MINUTES OF THE PARISH COUNCIL MEETING HELD

 **BY VIDEO CONFERENCE 7PM 6 April 2021**

**PRESENT:** Acting Chairman Cllr. J. Emsley

 Cllr. C. Lis OBE Cllr. J. L. Brown

 Cllr. S. Brash Cllr M. Howson Cllr. A. Weller Cllr. J. Mckenzie

**In attendance** 3 Members of the Public, Alison Hack, Parish Clerk

**This meeting was recorded under file PCTapesApril21**

1. **Apologies for Absence – Cllrs. McGonnigal, J. Metcalfe**
2. **To Note any Declarations of Interest** and to record, consider and grant members’ requests for Disclosable Pecuniary Interest dispensations (Section 31 Localism Act 2011) in connection with items on this Agenda.

Cllr. Lis declared an interest in matters relating to staffing issues at the Community Centre (item 7f), Cllr. Howson declared an interest in street lighting.

1. **To confirm the Minutes of the Parish Council Meeting held on 1 March 2021.** Cllr. Lis proposed, Cllr. Brown seconded and it was agreed to accept these Minutes as a true record.
2. **Police Report** – A police report on incidents in the area for the past month had been circulated to members prior to the meeting. Cllr. Lis commented on the Covid related incidents, the members asked the Clerk to confirm the frequency of police visits to the village centre.
3. **ADJOURNMENT for questions/items for attention raised by members of the public - None**

**6. PLANNING –**

**2921/22475/HH**Raise Garage Roof to provide Space for Home Office and form External Balcony

2 The Orchard, Brookacre, Ingleton via Carnforth, Lancashire LA6 3FG

**2021/22546/HH**small Rear Garden Extension to replace Existing Conservatory together with 2no. Single Storey Lean-to Roofs to Front Porch and Side Rear Door

5 Garden Holme, Ingleton, Carnforth Lancas. LA6 3ES

**2921/22731/TCA T**reeworks - T1 Ash – to Fell

2 Garden Holme, Ingleton Carnforth LA6 3ES

**C/45/627C** Telecommunications Mast, Lowe Sleights Road, Ingleton, Carnforth LA6 3JF

**The members had no objections to make to all these applications.**

**7. Parish Council Maintenance Matters**

**a) Parks, Play Areas and Pump Track** – The Clerk reported that the screws had been secured on the War Memorial and she had painted the brass plaque with Smart Water solution, which had been provided by the manufacturers free of cost. Instructions had been given to Horton to power hose the area before Easter, and the Clerk noted that the molehills in the park had been raked and a light grass cut given. Pump Track was reported back open this week and being well used. Cllr. Lis commented on high level of helmet use which was welcomed by the meeting.

**b) The Brow** – No report - tree surgeon will be contacted by Clerk in due course for ash review.

**c) Highways –** No faults reported – Cllr. Lis complained about the traffic lights on the iron bridge which had caused problems by being faulty, particularly at the last weekend.

 **i) Winter Gritting –** Horton Landscaping have the gear to grit pavements and are willing do the job next winter. There was some discussion on the mechanics of when and where to grit. Cllr. Howson commented they have used this firm and found them competent.

**ii) VAS –** Cllr Mckenzie asked whether it had been decided on what size sign to use, and commented that he felt the one installed at Burton was too small. It was agreed that a meeting with Derek Griffiths should be scheduled, and such matters could be discussed with him.

**d) Cold Cotes/Chapel le Dale** – No report

**e) Community Centre** – Cllr. Emsley reported on the ongoing use of the Centre as a vaccine clinic. There was a problem with the queue for half an hour last weekend, but it was sorted out. The Clerk mentioned the library and it was agreed to arrange the vaccination queue so that it did not clash with the library doors so that no interruption to the current workings of the library would occur. the Clerk commented that the vaccine sessions were working very well, staffed 100% by volunteers, including several Councillors and also Cllr. Lis on the check in computer staff.

**f) Street Lighting –** The street light atRaber Top Lane was still out, reported by Cllr. Brash – Clerk asked Cllr Howson about the new column near Curlew Crafts and was informed there had been problems getting a contractor to dig up the pavement.

**g) Public WCs** – Cllr. Emsley commented these were heavily used at the weekend.

**8. To receive information and where applicable decide further action on the undernoted on-going issues**

**a) Riverside Project**  - Potential dates of 14 and 21 April had been floated for a meeting with YDMT. .Cllrs. Emsley, Mckenzie and Lis confirmed their availability at 12 noon on 21 April and the Clerk will arrange the meeting.

**b) B4RN to receive report** – Cllr. Lis commented that Matthew Brown is concentrating on certain sections of Ingleton. General discussion followed on the progress of this project.

**c) Casual Vacancy** – Two applications had been received from local residents for the single casual vacancy. The members of the public present were asked to leave the meeting. After discussion a vote was taken and on a count of 5 to 2 in favour of Mrs. J. Walker. The members therefore agreed to appoint Mrs. J. Walker to fill the casual vacancy.

**d) Climate Change /Environment –** Cllr. Lis reported that CDC are having a look at funding for rural areas to aid action against climate change. They have started purchasing electric vehicles in pursuit of carbon neutrality but these are not always appropriate for waste collection.

Cllr. Emsley reported on recent CANS meeting which has asked member councils to donate a small amount of money to provide signs. In principle members approved the idea of this, subject to amount.

**e) Annual Meeting 2021 –** The Clerk commented that current legislation to allow parish councils to hold remote meeting was due to expire on 7 May, and there seemed no prospect of extension. Since lockdown regulations still required remote meetings it was agreed to hold the Annual Meeting half an hour prior to the regular May Parish Council meeting.It was therefore proposed by Cllr. Emsley, seconded J. Mckenzie it should be held at 6.30pm followed by normal Parish Council at 7pm on Tuesday 4 May 2021.

**9. Reports from and questions to District, County and Parish Councillors -** Cllr. Lis reported that local government reorganisation proposals is ongoing, the public consultation he believes is finished and relevant Councils are waiting for response from central government.

**10. CORRESPONDENCE –** to action where appropriate-

**Emails**

1/3 CANS report via Cllr. Emsley

2/3 Sgt. Breen’s report on December 2020 RTA

2/3 CDC Letter requesting nominations for Standards Committee

5/3 YLCA Training Programme 2021

5/3 Aardvark Terms and Conditions for Approval – accepted by Clerk

5/3 CDC 2918/21191/ADV Planning Consent

6/3 COVID 19 deliveries etc. Via Cllr. Emsley

6/3 Horton Ltd. Confirmation of equipment for winter gritting

8/3 YLCA Councillors Discussion Forum 11/3

9/3 R. Flinton CEO reply on Laundry Lane Development and subsequent responses from Chairman and Vice Chairman

9/3 YLCA Training on Recruitment 18/3

9/3 Sgt. Breen on December 2020 RTA

14/3 Covid 19 deliveries via Cllr. Emsley

17/3 CDC Information on Protocol for Remote Meetings and Agenda for Parish Liaison

18/3 C. Cropley Code of Conduct Podcast – invitation to Parish Councillors

19/3 CDC J. Heseltine with Reopening High Streets SLA for signing off

22/3 YLCA Councillors Discussion Forum 25/3

22/3 D. Goodman Village Map Draft – confirm any changes/additions

22/3 CDC Parish Liaison

23/3 Thornton Clerk update on Waterfalls Walk

25/3 CDC Planning Development Session

25/3 PKF Littlejohn Intermediate 5% Review Sample (External Audit)

26/3 Application Letter from Local Resident

26/3 YLCA Training Bulletin

26/3 Covid delivery nos. Via Cllr. Emsley

  27/3 Letter of Application from local resident for casual vacancy

  29/3 CANS via Cllr. Emsley

  29/3 CDC Licensing - Pavement License application outside Tavernetta, Main Street, Ingleton

  30/3 YLCA on Future of Remote Meetings and Annual Meetings back to normal 7 May

  31/3 Housing 21 with infor on ACH

  1/4 PC Grace NY Police Report

  1 April YLCA Conference 231 & 22 April 2021

  1/4 YLCA White Rose Update

  1/4 Email applying for casual vacancy from local resident

  2/4 L. Sullivan Isavealife AGM and Chairman’s Report

 5/4 W. Tooby Letter re Swimming Pool Works requesting donation

 5/4 Local Business owner requesting permission to place tables on Square

 5/4 S. Simpson PCC Secretary requesting donation for churchyard tree works

**i)**  **D. Goodman Village Map Draft – confirm any changes/additions** – it was agreed to add in Mealbank Hall, the Bowling Green, the Climbing Wall and an indication of the one way system as well as all the defibrillators.

**ii) CDC Licensing –** It was agreed to support the licence application from La Tavernetta to use the pavement for small tables. Cllr. Lis queried whether this would be a permanent licence or not, but agreed that this would not affect the Parish Council’s permission, as long as it did not obstruct pedestrians’ usage of the pavement.

i**ii) Swimming Pool Works** – a letter had been received updating the works extending the area round the swimming pool. W. Tooby had requested a donation as additional tarmacking work was required. Cllr. Mckenzie commented that the works had been done to the park as well as an extension to the swimming pool. Cllr. Lis proposed and Cllr. Mckenzie seconded that a donation towards the works of £2500 be made requested the Clerk make it clear that more help could be considered if found necessary.

**iv) Tables in Square** – a local business owner had requested permission to place some tables in the Square near the ex Indian takeaway. The Councillors noted that the tables would not impede current parking places but while approving in principle requested that a plan of area with the tables be provided. The Clerk took a note.

**v) Treeworks in Churchyard** – the PCC had requested a community donation to help cover the costs of urgent treeworks in the Churchyard. After due discussion Cllr. Emsley proposed, Cllr. Lis seconded and it was agreed to donate £200 towards the work.

**Dropbox**

Resolutions Register

VAS information (filed under Village Signs folder)

Planning Inspectorate – Notice of Order Downgrading Public Bridleway No. 05.26/37 to Footpath, Nutgill Farm, Ingleton – Modification Order 2009

W. Tooby Letter re Swimming Pool Works

**11. Reports**

**a. Chairman** –

**b. Clerk** – intermediate review imposed by the external auditor.

**c. Footpaths** – No report

**d. Swimming Pool Management Committee** – No report

**e. Quarry Liaison Committee** – No report

### 12. FINANCE –

*Cllr. Lis left the meeting*

**i) To authorise signing of orders of payment and online payments** - It was proposed by Cllr. Weller and seconded by Cllr. Brash and agreed to make the following payments:

**ii) To accept Aardvark Business Solution Payroll Letter of Engagement and Terms and Conditions of Business -** proposed by Cllr. Brown and seconded by Cllr. Howson

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 122  | vs  | dd  | David Goodman  | Village Map Design 1  | 410  |   |
| 121  | ab  | dd  | A. Hack  | 4no Nappy Changers  | 455.76  | 75.96  |
| 122  | sun  | dd  | YDMT Consulting  | Project Proposal Riverside  | 2455  |   |
| 1  | cc  | dd  | IPC  | VAT Reclaim CC A/C  | 1985.43  |   |
| 2  | sls  | dd  | Eon  | Street Light Supply  | 313.62  | 52.27  |
| 3  | S137  | dd  | Eon  | Floodlighting St. Marys  | 27.41  | 1.31  |
| 4  | sun  | dd  | Howsons Ltd.  | Xmas Lights  | 711.00  | 118.50  |
| 5  | tut  | dd  | SSE  | Car Park WCs  | 601.74  | 100.29  |
| 6  | tut  | dd  | SSE  | Park WCs  | 136.14  | 6.48  |
| 7  | sun  | dd  | IRCA  | Photocopying Charges  | 4.15  |   |
| 8  | trat  | dd  | CDC  | Park WC rates  | 1896.20  |   |
| 9  | trat  | dd  | CDC  | Car Park WCs rates  | 4241.50  |   |
| 10  | ab  | dd  | A. Hack  | Clerk Tel.&Broadband  | 49.04  |   |
| 11  | aa  | dd  | A. Hack  | Clerk Salary  | 919.36  |   |
| 12  | ab  | dd  | A. Hack  | Zoom subscription  | 14.39  |   |
| 13  | tut  | dd  | Waterplus  | Car Park WC supply  | 30.39  |   |
| 14  | tut  | dd  | Waterplus  | Park WC wastewater  | 582.48  |   |
| 15  | cc  | dd  | IPC  | Half Year donation  | 13018.75  | +.4%  |
| 16  | tcl  | dd  | MHG Building Ctrs  | Cleaning WCs  | 1111.66  |   |
| 17 | sun | dd | CDC | Trade Waste Collection Fee | 264.32 |  |
| 18 | don | dd | Ing.SwimPool Improvemnt | Tarmacking works  | 2500.00 |  |
| 19 | S137 | dd | Ingleton PCC | Treeworks | 200.00 |  |

**Community Centre**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1  | dd  | Waterplus  | Water Supply  | 15.95  |   |
| 2  | dd  | Vonage  | Telephone  | 32.40  | 5.40  |
| 3  | dd  | Corona   | Gas Supply  | 748.43  | 124.74  |
| 4  | dd  | YPO  | Cleaning Mats.  | 12.64  | 2.11  |
| 5  | dd  | YPO  | Various  | 245.94  | 44.94  |
| 6  | dd  | Npower  | Electricity Supply  | 189.59  | 31.60  |
| 7  | dd  | Village Newsagents  | Newspapers  | 70.4  |   |
| 9  | dd  | Ben Steele Joinery  | Install Glass  | 1320.48  | 220.08  |
| 10  | dd  | A. M. Hack  | Petty Cash  | 94.65  |   |
| 12  | dd  | CDC  | trade Waste Fee  | 907.14  |   |
| 13  | dd  | M. Rogerson  | Windows  | 40  |   |
| 14  | dd  | Waterplus  | Waste Water  | 640.65  |   |
| 20  | dd  | HMRC 065PL00178368  | PAYE/NIC  | 2528.22  |   |

Staff wages amount to £2855.15

**13.** Any other matters which the Chair decides are urgent in accordance with Section 100B (4) of the Local Government Act 1972

The next Parish Council Meeting will be held on Tuesday 4 May 2021 at 7pm, via Zoom, the Annual Parish Council meeting will precede it at 6.30pm.