

Minutes of the meeting of the Ryedale Branch of Yorkshire Local Councils Associations held at Ryedale District Council, Ryedale House, Malton on Tuesday, 4 February 2020 at 7.00pm.

PRESENT

Cllr H Pettiford (Vice Chairman)	Hutton le Hole Parish Council
Cllr I Craven	Flaxton Parish Council
Ms V Ellis	Helmsley Town Council
Cllr V Arnold	Helmsley Town Council
Cllr C Pickles	Gilling East Parish Council
Cllr J Wane	Luttons Parish Council
Cllr P Emberley	Malton Town Council
Cllr G Lake	Malton Town Council
Cllr S Butler	Rillington Parish Council
Cllr J Bates	Scagglethorpe Parish Council
Mr D Sonley	Scagglethorpe Parish Council
Cllr P Marwood	Settrington Parish Council
Ms S Lathwood	Sherburn Parish Council
Cllr B Winning	Terrington Parish Council
Cllr A Jeffels	Willerby Parish Council
Mr L Thompson	Whitwell with Crambe Parish Council
Cllr A Jeffels	Willerby Parish Council

IN ATTENDANCE

Sheena Spence	Chief Officer, YLCA
Faye Snowden	Ryedale District Council

APOLOGIES

Ms S Brown (Chairman)	Harome Parish Council
Ms L Myers	Allerston & Wilton Parish Council
Cllr N Ballard	Amotherby Parish Council
Representatives	Broughton Parish Meeting
Cllr P Andrews	Malton Town Council
Mrs G Cook	Malton Town Council

1/20 **MINUTES**

RESOLVED

That the minutes of the meeting held on 9 October 2019 be confirmed as a true and accurate record of the meeting.

2/20 **MATTERS ARISING**

Malton and Norton Partnership

The Chief Officer reported that she had written to Matthew Lishman at Ryedale District Council to find out whether this group was still active. Matthew had confirmed that it was operational but that no meetings had been held of late. However, Cllr Emberley reported that it was likely that there would be need for the group to meet in the not too distant future. No one present at the meeting volunteered to represent the hinterland parishes on the Partnership.

RESOLVED

That the Associations would write to the parishes surrounding Malton and Norton to ask if there is a volunteer willing to do this representation.

Cost of Royal Garden Party tickets

The Chief Officer reported that she had written to the National Association of Local Councils to ask whether RGP tickets were purchased by NALC. The response was read which advised that they are not purchased; they are allocated by the Lord Chamberlain's Office.

Cold Callers template

The Chief Officer apologised that this had not been circulated and undertook to complete the work within the next few days to be sent to all councils in the Ryedale area.

Grievance and Disciplinary Procedures

The Chief Officer reminded the meeting that revised procedures had now been issued by the legal department of the National Association of Local Councils and that all councils should be adopting grievance and disciplinary policies. Members were reminded that NALC Legal Topic Note 22 which

contains template policies and has recently been updated is available and that councillors should expect to see the matter of update on the council agenda.

3/20 **JOINT EXECUTIVE BOARD**

Report from Joint Executive Board representatives

Cllr V Arnold undertook to give a verbal report at the next meeting but referred members to the circulated minutes of the Executive meetings.

RESOLVED

That the minutes of the meeting of the Joint Executive Board held 13 July 2019 be received and the draft minutes of the annual meeting of the Joint Executive Board held 19 October 2019 be noted.

4/20 **WORK OF THE YLCA AND NATIONAL ASSOCIATION OF LOCAL COUNCILS**

The Chief Officer gave a report on recent work and focused particularly on upcoming events, including training via webinar and spring conference on 28 March. Few people present had accessed the webinar training and the Chief Officer encouraged them to do so and she explored with them why they had not done so. It was clear from the discussion that many people had not seen White Rose Update as it was not being circulated to them and neither had they had YLCA e-mails from the clerk regarding the webinar dates and topics. It was suggested that running webinars on a Saturday might be useful and the Chief Officer undertook to consider that with other YLCA staff.

5/20 **BRANCH BUSINESS**

Report from the Howardian Hills AONB

Councillor C Pickles read a detailed report on the work of the AONB, most of which is done by volunteers. Cllr Pickles was thanked for his representation of the parishes at the meetings and for his comprehensive report.

Preference for White Rose Update monthly or weekly

RESOLVED

That the Branch prefers the White Rose to be produced and distributed monthly

Encouraging non-members in the Craven district to join the Associations

The Chief Officer explained that the Joint Executive Board had asked for this matter to be included on the agenda of all of the twelve Branch meetings in the current round. A list of councils not in membership from the Ryedale District was distributed to the meeting, although it was noted that there were only a handful and the majority of these were very small authorities. Faye Snowden invited YLCA to attend the next parish liaison meeting run by Ryedale District Council to discuss membership and training.

RESOLVED

That where possible, representative would encourage councillors from non-member councils where known, to speak to the Chief Officer about membership and to also attend the next meeting of the Branch in June 2020.

To consider Branch resolutions to the YLCA Joint Annual Meeting 18 July 2020

RESOLVED

That no resolutions be submitted.

The appointment of a Vice-President(s) of the YLCA

The Chief Officer went through the 'job description' that had been set by the Joint Executive Board. There were no immediate suggestions of potential Vice-Presidents, but the officer was asked to include the matter in the White Rose Update newsletter.

6/20 **CURRENT ISSUES FOR THE LOCAL COUNCIL SECTOR**

National Joint Council salary scales

The Chief Officer reported that a number of councils had enquired whether revised salary scales were available, as the current recommendations are up to 31 March 2020. Members were informed that to date there was no update from the National Joint Council.

Issue of the statement of particulars to employees and workers

Ahead of formal advice being issued by the Associations, the Chief Officer reported that from 1 April there was a change in the timing for giving an employee their contract of employment for signature. This would change from 8 weeks to the first day of employment from 1 April 2020.

A reminder to councils to review their data audits and privacy notices under GDPR

The Chief Officer reminded councils that the GDPR had been in force for almost two years and that they must not forget to review the data audits that they did in 2018 and to also review their privacy notices for accuracy.

7/20 OPEN FORUM FOR LOCAL ISSUES

Staxton Parish Council

Councillor Jeffels asked a question about the employment status of a parish lengthsman. The council was encouraged to contact YLCA for tailored advice.

Data Protection Act 2018

A question was asked about the payment of the annual Data Protection Fee by data controllers.

RESOLVED

That the Chief Officer circulate advice to all councils via White Rose Update.

Changes of clerk

Faye Snowden reminded councils that they need to notify Ryedale District Council of changes to clerkships. It was also mentioned that it was important to let North Yorkshire County Council and YLCA know as well.

Campaign by Healthwatch North Yorkshire

Councillor Wane reported that Healthwatch is current undertaking a study into rural isolation. He encouraged those present to contribute to the study and make others aware that it is taking place.

RESOLVED

That details of the Healthwatch study are included in the White Rose Update newsletter.

YLCA Facebook Page

A question was raised as to why YLCA did not have a Facebook page, which could be a closed paged to enable the Associations to moderate it effectively. The Chief Officer advised that this proposal had been put to the Joint Executive Board in 2019 but had not received support.

RESOLVED

That the Branch commends the creation of a Facebook page for YLCA to enable more councillors to access information from the Associations, particularly where information is not being passed on by the clerk.

Sustainability of rural villages

Councillor Pickles raised concerns, particularly around services such as transport and housing. He reported that the Rural Community Charter Group is currently undertaking a consultation of some Ryedale parishes to ascertain the transport needs of local people. The issue of affordable housing and security of their availability for local people was also discussed and it was noted that the parish council needed to negotiate with the housing association that is developing the dwellings to ensure that a clause is applied to the scheme that in the first instance, it will be local people (as defined in the scheme), that have first refusal of the properties.

The Wesley Centre, Malton

Councillor Emberley reported that the Centre was going from strength to strength and is now providing a much needed facility for local groups to reach people. Ryedale Free Fridge is working from the Centre and it is hoped that a similar scheme will be open in in Norton shortly. Norton Housing is using the Centre for drop in sessions, Malton Town Council has a joint surgery with the Police and the Ryedale Community Teams and the Fire Service are also using the facility.

8/20 **TO AGREE A SPEAKER IF REQUIRED**

RESOLVED

That the Branch will not have a speaker; the Chief Officer will run a mini training session by way of a quiz which people enjoyed and learned from the last time that it was done at the Branch.

9/20 **DATE OF NEXT MEETING**

RESOLVED

That the next meeting be held on Tuesday, 3 June 2020 at Ryedale House.

There being no other business, the Chairman thanked those present for their attendance.

Chairman:

Date:

DRAFT