MINUTES OF THE PARISH COUNCIL MEETING HELD

**IN THE COMMUNITY 6 June 2016**

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

Cllr. J. Emsley Cllr. S. Brown

Cllr. J. Metcalfe

**In attendance:** Alison Hack, 1 member of the public

**This meeting was recorded under file PCJune2016**

1. **Election of Chairman** – Cllr. Ward proposed, Cllr. Metcalfe seconded and it was agreed that Cllr. Weaire should be appointed as Chairman.
2. **APOLOGIES**: Cllrs. M. Howson, A. Danskin, D. McGonnigal, C.Lis, T. Macaulay

1. **DECLARATIONS OF INTEREST** **–** Cllr. Weaire declared an interest in the library.
2. **To confirm the Minutes of the Parish Council Meeting held on 9 May 2016 and review matters arising**

**The Minutes** of the previous meeting having been circulated were approved by the meeting as an accurate record and were duly signed by the Chairman.

**4. REPORTS**

**Police** – In the absence of a police representative there was no report

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

1. **Banners on Viaduct** – M. Sutton had emailed the Council regarding the fixing of banners to the viaduct by various organisations and individuals without permission of the owners. It was agreed that this practice could not be countenanced by the Parish Council, particularly as these items were often left on for weeks.

**6. To Elect Officers of Ingleton Parish Council as follows:**

a) Vice Chairman – J. Metcalfe proposed by J. Emsley, seconded by J. Ward

b) Staffing and Joint Evaluation - J. Metcalfe, A. Danskin, P. Weaire proposed by J. Emsley, seconded by S. Brown

c) Community Emergency Committee- J. Emsley, C. Lis- proposed by J. Metcalfe, seconded by J. Ward

d) Finance, Brow, Open Spaces and Play Areas, Planning – Full Council

e) Lighting- Full Council with the exception of M. Howson

f) Police Liaison – J. Ward, A. Macaulay proposed by J. Metcalfe seconded by S. Brown

g) Market – J. Ward proposed by J. Emsley, seconded by S. Brown

**Election of Councillors to act as representatives on other committees:**

Joint Access and Right of Way – J. Metcalfe, J. Emsley, P. Weaire

IRCA - J. Metcalfe

Quarry Liaison – J. Metcalfe, J. Emsley, J. Ward, C. Lis

Joint Management Committee – J. Emsley, P. Weaire, J. Metcalfe, A. Danskin, D. McGonnigal

Swimming Pool Management – S. Brown

Transport Forum – P. Weaire

Bentham Common Land Charity – W. Tooby

It was proposed by Cllr. Emsley, seconded by Cllr. Brown and agreed that the above representatives for these committees be appointed.

**7. PLANNING**

**a)** 45/2016/16816 Extend Existing Balcony, 2 The Old Tanyard, Bank Bottom, Ingleton

**Concerns were raised regarding neighbours’ privacy and safety issues due to proximity to river.**

b) 45/2016/16933 Single Storey Rear Extension to Form Garden Room

Storrs Cottage, High Street, Ingleton, Carnforth, LA6 3AH

No objections were raised regarding this application

1. 45/2016/16839 Outline Planning Sought for 3 Bed Property to rear of Property with access now shown through Craven District Council car park (Resubmission of previous application 45/2015/16450)

**Concerns were raised regarding privacy and loss of parking this application would entail to the village.**

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

**a) To review Ingleton Parish Council Risk Assessment**  - Cllr Emsley proposed, Cllr. Ward seconded and it was agreed to approve the document with the following amendments:

*Budget Monitoring – fund balances reviewed monthly by Clerk, quarterly by Parish Council*

*Pump Track – Annual ROSPA inspection, weekly maintenance inspection, appropriate safety signage, public liability cover.*

1. Speed Survey at Low Demesne – the result of the recent survey had been received from NYCC Police who had concluded there was no evidence of speeding in the area.
2. The Square – Registration of Ownership – Discussion on the solicitor’s response to the Clerk’s enquiry on this matter was discussed. It was agreed by members to register the area as a village green. Cllr. Metcalfe will undertake enquiries on this matter and the Clerk was instructed to contact C. Stanford at NYCC for the appropriate application form.

9**. PARISH COUNCIL MAINTENANCE MATTERS**

1. **Park/Toilets –** The Clerk reported on maintenance matters for the park and the recent quotation from Initial Washroom for the supply and maintenance of 3 sanitary units for the car park WCs was accepted at £148 p.a. plus Vat for fortnightly visits. Cllr. Ward raised the issue of the damaged market signs and the Clerk will request M. Coggins to repair them if possible.
2. **The Brow –** Quotations had been received from Acorn Services for £480 (no Vat) and from G. Charlesworth £360 (plus VAT) for crown lifting a beech on the Brow. Cllr.Metcalfe proposed, J. Emsley seconded and it was agreed to accept G. Charlesworth’s quotation.
3. **Highways** – Cllr. Brown complained about the uneven pavement near the Main Street entrance to the Community Centre and it was agreed the Clerk should approach Yorkshire Water to request action. It was also agreed the Clerk should contact Highways to ascertain when the marked potholes on Main Street would be actioned. Cllr. Metcalfe also raised the issue of potholes on Oddies Lane, which the Clerk will report.
4. **Street Lighting** – Cllr. Ward queried the lack of update on the lighting schedule, and the Clerk confirmed that no response had been received from Howsons when she had requested this.
5. **Ingleton Community Centre** – The Clerk reported on the recent works to the skylights and purchase of new stage curtains.
6. **Cold Cotes/Chapel le Dale –** Cllr. Metcalfe informed members that the B4RN project for Chapel le Dale was moving ahead and there would be a hogroast at Manor House.
7. **Pump Track –** a quotation from J. Morphet had been received to empty the bin at the track for £6 per week plus VAT and this was proposed by Cllr.Metcalfe, seconded by Cllr. Brown accepted by the meeting. The Pump Track committee were confirmed as Cllrs. Metcalfe, C. Lis, M. Howson, A. Hack and Bruce Dinsmore. The quotation from Builders Supplies Ltd. For maintenance tools for £76.54 plus VAT and the shed from Timberworks, Settle for £169.99 plus VAT were proposed by Cllr. Metcalfe, seconded by Cllr. Brown and agreed to be accepted. A salt bin of 1000 litre size would be needed, and if the Clerk will pursue this. It was also agreed the Clerk should write a testimonial for Clark and Kent. The issue of installing a donation box will be discussed by the Pump Track Committee. An email from the iCentre had been received and two of their proposals were agreed to

**i)** To install an A3 sign near the art block requesting pump track users not to use the iCentre car park and directing them to the Community Centre car park.

**ii)** Once the access from Red Ash Lane has ben completed, locking the nearby access gate.

**The issue of parking on the Parish Council land near the pump track was discussed and rejected.**

It was also agreed that a self closing spring should be attached to the pedestrian gate at the Low Demesne end of the site to prevent young cyclists shooting out into the road.

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

**a) Village Action Team** The Chairman reported on the recent progress from this group

**c) B4RN Project** Cllr Metcalfe reported on the progress of the Thornton and Ingleton B4RN groups.

**d) Library** The Clerk reported on the recent meeting with NYCC library services, an initial meeting with volunteers was planned later in the month and the business plan had been amended and would also be submitted before the end of the month. Training of the volunteers was due to start in September.

**10. REPORTS FROM AND QUESTIONS TO DISTRICT AND COUNTY COUNCILLORS -** In the absence of either Councillor there was no report.

**11. CORRESPONDENCE**

Emails

11/5 Environment Agency re Illegal Encampment on Storrs

11/5 SLCC News Bulletin

11/5 YLCA re recruitment of co-opted members to NY Police Crime Panel

12/5 Solicitors response re registration of title of ownership

17/5 CDC Retail & Leisure Study 2016 Presentation

19/5 Stagecoach response re bus services

24/5 YLCA Conference on Planning

24/5 YLCA Annual Review Photos

25/5 SIS Launch Event

26/5 CDC Craven Area Committee 2 June 2016

27/5 Speed Concern Update

25/5 Armed Forces Day information

1/6 SLCC Conference

1/6 NALC Strategic Plan Delivery

1/6 NYCC Police News

Dropbox

20/5 Letter from J. Smith MP re Pharmacy

20/5 Copy letter from Rt. Hon. A. Burt on Pharmacy

YLCA Notice of AGM

4/6 NYCC Police Speed Response Update

**12. REPORTS**

1. **Chairman** – No Report
2. **Footpaths Committee** – Cllr. Emsley confirmed a meeting was due on 14 June.
3. **Clerk** no Report
4. **Swimming Pool** – Cllr. Brown reported on an excellent start to the season with the swimming pool having a very busy first week.

### 13. FINANCE

1) To authorise signing of orders of payment

Cllr.Macaulay proposed and Cllr.Metcalfe seconded and it was agreed that the undernoted invoices be paid:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 31 | brep | 120 | M. Coggins | PlayArea&PumpTr | 694.66 |
| 32 | brep | dd | Clark & Kent | Construction | 25380.00 |
| 33 | aa | dd | A.Hack | Clerk Salary | 651.12 |
| 34 | sls | dd | Eon | Street Lights | 408.43 |
| 35 | ab | dd | A.Hack | Clerk Telephone | 34.75 |
| 36 | aud | dd | Yorkshire Int.Aud | Audit Fee | 315.00 |
| 37 | tcl | dd | MHG Bdg Ctrs | Cleaning WC | 1305.06 |
| 38 | brep | dd | M. D. Hanafin | Pump Track Fence | 1599.66 |
| 39 | gfl | dd | Horton Ldscpg | Grasscutting | 642.00 |

**Community Centre**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 29 | 396 | CDC | Dog Bags | 144 |
| 30 | 397 | Initial Washrooms | Sanitary Units | 126 |
| 31 | 398 | M. Rogerson | Windows | 40 |
| 32 | 399 | PK Roofing | Skylights | 3007.2 |
| 33 | 400 | MainStage | StageCurtns | 7536 |
| 34 | 401 | YPO | 1st Aid Supp | 87.5 |
| 35 | dd | Talktalk | Phone&Brdb | 38.54 |
| 39 | Dd | R. Dawson | Repairs | 15.00 |

Staff costs amounted to £2012.22

**2) To confirm backdating of recent 2% increase for all staff to 1 April 2016**. This resolution was proposed by Cllr. Emsley, seconded by Cllr. Metcalfe and agreed.

3) To review Financial Regulations – after discussion it was agreed to approve the Financial Regulation with the removal of paragraph 7.9. This was proposed by Cllr. Emsley and seconded by Cllr. Ward.

# 14. ANY QUESTIONS/ITEMS FOR DISCUSSION - The Chairman reported on the recent correspondence regarding funding public transport with Stagecoach, and he will be contacting Cllr. Ireton to take the matter further. Cllr. Metcalfe suggested contacting YDPA might also be productive.

The next Parish Council Meeting will be held on Monday 4 July 2016 at 7pm at the Community Centre.