

# TOPCLIFFE PARISH COUNCIL

Minutes of the parish council meeting held on Monday March 21st 2011 in the village hall

Councillors present G. Key (Chair,) D. Bowman (Vice-chair), A. Jameson-Allen, Cllr Huxtable, 1 parishioner  
Apologies M. Bowen, J Heidstrom

**11/022** No apologies received.

**11/023** It was resolved that the minutes of the meeting held on Monday February 21st, 2011 be accepted as true record and be signed by the Chair. Proposed by AJA, seconded by DB

**11/024** Declarations of interest: None

**11/025 MATTERS ARISING FROM MINUTES AND OPPORTUNITY FOR PUBLIC QUESTIONS**

- i) Cllr Key reported that Asenby parish council (APC) have an ongoing issue with a parishioner who has closed a public footpath. GK has sent a letter to APC from Topcliffe parish council expressing the council's support for APC's endeavours to have the footpath reopened. Cllr Huxtable advised that APC should keep Cllr Paul Richardson fully informed as not only is he responsible for that area but has a particular interest in footpaths. **Action IP**

**11/026 ITEMS FROM PREVIOUS MEETINGS**

- i) Tickets for fishing at the Sheepwash to be produced by GK once printer functioning. **Action GK**

**11/027 PLANNING - none**

**11/028 PLAYING FIELD SUB-COMMITTEE**

- i) DB reported that he had received the bill from Yorkshire Water and that it is still in credit. He is to speak to Louise Bumby to establish what it covers. **Action DB**  
ii) JH is still chasing Treescape regarding the large oak tree at the playing field but has received no response to date. GK will contact Land Registry to establish ownership. **Action JH/GK**

**11/029 OPEN SPACES MAINTENANCE**

- i) Off road parking on Long Street has resulted in large areas of grass on the verges being destroyed. GK has asked Simon Mosley to produce some polite notices requesting that people do not park on the grass. **Action GK**  
ii) The trees need to be replaced along Long Street. GK will seek a quote. **Action GK**  
iii) The grass cutting contract needs to be renewed. The council has sought a quote from NYCC. This has not yet been received but will be accepted by the council as long as only a moderate increase on 2010. IP to chase and confirm acceptance. **Action IP**

**11/030 FINANCES, CHEQUES AND COUNCIL ADMINISTRATION**

- i) Community account statement - £2,574.14  
ii) Business reserve statement - £4,701.95  
iii) HMRC have issued guidance informing parish councils that they can no longer treat clerks as self employed for the purposes of PAYE or NIC. IP reported that her income from Asenby and Topcliffe parish councils fell short of both her PAYE personal allowance and the Lower Earnings Level (LEL) for NIC as long as she was paid monthly. She would therefore write to HMRC requesting that the council be exempted from registering as an employer. This should be regularly reviewed as circumstances change and would be added to the risk register. GK to speak to HDC to double check understanding. **Action IP/GK**  
iv) IP reported that a further £22.50 had been received from the Topcliffe Book, £90 in total this financial year.  
v) Nomination papers for the parish council elections were distributed. IP to pass one to MB. **Action IP**  
vi) Cheque for £370.80 payable to Isobel Peters (£348 salary + £22.80). Proposed DB seconded AJA.  
vii) IP reported that a cheque book had gone missing and that she had stopped it incurring a bank charge of £12.50.

**11/031 CORRESPONDENCE**

- i) The Parish Charter was discussed. No action points.

Next meeting:18th April 2011 at 7pm in village hall

