MINUTES OF THE PARISH COUNCIL MEETING HELD

 **BY VIDEO CONFERENCE 7PM 7 June 2021**

**PRESENT:** Chairman J. Metcalfe Cllr. J. Walker

 Cllr. C. Lis OBE Cllr. D. McGonnigal

 Cllr. S. Brash Cllr. J. Emsley

**In attendance** Alison Hack, Parish Clerk

**This meeting was recorded under file June21**

1. **Apologies for Absence –** Cllr. Andy Weller, Cllr. J. Mckenzie, Cllr M. Howson, Cllr. Brown
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. Metcalfe declared an interest in matters relating to the Waterfalls Walk, Cllr. Lis declared an interest in matters relating to staffing issues at the Community Centre
3. **To Elect a Chairman and Vice Chairman, and Members of Parish Council Committees**

**Chairman and Vice Chairman** - Cllr. Brash proposed and Cllr. Walker seconded and it was agreed that Cllr. Metcalfe should continue as Chairman and Cllr. Emsley as Vice Chairman and this was agreed by the meeting.

**Parish Council Sub Committees** – It was agreed the committes should remain unchanged, with the acception of the Joint Management Committee where Cllr. Walker will replace Mrs. Gaunt as a committee member as follows:

1. **Joint Management Committee** – Councillors Metcalfe, Brash, Emsley, McGonnigal and Walker were appointed.
2. **Quarry Liaison** – Councillors Metcalfe, Emsley and Lis were appointed
3. **Bull Land Charity** – the current trustees had not completed their four year terms so no change was necessary. (Their terms are up in 2022).
4. **Police Liaison** – Councillor Howson was appointed
5. **Allotments Liaison** – Councillor Weller was appointed
6. **Bentham Common Land Charity** – W. Tooby was appointed
7. **Ingleton Swimming Pool** – Councillor Howson was appointed
8. It was **resolved**that all matters relating to the Village Action Team, Planning, Finance and Open Spaces will be dealt with by full Council.  This includes the Riverside Project.

1. **To confirm the Minutes of the Parish Council Meetings held on 4 May 2021.** Cllr. Brash proposed, Cllr. Emsley seconded and it was agreed to accept the Parish Council meeting Minutes as a true record. Cllr. Walker proposed and Cllr. Emsley seconded that the Minutes of the Annual Parish Meeting on the same date be also accepted as a true record, and it was agreed.
2. **Police Report** – In the absence of a police representative there was no report.
3. **ADJOURNMENT for questions/items for attention raised by members of the public –**

**i) Memorial Bench** overlooking Ingleborough. A request had been received to install a memorial bench on the path going up Ingleborough, although there are already two benches there. It was suggested a bench might be installed at the top of Storrs Common or on Oddies Lane. It was agreed the Chairman could take photos of the suggested spots pass these to the Clerk for writing back.

**ii) Ingleton Gala Road Closure** – **to confirm support for road closure for Ingleton Gala Event –** It was agreed by members to support the application for road closure by the Ingleton Gala Committee for the annual summer event.

**6. PLANNING –**

**2021/22598/FUL Barn, Langber End Farm, Ingleton, Carnforth LA6 3DS**

Amendments to existing access inc. Erection of walls to either side and install solid timber gates

**2021/22637/FUL Oak Road 57 Main St., Ingleton, Carnforth LA6 3HJ**

Use of property as a holiday let

**C/45/616B/LB Slatenber, Clapham Old Road, Ingleton, Carnforth LA6 3JD**

Listed building consent for replacement of 1st Floor Ceilings

**2021/22660/HH Construction of First floor** living accommodation single storey and porch

Fron Y Felin, New Village, Ingleton Carnforth LA6 3DJ

**After discussion the members agreed to support the planning applications listed above.**

**7. Parish Council Maintenance Matters**

**a) Parks, Play Areas and Pump Track** – Cllr. Walker reported on the recent meeting with YDMT and it was agreed matters should be progressed. The Councillor had contacted Playdale and reported that there were different options for the assessment of various pieces by engineers. The samples of surfacing for the play area were still expected from YDMT. After discussion it was agreed that Cllr. Walker will pursue the issue with YDMT and the Clerk will supply the relevant contact details. There was discussion on the development of the small site adjacent to the Pump Track. Cllr. Lis reported on a recent meeting with young bikers to find out what they would like to see for the site. They will be providing drawings of the sort of jumps they were looking for and the Councillor believed these had already been received by Cllr. Mckenzie. The Chairman felt it was important to establish with the planning department that it was intended to make this use of the site. Discussion followed on the issue of fencing and it was agreed the Chairman should inspect the site and measure it. The Clerk will obtain two quotations for the next meeting, and the Chairman will supply two contractors names to her.

**b) The Brow** – The Clerk confirmed she would be meeting with Treecare Experts, a firm of tree surgeons who had agreed to produce a report on the affected ash trees on the Brow and in the Park. The meeting was schedule for Friday 11th and the Chairman took a note.

**c) Highways –** Cllr. Emsley reported on the meeting with D. Griffiths to examine the issue of installing a vehicle activated sign to reduce speeding in the village. The requests by a local resident near Pinecrofts were discussed but there were no suitable poles in the vicinity which would greatly add to the expense. It was agreed to purchase two TWM lights and request a speed survey from Highways to be conducted on Backgate.

Cllr. McGonnigal commented that the road surfacing near Bentham junction still required repair and the Clerk took a note.

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

**e) Community Centre** – Cllr. Lis reported on the great success the vaccine clinic was proving to be with full credit going to the many volunteers who made it happen. Cllr. Brash commented on the appreciative remarks she and other volunteers had several times received for their work. Cllr. Emsley confirmed that deliveries to households under Covid were due to cease on 21 June.

**f) Public WCs** – The Clerk reported that there were problems with the flushing system in the gents’ park WCs and the hand driers in the gents in the car park WCs and they need repair. J. Morphet had also reported repairs needed at the back of the car park toilets and she had instructed him to go ahead and invoice the parish council for the work. The question was raised as to whether the abolition of business rates for public toilets had come into effect yet, and the Clerk confirmed the rates had been paid for this year, but will check the situation.

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

**a) Riverside Project - Cllr**. Walker queried whether a sub-committee should be set up for this project, but the Chairman felt that on such a large venture the input of the whole Parish Council should be available and this was accepted by the meeting.

**b) B4RN to receive report** – Cllr. McGonnigal confirmed that work was ongoing in the Croft Close area and discussion followed on the future of this broadband service scheme.

**c**) **Code of Conduct Review** – After discussion it was agreed to adopt the amended scheme suggested by Craven District Council. It was also agreed that the Standing Orders be put on the Agenda for review at the next meeting.

d) **Climate Change /Environment –** Cllr. McGonnigal suggested that it might be positive to install the facility for video conferencing at the Community Centre and it was agreed this was a measure that should be brought up at the next Joint Management Committee meeting

**9. Reports from and questions to District, County and Parish Councillors -** Cllr. Lis reported on the line markings recently put in at the lorry park and confirmed that measures were being taken to rectify the job. Many complaints had been received which he felt were completely justified. At the cemetery the District Councillor also reported that he had received complaints regarding the siting of the memorial plaque base, following discussion with CDC officers another site was being looked at on the other, more open, side of the Chapel. which will be moved to another area. Cllr. Lis asked members whether the Parish Council would undertake management of the cemetery, but the general consensus was that the Council had several projects in hand at the moment and would require increase in staff to properly manage. The Chairman also commented on the public liability requirements. Cllr. Lis then reported on a project being undertaken by Sustrans to build a cycle track between Kirkby and Ingleton using the old railway track as much as possible. They had received a significant amount of funding to do this and the members agreed that it was an attractive proposal. Cllr. Lis suggested that Alex Miller from Sustrans be invited to the next meeting to explain a bit more about the project to the Parish Council and this was agreed.

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

**Emails**

5/5 YLCA Future of Remote Meetings

5/5 Cllr. Emsley Covid delivery figures

5/5 Environment Agency on Flood Risk

6/5 Village Map – latest draft

7/5 YLCA Webinars in May and June

7/5 D. Roper-Newman resignation as DPO

10/5 Notes on VAS Meeting

10/5 YLCA ‘Off to a Flying Start’ Training Session 10 May

12/5 Flood Hub Newsletter

14/5 YLCA White Rose Update

17/5 CDC Change to Waste Collection Bins

18/5 Cllr. Emsley Covid delivery figures

18/5 Environment Agency on NeXt Warning System

18/5 Arthritis Action seminar on Self-Management for Arthritis

18/5 Sustrans Lune Valley development proposed of cycle tracks

19/5 Memorial Bench request

**20/5 Haines Planning – Seeking participants for planning survey**

20/5 Skipton & Ripon Area Constituency Remote Committee Meeting on 27 May

20/5 N. Dillan, Safe-Speed on product demo 23 June

21/5 YLCA Training Bulletin May 2021

22/5 Local Resident on VAS sign siting

24/5 D. Boswell YDMT re play area

24/5 2021/22475/HH Notice of Planning Decision

27/5 NYCC Confirmation contractor for Highway Services Delivery

28/5 YLCA Electronic Training Programme

1/6 YLCA White Rose Update

1/6 CDC Planning Notice of Decision 2020/21498/HH

1/6 YDMT Stories in Stone Project

3/6 YLCA Councillors’ log-in for website

3/6 Settle-Carlisle Partnership – invitation to become a member

7/6 YLCA Training Bulletin

**7/6 YLCA Request for name of Representative for Branch Meetings**

7/6 CANS Update

**a) Haines Planning Parish Council Survey –** The Chairman will respond to this request.

**Dropbox**

Resolutions Register

VAS information (filed under Village Signs folder)

**11. Reports**

**a. Chairman** –

i) Clerk’s job vacancy advertisement – the Chairman stated and the meeting agreed that the advertisement was well worded for its purpose and the Clerk confirmed that it had been circulated to neighbouring parishes and placed in the Bentham newsletter.

**ii) The Commonors Association** – The Chairman reported on a project, ‘Our Common Cause’ which was a scheme to educate the public on the work of the Commoners’ Association. Claire Hodgson was the project officer and it was intended to be a three year project.

**iv) Clerk**  – the Clerk confirmed that three queries had been received for her position but no firm takers to date.

**c. Footpaths** – No report

**d. Swimming Pool Management Committee** – Cllr. Lis reported on the recent launch event of the new features at the Swimming Pool.

**e. Quarry Liaison Committee** – The Chairman commented on the queueing up of HGV traffic early in the morning before being admitted on to the Hanson site and it was agreed the Chairman should contact the site manager.

### 12. FINANCE –

*Cllr. Lis left the meeting*

**a) To authorise signing of orders of payment and online payments** - It was proposed by Cllr. J. Metcalfe and seconded by Cllr. Emsley and agreed to make the following payments:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 29  | aa  | dd  | A. Hack  | Clerk Salary  | 896.28  |   |
| 30  | ab  | dd  | M. Coggins  | Memorial and Benches  | 280.00  |   |
| 31  | ab  | dd  | A. Hack  | Zoom subscription  | 14.39  | 2.40  |
| 32  | S137  | dd  | Eon  | Floodlighting St. Marys  | 12.24  | 0.58  |
| 33  | sls  | dd  | Eon  | Street Light Supply  | 335.32  | 55.89  |
| 34  | ab  | dd  | A. Hack  | Clerk Tel.&Broadband  | 49.52  |   |
| 35  | gfl  | dd  | Horton Landscaping  | Flowerbeds  | 192.00  | 32.00  |
| 36  | gfl  | dd  | Horton Landscaping  | Flowerbeds  | 594.00  | 99.00  |
| 37  | don  | dd  | J. E. Duckett  | Tarmacking Path in park  | 2721.60  |   |
| 38  | gfl  | dd  | Horton Landscaping  | Grasscutting  | 786.00  | 131.00  |
| 39  | tcl  | dd  | MHG Building  | Cleaning WCs  | 1111.66  |   |

**Community Centre**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 26  | dd  | Ingleton Parish Council Internal transfer  | Swimming Pool  | 10  |   |
| 30  | dd  | CDC  | dog bags  | 192.02  | 32  |
| 31  | dd  | YPO  | Cleaning Materialss.  | 89.89  | 14.98  |
| 32  | dd  | Waterplus  | Water Supply  | 139.16  |   |
| 33  | dd  | M. Rogerson  | Windows  | 40  |   |
| 34  | dd  | Howsons Ltd.  | Emergency Light  | 125.86  | 20.98  |

Staff wages amount to £2448.73

**b) To confirm signatories of the Parish Council bank accounts:** It was proposed by the Chairman and seconded by Cllr. Brash and confirmed that Cllr. Walker be appointed as a signatory to the Joint Management Committee Barclays Account in place of Mrs. Gaunt. The signatories for this account would then be: Cllrs. Brash, Metcalfe, Emsley, Walker and McGonnigal. The signatories for the Unity Trust Bank account were confirmed as Cllrs. Weller, McGonnigal, Lis, Metcalfe.

c) **To sign the Annual Return 2020/21 -** this document having been circulated and approved at the previous meeting was duly signed by the Parish Council Chairman.

**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 Monday 5 July 2021 at 7pm, *in person* at the Ingleborough Community Centre.