MINUTES OF THE PARISH COUNCIL MEETING HELD

**IN THE COMMUNITY 8 January 2018**

**PRESENT: Chairman** P. Weaire Cllr. J. McKenzie

Cllr. J. Ward Cllr. S. Brash

Cllr. C. Lis OBE Cllr. J. Emsley

Cllr. D. McGonnigal Cllr. T. MacAulay

Cllr. J. Metcalfe

**In attendance:** Alison Hack, 4 members of the public

**This meeting was recorded under file PCTapesJan18**

1. **APOLOGIES**: None

1. **DECLARATIONS OF INTEREST** **–** Cllr. Lis declared an interest in staff matters at the Community Centre, Cllr. Howson in item 7e) and Cllr. Emsley in an item of planning.
2. **To confirm the Minutes of the Parish Council Meetings held on 4 December and review matters arising**
3. **Common Lands Register** – to receive report. Cllr. Metcalfe had researched the matter of the ownership of several pieces of land that had been registered by the Parish Council in the 1960s. In the absence of any owners they had been allocated as being owned by the Parish Council, with the exception of one site that had an expression of interest submitted. It was agreed to write to NYCC to query the position of ownership regarding this land
4. **Installation of Electric Charger** – Cllr. Macaulay had circulated some information on this to members previous to the meeting and there was some disucussion on this issue.

The Minutes of the previous meeting having been circulated the Minutes were proposed by Cllr. Lis, seconded by Cllr. Brash, and accepted by the members as a true record and duly signed by the Chairman.

1. **REPORTS**

**Police** – an email from PC B. Parsons had been circulated to members before the meeting.

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

**i) Allotments** A member of the public who lived near to the site of the proposed allotments raised several questions regarding the security of the site and also suggested that a clause be inserted in the tenancy agreement to make it clear that any fixed structures or sheds would require permission from the Parish Council and the local planning authority. This was felt by members to be sensible and this was agreed. The resident suggested that there might be problems of security if a community orchard was planted. The Chairman of the Allotment Association present stated his disappointment that the Parish Council had been unable as yet to sign off the access agreement with United Utilities and the Clerk will pursue this matter.

1. **PLANNING**

2017/18821/FUL – Demolition of Existing Dwelling and erection of Detatched Building

Loen, Croft Road, Ingleton via Carnforth LA6 3BZ

**No comments were made by members on the above application**

2017/18670/FUL – Construction of five dwellings with integral garages and off street parking

Land at Moorgarth, Ingleton via Carnforth LA6 3DN

**The Parish Council objected to this application on the basis of restricted access, no pedestrian access and noted that when the nearby development was built some years ago it was stated there should be no further development in this area.**

**7. PARISH COUNCIL MAINTENANCE MATTERS**

1. **Park/Toilets –** The Clerk reported that a toilet required replacing in the Community Centre public WCs and had instructed the work.
2. **The Brow** – No report.
3. **Highways** – There was general comment on the poor state of the roads and it was agreed all reports should be copied to Councillor D. Ireton in future. Cllr. Emsley circulated information giving the priority of types of right of way and in particular routes to schools. Discussion followed on the issue of gritting the pavements in the village, particularly in view of the recent cold weather. C. Lis warned members of the problem of public liaibility if the Parish Council undertook gritting of pavements. Cllr. MacAulay and Cllr. Lis will take issue with Yorkshire Housing regarding their responsibility on this matter.
4. **Pump Track** – It was agreed to obtain quotations for tarmacking the whole pump track from Clark & Kent, BackonTrack and Conserve 4.
5. **Street Lighting** – Cllr. Howson reported that the faulty street light near 19 Burnmoor Crescent was intermittent and would have its head replaced. Cllr. Ward reported that the zebra crossing light was still not repaired and was informed that this was the responsibility of Highways. However the Clerk reported one of the parish council lights a little further up Backgate had a loss of supply which had exacerbated the problem.
6. **Ingleton Community Centre** – The Clerk reported that quotations for double glazing were being obtained for the Library, the quarter’s figures were healthy and a joint management meeting was due later in the month.
7. **Cold Cotes/Chapel le Dale – Cllr**. Metcalfe reported that a section of the track over Scalesmoor is in very poor condition but the cost of repair would be significant due to its location. He asked members for any suggestions or advice on funding the work by YDNP. Cllr. Lis took a note.

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

**a) Village Action Team** – Although the Chairman had invited A. Laycock to report on the village signage he will contact him to invite him to a parish council meeting.

**b) Allotments** – It was agreed that the Tenancy Agreement, having been amended to show the amount of rent and the permissions required for the installation of sheds and scheme of soft landscaping be circulated to the members and be signed by the Chairman after the Access Agreement from United Utilities is received.

**c) B4RN to receive report** – Cllr. Metcalfe commented on the successful open day.

**d) Review Standing Orders** – The current version of the parish council standing orders, having been previously circulated were proposed by Cllr. Metcalfe, seconded by Cllr. Emsley and agreed to remain unchanged.

**9. REPORTS FROM AND QUESTIONS TO DISTRICT AND COUNTY COUNCILLORS -** Cllr. Lis reported that the recycle bins in the Community Centre car park are to be removed and CDC was in the process of setting the budget for next year. Cllr. McGonnigal asked whether there could be recycling bins to separate the rubbish left by users of the car park and Cllr. Lis took a note Cllr. Lis also reported that YDNP is continuing to look at the issue reducing second homes and encouraging more young families. Cllr. McKenzie asked for an update on the illegal encampment at Storrs, and the District Councillor confirmed that the legal process was continuing.

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

Emails

7/12 I. Halton re Electric Charger in Community Centre Car Park

8/12 CDC re Household Recycling

12/12 NYCC Permit Letter of Intent Consultation

14/12 NYCC Notice of Amendment of Waiting Restrictions, Bell Horse Gate

21/12 NYCC Library Services – Figures and Notes on Meeting

22/12 White Rose Update

Dropbox

Craven Area Meeting 15 January

CDC Removal of recycling facilities

Common Land Register Updates

Resolutions Register

**11. REPORTS**

1. **Chairman** – No Report
2. **Footpaths Committee** – No report
3. **Clerk** **-** No report
4. **Swimming Pool** –.No report

### 12. FINANCE –

**a) To confirm setting of Precept** – Subsequent to the recent precept meeting it was proposed by Cllr. Metcalfe, seconded by Cllr. MacAulay and agreed that the 2018/19 precept should be fixed at £94,000 which would be split between the Community Fund (£35,000) and the General Fund (£59,000)

**b) To authorise signing of orders of payment and online payments** –

*Cllr. Lis left the meeting.* Cllr. Emsley proposed, Cllr. Ward seconded and it was agreed to authorise the undernoted invoices for payment:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 111 | cc | dd | CC A/c | VAT Refund | 6037.13 |  |
| 112 | bc | dd | Unity Trust Bank | bank charges | 18.00 |  |
| 113 | sls | dd | Eon | Street Light Supply | 432.05 | 72.01 |
| 114 | aa | dd | A. M. Hack | Clerk Salary | 667.82 |  |
| 115 | ab | dd | A. M. Hack | Tel.&Broadband | 37.49 |  |
| 116 | tut | 168 | SSE | Parkwc. Supply | 58.88 | 2.8 |
| 117 | tcl | dd | MHG Bdg Ctrs | Cleaning WCS | 1111.66 |  |
| 118 | sls | dd | Eon | Street Light Supply | 446.46 | 74.41 |

Community Centre

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 133 | 543 | SSE | Supply | 511.63 | 24.36 |
| 134 | 544 | SSE | Supply | 491.65 | 81.94 |
| 135 | 545 | Mark Rogerson | Windows | **40.00** |  |
| 136 | 546 | T.J. Handley | Repairs | 745.50 | 124.25 |
| 140 | dd | Talktalk | Tel&Brdband | 41.60 | 6.93 |
| 141 | 547 | HM Rev&Customs | PAYE/NIC | 1789.75 |  |

Staff costs amounted to £1813.44

**13. ANY QUESTIONS/ITEMS FOR DISCUSSION**

**a) Staff Salaries** – It was proposed by Cllr Metcalfe, seconded by Cllr. Emsley and agreed that a raise of 3% be awarded to all staff to commence on 1 April 2018.

*Cllr. Lis rejoined the meeting*

The next Parish Council Meeting will be held on Monday 5 February 2017 at 7pm at the Community Centre.