MINUTES OF THE PARISH COUNCIL MEETING HELD

**IN THE COMMUNITY 4 April 2016**

**PRESENT:** Chairman P. Weaire Cllr D. McGonnigal Cllr. C. Lis

Cllr. J. Emsley Cllr. T. Macaulay

Cllr. M. Howson

**In attendance:** Alison Hack, 2 police officers, 1 member of the public.

**This meeting was recorded under file PCApril16**

1. **APOLOGIES**: Cllrs. . S. Brown, J. Metcalfe, and J. Ward

1. **DECLARATIONS OF INTEREST** **–** Cllr. Weaire declared an interest in the library, Cllr. Howson in item8d) and Cllr. Lis in any matter relating to Community Centre staffing issues..
2. **To confirm the Minutes of the Parish Council Meeting held on 7 March 2015 and review matters arising**

**The Minutes** of the meeting of 7 March having been circulated were proposed by Cllr. Weaire, seconded by Cllr. Emsley and approved by the meeting as an accurate record and were duly signed by the Chairman.

1. **Parking in the Square –** The Chairman raised this matter and reported on the proposals from the Village Action Team to prevent obstructive parking, which was continuing to be an annoyance to local residents and an obstruction to the Friday market. It was proposed that bollards and staggered parking bays be introduced with a drop off point for coaches. The Chairman read out a proposed sign which will be placed on Dropbox for discussion at a later meeting.

**4. REPORTS**

**Police** – One of the police officers present reported on incidents for the past month. There were 62 reported incidents in the district, of which 7 were crimes, including 2 criminal damage theft of a trailer and an assault, for which an arrest had been made. There were also 5 damage only road traffic accidents. Discussion followed on this problems of parking in the village.

**5, ADJOURNMENT** **for questions/items for attention raised by members of the public or Councillors.**

1. **Craven Area Committee** – Cllr. Emsley reported that he attended the recent meeting and had asked several questions regarding the shortcomings of the local ambulance service. The Councillor felt the Parish Council should maintain focus on the ambulance service and respond to any future changes to the service.
2. **Pharmacy** – The Chairman commented on the letter from the NHS and the local MP in response to the recent letter objecting to proposed cuts to the service. After discussion it was agreed to send a letter regarding the problem of cross funding to the MP and the Chairman will send a draft to the Clerk.
3. **Post Office** – Cllr. Macaulay suggested and it was agreed that his contact in the Co-op should be invited to the next Parish Council meeting and he will forward the details to the Clerk.
4. **Allotments –** Cllr. Macaulay had contacted United Utilities to ascertain whether they would allow access to one of the Bull Land fields as he felt it was suitable for allotments.

**6. PLANNING**

**a)** C/45/433D Erection of stone storage shed

Twistleton Far Barn, Ingleton

**b)** C/45/149 E & F Construction of Double Garage and Erection of Shed and Variation of condition 7 of YD5/45/149B

to amend occupancy condition of bunkbarn

Gauber Farmhouse, Ingleton

c) 45/2016/167666 New Porch to West Elevation, Replacement Windows, Internal Re-Ordering and Replacement of Finishes.

Installation of New French Drain and Replacement Garage Doors.

Withens, Cold Cotes, Ingleton, Carnforth, LA2 8HZ

d) 45/2016/16759Single Storey Rear Extension

108 New Village, Ingleton, Carnforth, LA6 3DQ

e) 45/2016/16705 Single Storey Extension to Rear to Extend Kitchen and Form Garden Room

11 Green Meadow Close, Ingleton, Carnforth LA6 3FE

**There were no objections to the above applications**

f) 45/2016/16778 1 No Beech (T15 on Attached Plan) – 20% Crown thin and Crown Reduce

1 Greta Cottages, Bank Bottom, Ingleton, Carnforth, LA6 3EZ

**Members supported the above application**

**7. MATTERS ARISING – Items for discussion from Circulation Documents**

**a) Standing Orders** – to review – it was agreed that the Clerk should draft amendments as follows:

i) to allow payments of Community Centre staff wages online

ii) to keep an electronic record of all resolutions and decisions made at each Parish Council meeting

iii) to ensure that all correspondence should go through the Clerk unless otherwise authorised by a Parish Council meeting.

The draft document will then be circulated and put forward for acceptance at the next meeting. It was also agreed to review staff wages at the next Parish Council meeting.

1. **Complaint regarding untidy recycling bins.** It was agreed that the Clerk should write to CDC to report this, request fencing around the bins, and to query collection frequency.

**8. PARISH COUNCIL MAINTENANCE MATTERS**

1. **Park/Toilets –** The Clerk reported the WCs had been painted although there was an area under the urinal in the park toilets that needed attention. It was agreed to accept J. Morphet’s quotation of £120 plus VAT to strip back the plaster and tile this area, although the Clerk was also requested to query whether further waterproofing would be needed. The Clerk had clarified the quotation received from Howsons to install and electric hand drier and modify the existing handwashing units to the Community Centre car park toiletsand it was agreed to accept their quotation for the work for a total of £1231 plus VAT. The Clerk reported donations received were £345 although this represented two months. Cllr. Howson asked about progress on a donation box for the park toilets and it was confirmed that this work had been instructed.
2. **The Brow –** The Clerk had submitted planning application for reduction of the beech on the Brow and will obtain quotations for the work when permission has been granted.
3. **Highways** – The Chairman commented on the poor standard of work in patching the potholes in the area. The Clerk reported that a list of street signs needing attention had been forwarded to Highways. She queried the position regarding the green tourist signs and was informed there were proposals to modernise these from the Village Action Team. The Clerk was asked to report a reversed street sign on the Rake.
4. **Street Lighting** – The Clerk had received a request from a local resident to reduce the brightness of a street light near her property, and it was agreed the Clerk should contact Howsons to preferably replace the bulb or otherwise shade it. Another resident had suggested a street light near the Community Centre entrance be repainted and this was agreed by the meeting.
5. **Ingleton Community Centre** – Cllr. Lis reported that the theatre group had received £5000 funding towards the total cost of replacing the stage curtains (£7000). The Clerk informed members that the minimum wage was increasing from next month to £7.20 per hour which would affect one of the cleaners. The Chairman read to the meeting a letter from Ingleton in Bloom complaining about the litter on the football field and this was passed to C. Lis to take up with the IRCA.
6. **Cold Cotes/Chapel le Dale –** No report

**9. To receive information and where applicable decide further action on the undernoted ongoing issues**

**a) Pump Track** – Cllr. Lis reported on the recent meeting which included several bikers and parents of bikers and after consideration of five tenders a final design was chosen. The Councillor confirmed that £35k would be available from planning gain and the Parish Council had previously agreed to contribute £5000 towards the project. Cllr. Lis proposed, Cllr. Howson seconded and it was agreed to accept the tender from Clark and Kent for £39200 plus VAT and the Chairman duly signed the contract. Cllr. Lis confirmed a meeting will be arranged with the ICentre to discuss boundary fencing, and a site meeting will be schedules with the contractors. Cllr. Lis will also contact the quarry regarding the donation of subsoil material for the project.

**b) B4RN –** Cllr. Lis reported on recent progress, permission has been granted to cross the viaduct and there had been discussion on the connotationsof the different route options.

**10. REPORTS FROM AND QUESTIONS TO DISTRICT AND COUNTY COUNCILLORS**

Cllr. Lis reported there were to be District Council and Police Commissioner elections on 5 May. Cllr. Ireton reported on the recent Craven Area Committee meeting which had a presentation by the ambulance service. The Chairman asked the County Councillor whether recent publicity on the issue might affect the Extra Care Housing project to which Cllr. Ireton replied in the negative.

**11. CORRESPONDENCE**

Emails

9/3 NY Health and Wellbeing Newsletter

9/3 White Rose Update

9/3 Quarry Liaison Committee

9/3 Stories in Stone course

9/3 Library Survey

10/3 CDC Craven Area Committee Meeting 17 March

10/3 YLCA Local Government Act re Section 137

17/3 YLCA re Appeal right against planning decisions

17/3 NY Passenger Transport changes to bus services review

17/3 SLCC News Bulletin

17/3 NY Police Newsletter

18/3 NYCC Changes to Waste Recycling Centre

25/3 Stories in Stone Supporters Group

25/3 Stories in Stone Supporters Group amendments

25/3 CDC re works to Community Centre car park

Dropbox

Craven Area Committee Meeting 17 March

8/3 Response by Julian Smith MP to Pharmacy cuts

9/3 NALC Grievance Arrangements

9/3 New Version of Good Councillors Guide

11/3 Department of Health re Pharmacy policy

Library Business Plan and Volunteer Policy

30/1 Mrs. B. Morphet complaining re untidiness of recycling bins in CC Car Park - **it was agreed the Clerk should report this to CDC**

Flyer on Tour de Yorkshire

12. REPORTS

1. **Chairman** – No report
2. **Footpaths Committee** – No report
3. **Clerk**

**VAT** – the Clerk confirmed the refunds of VAT for the previous financial year should be forthcoming shortly.

**Community Centre** – Joint Management meeting on 19 April

**Defibrillators** – information sent to insurers, awaiting reply.

**Bank** – a letter has been received stating from July 2016 bank charges are to be made on the Unity Trust Bank current account. After discussion it was agreed not to change banks.

**Annual Parish Council and Annual Parish Meeting**. It was agreed the date for the former should be 9 May and the latter set for 6 June. Both meetings are to precede the normal Parish Council meeting and start at 6.30pm.

1. **Swimming Pool** – No report

### 13. FINANCE

**a) To authorise signing of orders of payment**

Cllr.M. Howson proposed and Cllr.Danskin seconded and it was agreed that the undernoted invoices be paid:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | 9 | dd | CC A/C | B4RN donation | 38.00 |
| 2 | 19 | dd | CDC | WC CC Rates | 2153.80 |
| 3 | 19 | dd | CDC | WC Park Rates | 2516.80 |
| 4 | 18 | dd | Yorkshire Water | Park WC | 98.98 |
| 5 | 13 | dd | Yorkshire Water | Drinking Fountain | 5.59 |
| 6 | 13 | dd | Yorkshire Water | CC car park WC | 234.73 |
| 7 | 2 | dd | A.M. Hack | Clerk's Telephone | 23.75 |
| 8 | 13 | dd | CC A/C | Room Hire | 302.00 |
| 9 | 1 | dd | A.M. Hack | Clerk's Salary | 638.35 |
| 10 | 13 | 115 | IRCA | Photocopying | 51.30 |
| 11 | 9 | 116 | P. Montgomery | B4RN donation | 71.75 |
| 12 | 13 | dd | A.M. Hack | Petty Cash Float | 25.00 |
| 13 | 7 | dd | Horton Ldscpg | Grasscutting | 588.00 |
| 14 | 13 | 117 | CDC | Planning Fee | 97.00 |
| 15 | 20 | Dd | MHG Bdg Ctrs | Cleaning WCs | 1302 |
| 16 | 23 | Dd | Eon | Street Light Supply | 408.26 |
| 17 | 6 | 118 | C. Tyrie | Painting WCs | 700.00 |

**Community Centre**

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| --- | --- | --- | --- | --- |
| 1 | 380 | T.J.Handley | PAT Test | 1374.00 |
| 2 | 381 | M. Rogerson | Windows | 40.00 |
| 3 | 382 | SSE | Supply | 54.03 |
| 4 | 383 | SSE | Gas Supply | 950.85 |
| 5 | 384 | SSE | ElecSupply | 1074 |
| 6 | 385 | HM Rev&Cust | PAYE.NIC | 1784.66 |
| 13 | dd | Talktalk | telephone | 38.24 |

Staff costs amounted to £2328.62

# 13. ANY QUESTIONS/ITEMS FOR DISCUSSION - None

The next Parish Council Meeting will be held on Monday 9 May 2016 at 7pm at the Community Centre.