ 300.00	Councillor Training Fees	£ -	£ 100.00	£ 85.22	£ -	£ -
£ 25.00	Poppy Wreath	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00
£ 100.00	Christmas Tree	£ 90.00	£ 90.00	£ 85.00	£ 98.00	£ 37.00
£ 100.00	IVRA Rent	£ -	£ 100.00	£ 100.00	£ 100.00	£ 100.00
£ 400.00	IVRA Inspection & Maintenance	£ 1,169.02	£ 1,169.00	£ 243.70	£ -	£ 36.00
	IVRA Sports Day	£ -	£ -	£ 419.26		
£ 100.00	Election Costs	£ -	£ -	£ -	£ -	£ 150.00
£ 200.00	Donations Made	£ -	£ 350.00	£ 135.00	£ 268.00	£ 67.45
	Time to Remember Expenditure & Donation	£ 1,431.71	£ 1,585.00	£ -	£ -	£ -
	Debrib. Costs	£ 416.00	£ 416.00	£ -	£ -	£ -
£ 300.00	Other Expenditure	£ 62.00	£ 100.00	£ 456.21	£ 1,538.24	£ 271.16
	Neighbourhood Plan	£ 167.09	£ 7,917.00	£ 66.50		
£ 7,055.00	<b>Total Expenditure</b>	£ 7,251.16	£ 16,465.34	£ 6,426.39	£ 6,067.42	£ 5,134.43
-£ 925.00	<b>Surplus or Shortfall (-)</b>	£ 8,192.48	-£ 721.80	£ 1,660.22	£ 1,987.15	£ 1,951.18
	<b>Closing Balances (Cash Book Figures)</b>					
	Current Account	£ 465.90		£ 282.60	£ 21.23	£ 1,641.70
	Deposit Account	£ 19,881.67		£ 12,237.03	£ 10,838.18	£ 7,230.56
		£ 20,347.57		£ 12,519.63	£ 10,859.41	£ 8,872.26
<b>Notes:</b>						
Cash balances include £1,063.49 Defibrillator Fund, £471.59 Balance of Transparency Code Grant						
Cash balances also include £7,750 of NDP grant funds leaving cash taking off uncleared cheques & expense claims gives £11,558.39p						
	<b>Bank Reconciliation as at</b>	<u>24/01/2019</u>				
	Deposit as per the Bank	£ 19,881.67				
	Current as per the Bank	£ 512.79				
			£ 20,394.46			
	<b>Unpresented Cheques and Expense Claims</b>					
	Chq 232 G Hunter - wine	-£ 28.69				
	Expense Claim C. Walley Postage	-£ 18.20				
			-£ 46.89			
	<b>Cash Book Balance as at</b>		£ 20,347.57	ok		
	<b>Vat unrecovered</b>		£ 364.54	(Claim made 17/01/19 - not as yet paid)		