

MARSKE AND NEW FOREST PARISH COUNCIL

Clerk to the Council – MRS Charlotte Smith

Email: clerk@marskeandnf-pc.org.uk

MEETING OF THE FULL COUNCIL SUMMONS

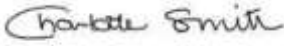
Thursday 11th September 2025

To Members of the Parish Council,

You hereby **SUMMONED** to attend the meeting of Marske & New Forest Parish Council that will be held at 7pm on Thursday 11th September 2025, in St Edmunds Church, Marske.

Your presence is summoned for transacting the business outlined in the Agenda below.

The meeting is open to the press and public unless the Council do otherwise RESOLVE to enter a closed session where members of the public and press are excluded. Please note members of the public are invited to address the Council at this meeting at 7pm.

Signed: 

Parish Council Clerk

Date: 7.9.2025

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AGENDA

- 25.65 Public representations-** The public are invited to may make comments on the business outlined in the Agenda. *The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed **10 minutes** unless directed by the chairman of the meeting.*
- 25.66 Apologies-** To receive apologies for absence and consider approving reasons given.
- 25.67 Declaration of interest-** To receive any Declaration of Interest under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests of Interest.
- 25.68 Minutes-** To confirm the Minutes of meeting held on the Thursday 12th June 2025 as a true and accurate record.
- 25.69 Reports**
- a. Dales Police Report (appendix).
 - b. Updates from Councillors.
- 25.70 Councillor Vacancy-** The Council have a current vacancy, for more information please contact the Parish Clerk.
- 25.71 Conservation Area Appraisal –** Update.
- 25.72 Coast to Coast path-** Update.
- 25.73 Housing needs survey-** Update.
- 25.74 Training**
- a. **Councillor guides-** Update on the most recent publications and the costs to obtain hard copies.
 - b. **Defibrillator-** To receive an update on the contribution received and training costs.
 - c. **YLCA-** To note the current training schedule.
- 25.75 Waste bins-** Update and take appropriate action on the replacement or relocation of waste bins within the Parish.
- 25.76 Email and website-** To consider the new guidance on the Annual Governance and Accountability Assertion 10- council emails and IT.
- 25.77 Highways-** Update on speeding monitoring.
- 25.78 Insurance renewal-** To discuss and take decision on the renewal quotation received.

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25.79 Planning

[ZD25/00442/LBC | Listed Building Consent for proposed work to remove and replace render to North wall, replace existing rainwater goods \(which are insufficient for the volume of rainwater from the roof\) with more capacious rainwater goods and re-laying of up to 20 stone roof slates and replacement of up to 5 damaged slates with reclaimed slates | St Edmund's Church Church Road Marske Richmond North Yorkshire DL11 7NA](#)

25.80 FINANCE

- a. **Budget-** To note any additional projects or items you may wish to include in the next year's budget.
- b. **Audit-** Appoint an internal auditor for 2025-26
- c. **Bank Reconciliation-** To approve the reconciliation Statement dated 31st August 2025.
- d. **Bank Balance-** To note the bank balance of **£7,778.15**.
- e. **Local Government services pay agreement 2025/26-** To note the NJC Payscale agreement.
- f. **Payment Schedule-** To note payments and receipts made since last meeting
- g. **Payments for authorisation-** To consider approval of any items awaiting payment.

25.81 Exchange of information & items for the next Agenda.

25.82 Next meeting date- 4th December 2025.

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Appendix

Monthly Police Report – 7th July – 7th Aug 2025.

We do not report crimes whereby victims could be identified, for example Domestic Violence or Harassment although they are included in the totals below.

Leyburn Police Station covers the areas of Arkengarthdale. Swaledale, from Hudswell up to the county border. Wensleydale from the Hambleton to Cumbria borders, Coverdale and Bishopdale.

Incidents of note;

Overnight 8th July a vehicle was stolen from the Hawes area. On 15th July following a pursuit of the stolen vehicle now on false plates, during which the police vehicle was rammed 2x males were arrested for a number of other offences. Reported 17 July Theft of clothing to the value of £75 from a shop in Leyburn. Reported 6th August, residential premises in Middleham entered via an insecure door, a handbag containing various credit/Debit cards and an Apple mobile phone were stolen.

26 - Concern for safety.

12 - Road Related Offences.(manner of driving/vehicles without tax or insurance and possible OPL).

4 - Theft.

15 - Road Traffic Collision (minor).

2 - RTC (serious).

5 - Anti Social Behaviour (personal).

2 – ASB (nuisance).

9 – Highway Disruptions (Floods/Trees/Animals).

17 – Suspicious Circumstances (Door to Door sellers/Vehicles parked,etc).

23 – Abandoned Calls (Misdial /Pocket dials).

11 – Violence.

2 – Civil Dispute.

1 – Hoax Emergency Services call.

1 – Lost/Found.

1 – Stalking/Harassment.

1 – Vehicle Interference.

1 – Missing person.

1 – Crime/Drugs.

In total 177 calls were received reporting either the above or making general enquiries.

North Yorkshire Community Messaging is a free email messaging service from North Yorkshire Police and the office of the Police, Fire and Crime Commissioner providing news and updates on policing matters relevant to you and your local community you can sign up to North Yorkshire Community messaging by visiting the NYP site or if you wish contact me, Donald.watson@northyorkshire.police.uk providing your First Name, Last Name, House number/Name, Postcode, Mobile number and email address and I will sign you up.

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The Neighbourhood Team will continue attending Town/Parish meetings and Community drop ins/events duties permitting.

PCSO 5232 Don Watson. PC 355 Heather Campbell. PCSO 5550 Tracie Taylor-Page

Signpost restoration- update

The pattern for the new finger has been made and has been with the foundry for a couple of weeks now so it should not be long before it is cast.

All the other components have been blast cleaned, primed and painted white s just need the letters, numerals and frames painted black.

Once I have the new finger casting, maybe in a couple of weeks, it will take me another week or so to get it painted and then I'll be down to Marske to finish things off.

Planning update- Telfit decision notice still delayed

Dear Charlotte

We are currently awaiting the Unilateral Undertaking to secure the passing places, I have chased agent and they know its urgent that we get the UU so that we can issue decision notice.

Kind regards

Liam Timmins

Planning Officer Development Management (Richmond Office)

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NEW ASSERTION 10 IN THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR YEAR ENDED 31 MARCH 2026 – DIGITAL AND DATA COMPLIANCE

SHEENA SPENCE
CHIEF OFFICER
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Dear Clerk,

NEW ASSERTION 10 IN THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR YEAR
ENDED 31 MARCH 2026 – DIGITAL AND DATA COMPLIANCE

You might be thinking that we are getting ahead of ourselves by talking about the AGAR for financial year 2025-2026, but we need to do so because of a new provision that is being introduced. This will be in Section 1, the Annual Governance Statement and will be Assertion number 10 in the list concerning digital and data compliance.

Our notification below is fairly lengthy, but we feel that we need to explain the situation to those councils that do not have a council owned e-mail account so that they can adhere to the new provision and submit their 2026 year end AGAR with confidence.

In March 2025, the Smaller Authorities Proper Practices Panel produced the 2025-2026 Practitioner's Guide, which advises parish sector councils of the proper practices for the governance and accounts of smaller authorities. The guidance must be adhered to for a parish council or a parish meeting to receive an internal and external audit report without comment or qualification. In this context, the term 'smaller authorities' is any parish sector council where the higher of the authority's gross income for the year and its gross expenditure for the year does not exceed £6.5m. This definition covers all parishes in North, South and West Yorkshire as far as we know.

Page 46 of the Guide explains that all councils should use an authority owned e-mail account, which will include the council giving councillors an e-mail account to use for council business, which is owned by the council. The key reason given for this is that sensitive information is handled in a controlled environment with appropriate security measures (as set by the council). This aligns with GDPR principles. Use of personal e-mail addresses by the clerk and councillors does not provide control and security for the council.

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Council meeting papers/copy correspondence/information/guidance etc issued by the Clerk for councillors, will be sent to a councillor's council owned e-mail address. It is their responsibility to use this inbox for their council work, irrespective of how inconvenient this may seem to be.

In addition to this, the Practitioner's Guide says that all councils should have an IT policy (no matter what their size). If your council does not already have this policy, clerks are asked to include the adoption of it onto the next meeting agenda. The Practitioner's Guide includes a model template, which can be found at: [Template - Parish Council IT Policy - Google Docs](#)

Recently, YLCA sought advice from the external auditor PKF Littlejohn LLP as to the type of e-mail accounts that would meet the requirements of new Assertion 10. Advice has been received which informs us that the requirement of the Practitioners' Guide is for the smaller authority to have a generic e-mail account hosted on an authority owned domain. The external auditor has referred to page 14 of the Guide and said:

"To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 E-mail management - Every authority must have a generic e-mail account hosted on an authority owned domain, for

example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable)".

Section 5 guidance states:

"5.119. Consistency, trust and professionalism - it is best practice to use .gov.uk domains for smaller authorities' e-mails and websites (excluding parish meetings). This helps maintain a consistent and professional image for the authority and ensures all communications are easily identifiable as coming from the authority. This is increasingly important as cyber scams are on the rise. For support on setting up a gov.uk domain for your smaller authority you can follow the guidance on [moving your parish council to a .gov.uk domain](#)".

All smaller authorities (where the higher of the authority's gross income for the year and its gross expenditure for the year does not exceed £6.5m), are expected to comply with Assertion 10. YLCA also the external auditor of the outcome of an audit where the new Assertion 10 has not been met. The advice given is:

- If a council has not met the requirement it must declare a 'no' response
- For councils who declare themselves exempt, it is expected that their internal auditor will record the lack of compliance in the Annual Internal Audit Report section of the AGAR, which in turn will allow electors to be aware of the matter at the point of inspection of the accounts.

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- Councils that must have an external audit by PKF Littlejohn and have not complied with new Assertion 10 will find that the auditor will, following a 'no' response being given, need to raise an 'other matter' drawing public attention to this fact. If, however, the council wrongly responded 'Yes' and the external auditor found evidence of non-compliance, they would then need to raise an 'except for' (qualification) matter in their report, to highlight the fact that an incorrect response has been given.

Lack of compliance could elicit complaints to the external auditor from the public, which if taken up for investigation by PKF Littlejohn could be costly to a council.

We hope this is helpful and helps our member councils to consider their situation. If the Council has any questions about this process, please direct these to YLCA through the enquiry ticket system on our website, which all Clerks have access to. Thank you.

Yours sincerely,
Sheena.

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Pay Agreement 2025-26

SHEENA SPENCE

CHIEF OFFICER

YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Dear Chair/Clerk,

NATIONAL JOINT COUNCIL SALARY INCREASE FOR YEAR 1 APRIL 2025 TO 31 MARCH 2026

We are informed by the National Association of Local Councils that the employers organisations (such as the National Joint Council (NJC)) and the unions have now reached agreement on the rates of pay for local council employees that are engaged on NJC terms and conditions from 1 April 2025.

A percentage increase of 3.2% has been applied. Please see the attached NALC Advice Note which gives the 2024 rates and the new 2025 rates.

Councils now need to calculate the back pay for their employee(s) from 1 April 2025 and include this in their next pay run. Also, remember that if an employee has left the employ of the council after 1 April 2025, they will be owed backpay up to their leaving date.

As always, if any member council has a query about the uplift, please log an enquiry ticket in the usual way on the YLCA website. Note that we don't give advice to Clerks about their own pay; bespoke queries on an employee's pay will come to us from the Chair of the Council or a Chair of a staffing/personnel committee. Thank you.

Yours sincerely,

Sheena.

Payment Schedule

30/06/2025	MRS CE SMITH	SALARY JUNE BBP	-113.67
30/06/2025	MRS CE SMITH	HWA JUNE BBP	-26
24/06/2025	ACCOUNT-ANT YORKSH		-147.6
24/06/2025	YORKSHIRE LOCAL CO		-66
24/06/2025	MRS CE SMITH	EXPENSES- ICO REG BBP	-52
24/06/2025	MRS CE SMITH	SALARY MAY BBP	-115.29
24/06/2025	MRS CE SMITH	HWA APRIL + MAY BBP	-52
24/06/2025	MRS CE SMITH	SALARY APRIL BBP	-115.49