MINUTES OF THE PARISH COUNCIL MEETING HELD

**IN THE COMMUNITY 5 June 2017**

**PRESENT: Acting** Chairman J. Metcalfe Cllr. C. Lis OBE

Cllr. J. Emsley Cllr.J. McKenzie

Cllr. S. Brash Cllr. T. Macaulay Cllr. M. Howson

**In attendance:** Cllr. D. Ireton, Alison Hack 1 Police officer 4 members of the public

**This meeting was recorded under file PCJune2017**

**1. To Elect A Chairman –** Cllr. Metcalfe nominated Cllr. Weaire, seconded by Cllr. Lis and it was agreed by members to elect Cllr. Weaire for another year. In the Councillor’s absence Cllr. Metcalfe took the Chair**.**

1. **APOLOGIES**: Cllrs. J. Ward, D. McGonnigal, P. Weaire, D. Ireton

1. **DECLARATIONS OF INTEREST** **–** Cllr. Lis declared an interest on staffing issues at the Community Centre and Cllr. Howson in item 8e). Cllr. Emsley declared an interest in the Autumn event.
2. **To confirm the Minutes of the Parish Council Meetings held on 2 and 22 May 2017 and review matters arising**

The Minutes of the previous meetings having been circulated the Minutes for 2 and 22 May were proposed by Cllr. Brash, seconded by Cllr. Emsley, accepted by the members as a true record and duly signed by the Chairman

1. **REPORTS**

**Police** – The police officer reported 70 incidents in the last month for the area, including 6 road traffic accidents and several thefts and criminal damage. There had been two reports of forged £20 notes circulating in the village. The Chairman reported that several bicycles had been stolen at Chapel le Dale and the officer took a note.

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

**a)Village Action Plan** – M. Sutton spoke about the lack of action on this project and related its history since 2014 and the difficulties he had had using the logo which the project had produced. The Chairman agreed that the situation was not acceptable but asked why the logos had not been submitted to the Parish Council for review. Cllr. Lis will contact S. Sunter to arrange a meeting on the project with the Parish Council in order to ascertain why there had been such an unsatisfactory result and to ascertain a way forward.

**b) Allotments** – A local resident attended to voice concerns about the Parish Council’s handling of this issue and to state his conviction that not enough had been done to ascertain the suitability of the site and consult those nearby residents concerned. He was also concerned about future management of the site. The Chairman stated that the current situation was that planning permission was likely to be approved for the site for access, after which meetings would be held to discuss these matters with those concerned. Cllr. McAulay confirmed that a meeting of the allotment association was already planned to formalize its structure which he and Cllr. Metcalfe will be attending.

**c) Autumn Event** - Cllr. Emsley had received a request for a donation to this event and it was agreed the organisation should request this in writing and it would go on the Agenda for July’s meeting. The Councillor also asked the members for permission to remove several of the wooden posts to create space, and as these would be replaced afterwards the meeting agreed to grant permission.

d) **Community Centre Car Park** – Cllr. McAulay identified a footpath which required a dropped curb. The Clerk was instructed to write to Ian Hatton at Craven District Council to request this.

e) **Mower Donation** – A mower had been donated to Craven Wanderers and Cllr. Mckenzie requested it be stored in the small shed at the pump track. It was agreed that if there was sufficient space the members had no objections.

**f) New Village Street Light** – Cllr. Brash had received a complaint regarding a light which was too bright and it was suggested that the resident concerned should write to the Clerk to request action on this.

1. It was agreed To Appoint Officers of Ingleton Parish Council to the following:
2. Vice Chairman – Cllr. J. Metcalfe prop. Cllr. Lis, seconded Cllr. Brash
3. Staffing and Joint Evaluation – Cllrs. Weaire, Metcalfe and McGonnigal
4. Community Emergency – Cllrs. McKenzie, Brash, Lis, Emsley, Metcalfe
5. Quarry Liaison – Cllrs. Ward, Metcalfe, Emsley, Lis
6. Joint Management – Cllrs. Weaire, Emsley, McGonnigal, Metcalfe, Brash
7. Swimming Pool – Cllr. Howson
8. Bull Land Committee – Cllr. Metcalfe and Dick Chalmers
9. Market – Cllr. Ward
10. Police Liaison – Cllrs. McAulay, Ward
11. Bentham Common Land Charity – W. Tooby
12. IRCA – Cllrs. Weaire, Metcalfe
13. Library – Cllrs. Weaire, Lis, McGonnigal
14. It was confirmed by the meeting that full Council membership was required for the following committees: Finance, Brow, Open Spaces and Play Areas, and Planning
15. It was confirmed by the meeting that full Council membership of the Lighting Committee was required with the exception of Cllr. Howson.
16. **PLANNING**
17. 45/2017/18062 Outline Application to Erect Five Dwellings with Ancillary Office Spaces

Land North of Rarber Top Lane, Ingleton, Carnforth LA6 3DN

The Chairman reiterated the position of the Parish Council on the issue of further residential development in the village, and it was agreed to object to this application on the basis that access to the site was poor as Rarber Top Lane was very narrow and the access on to the A65 is not appropriate for the proposed use. The proposed office spaces were also objected to on the grounds that there were vacant business premises in the village centre

**8. PARISH COUNCIL MAINTENANCE MATTERS**

1. **Park/Toilets –** The Chairman opened the only tender received for the WC’s cleaning contract, from MHG Building Contractors and it was proposed by Cllr. Metcalfe, seconded by Cllr. Lis and agreed to accept the said tender for £1075.80 for a 30 day month (net of VAT) for a three year contract.
2. **The Brow –** The Clerk will contact Horton Landscaping to ensure the first cut and W. Hartley for the Laundry Lane flowerbeds.
3. **Highways** – Cllr. Emsley reported on the meeting with Highways to review parking in the Strands area. It had been agreed to reduce the yellow lines and allow parking on the Keep Clear markings in order to increase parking for nearby residents.
4. **Pump Track** – The risk assessment had been circulated and would be discussed by members at the next meeting.
5. **Street Lighting** – The recent email on dark skies was briefly discussed – the Chairman commented that the brightest lights in Ingleton were those situated at the CDC depot, and it was generally felt that the security risks were too evident to consider turning off the street lights after midnight.
6. **Ingleton Community Centre** – Cllr. Lis reported that the boiler was due to be replaced in the next few days.
7. **Cold Cotes/Chapel le Dale –** No report.

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

**a) Village Action Team**  - Matter discussed under item 6a)

**b) Allotments** – This matter had been discussed under item 6b), although Cllr. McAulay raised the matter of garden waste being dumped on the nearby track adjacent to the allotment field.

**c) B4RN** – Cllr. Lis reported that there had been a major outage due to the cable being dug up at Leck, however repair work was initiated very quickly and completed overnight. M. Sutton also updated members on recent progress for this project.

**d) Skateboard Project** – Cllr. Howson had requested feedback on social media regarding the proposed skateboard park and had received a reasonable number of positive replies. He will endeavour to get a group of motivated enthusiasts together to drive the project forward.

**10. REPORTS FROM AND QUESTIONS TO DISTRICT AND COUNTY COUNCILLORS -** Cllr. McAulay asked a question regarding NYCC’s role in Extra Care which the District Councillor took a note of for referral to the County Councillor.

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

**Emails**

8/5 NYCC Permit Scheme Consultation

23/5 Craven Area Committee Agenda and Minutes

26/5 Local Artists Open Studio Event

2/6 NW Craven Discovery Café Event

**Dropbox**

Craven District Council Standards Committee Parish Representative

Yorkshire Audit – Internal audit report

**13. REPORTS**

1. **Chairman** – No report
2. **Footpaths Committee** – No report
3. **Clerk** **-** The Clerk reported that the employers’ pension scheme was now in place and the half yearly refund for the VAT had been received.

### 14. FINANCE – To authorise signing of orders of payment and online payments

Cllr. McAulay proposed, Cllr. Brash seconded and it was agreed to authorise the undernoted invoices for payment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 150 | A. Hack | Clerks Salary | 667.82 |  |
| 151 | MHG Bdg Contrs | Cleaning WCs | 1333.99 | 222.33 |
| 152 | Howsons | CCTV Service | 156.00 | 26.00 |
| 153 | Yorkshire Audit | Int.Audit Fee | 315.00 |  |
| 154 | Eon | Street Light Supply | 386.86 | 64.48 |
| 155 | Horton Landscaping | Grass cutting | 576.00 | 96.00 |
| 156 | J. Hartley &Sons | Central Gardens | 163.20 | 27.20 |
| 157 | A. Hack | Tel.&Brdband | 22.24 |  |
| 157 | A. Hack | Land Reg. Fee | 35.94 |  |
| 158 | Horton Landscaping | Grass Cutting | 576.00 | 96.00 |
| dd | CC Account | Internal Trans.(VAT) | 1832.03 |  |

Community Centre

|  |  |  |  |
| --- | --- | --- | --- |
| 486 | Craven District | Dog Bags | 149.98 |
| 487 | Tooby's Ltd | Flourescent tube | 6.00 |
| 488 | YPO | Cleaning&Stationry | 486.23 |
| 489 | YPO | Cleaning | 9.50 |
| 490 | M. Rogerson | Windows | 40.00 |
| 491 | Olympia Supp. | Toilet Rolls | 23.97 |
| dd | A.M.Hack | Petty Cash | 95.37 |
| dd | A.M.Hack | Stationery | 15.69 |
| 492 | Howsons | Annual Service | 240.00 |
| dd | Talktalk | Telephone | 37.76 |
| 492 | Tooby’s Ltd | Hoover bags and tubes | 27.98 |

Staff costs amounted to £2251.49

15. ANY QUESTIONS/ITEMS FOR DISCUSSION - None

The next Parish Council Meeting will be held on Monday 3 July 2017 at 7pm at the Community Centre.