MINUTES OF THE PARISH COUNCIL MEETING HELD

**IN THE COMMUNITY 4 May 2015**

**PRESENT:** Chairman C. Lis OBE Cllr. P. Weaire Cllr. S. Brown Cllr. D. McGonnigal

Cllr. J. Ward Cllr. T. Macaulay

Cllr. A. Danskin Cllr. J. Metcalfe

**In attendance:** Alison Hack, Parish Clerk, 7 members of the public.

**This meeting was recorded under file PCTapeMay15**

1. **APOLOGIES**: Cllr M. Howson, Cllr. J. Emsley
2. **DECLARATIONS OF INTEREST** **–** Cllr. Lis declared an interest in any discussion of staffing issues at the Centre. The Chairman reminded members of the need to update their register of interests forms and the requirement for a dispensation to be given for those serving as parish representatives on various committees, according to the recently adopted Code of Conduct. It was agreed members should contact the Clerk to request these and they would be given at the next meeting. The Clerk gave a dispensation to those present to discuss business this evening.

**3. MINUTES** of the previous meeting on 7 April having been circulated, Cllr. Danskin and Cllr. McGonnigal proposed andseconded that they be approved with the amendment that Cllr. Danskin was shown to be present at the meeting. This amendment was agreed, the Minutes were approved and duly signed by the Chairman.

**4. REPORTS**

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

**Mick Renshaw, PO Counters Ltd. –** The Chairman welcomed M. Renshaw to the meeting and spoke of the Parish Council’s and local residents strong feelings about re-establishing a Post Office in the village centre. M. Renshaw stated that a local retailer was needed to take on the business but his organisation was prepared to do what they could in support. The Chairman asked about the proposed extra half day at the outreach Post Office in the Community Centre and M. Renshaw confirmed that this matter was still with their planning department. In response to several questions he informed members of the process entailed of establishing a Post Office in the village and what its services would be. Cllr. Macaulay spoke about the recent steering group meeting on the issue and his efforts to negotiate a solution with Barclays Bank

**5. ITEMS RAISED BY MEMBERS OF THE PUBLIC AND COUNCILLORS**

A local resident raised the matter of the trees near the swimming pool which were being eroded at the roots and he had concerns about their safety. Discussion followed on the ownership of the land. It was agreed the Clerk should contact the Land Registry to ascertain this.

Another member of the public attending raised the matter of car parking in the village, which was particularly heavy over the recent bank holiday weekend. The Chairman referred to plans to make part of the Community Centre car park a low cost short stay parking area, Cllr. McGonnigal suggested donation boxes at the road site and the Chairman will contact Malham to discuss this.. Sites for additional car parking were discussed and Cllr. Metcalfe agreed to approach the Waterfalls Walk company to ascertain any plans for future parking. Cllr. Macaulay stated his concerns regarding the proposed changes to the refuse collection system, and the Chairman assured the meeting that no resident who was physically unable to move their bin would be asked to do so. Cllr. Macaulay also brought up the issue of the new restaurant/takeaway proposed near the Co-op and the Chairman will check on the planning status for this and the location of the bins for the indian takeaway in the Square.

**6. PLANNING**

45/2015/15579 Application to Vary Condition 2 & 16 of Previous Planning Application 45/2015/14334 Amended Parking Layout

Land off Burnmoor Crescent, Ingleton, Carnforth LA6 3BS

45/2015/15633 Installation of a New Covered Area to the Rear of the Store

Three Peaks Filling Station, New Road, Ingleton, Carnforth LA6 3DL

**no objections were made to these applications**

**Permission Granted**

45/2015/15544 5 No. Ash Trees Crown Lift

Church Croft, 17 Main Street, Ingleton Carnforth LA6 3EF

**7. ITEMS FOR DISCUSSION FROM CIRCULATION DOCUMENTS –** Cllr. McGonnigal asked about two recycling bins in the 3 Horseshoes car park as one has a broken lid another is full of garden waste and the Chairman took a note. The Clerk was requested to investigate the possibility of a ‘red box’ folder to be inserted on the website in order to avoid the necessity for the circulation box.

**8. MATTERS ARISING –**

1. **Park/Toilets –** The Clerk reported another rope had come loose in the play area and one was on order, together with additional bolt collars. Cllr. Danskin had received a complaint regarding dog fouling in the park and the Chairman asked her to provide more details on this before contacting the dog warden. Donations for the WC’s collection boxes had amounted to £287 in April. She had contacted Horton regarding a grass cut the previous week and had been told it would be cut on Thursday. The costs for leak repair and installing a meter on the premises had been obtained and it was agreed to request Yorkshire Water to install a meter at the Community Centre car park toilets. The costing the Clerk had received was £117.24 including VAT for an initial survey and £237.10 including VAT for the actual installation which was accepted by members. The Clerk was requested to organise the removal of the sign at the Community Centre WCs referring to Whitefriars toilets, and to install a new sign at the Park WCs informing members that the nearest 24 toilets were in the Community Centre car park.
2. **The Brow –** The Clerk confirmed that the hanging branch on the Brow had now been removed.
3. **Highways –** Cllr. Brown had received a complaint about the worn road lines on Backgate near the Middle School and the Clerk will report this matter.
4. **Street Lighting** – No report
5. **Ingleton Community Centre** – The Chairman reported on the recent joint management meeting which had adopted a new constitution and he was pleased to state the Centre had made a small profit at the financial year end. *The Chairman then left the meeting and Cllr. Metcalfe took the Chair*. Cllr. Weaire then informed members that the joint management meeting had agreed to recommend a 2% increase in salary to the Centre Manager. Cllr. Metcalfe proposed and Cllr. McGonnigal seconded and it was agreed that this decision be ratified. *Cllr. Lis resumed the Chair.*
6. **Post Office in the Village Centre** – Cllr. Lis asked the members if they were willing to pay the cost of the hire for the recent meeting on this issue, as Cllr. Macaulay had organised the event without informing the Parish Council. The Councillor was told that in future he should consult the Parish Council beforehand, although in this instance the members agreed to cover the hire charge. Councillor Macaulay then reported on the recent meeting.
7. **Cold Cotes/Chapel Le Dale** – Cllr. Metcalfe informed the meeting that he believed that there was a possibility that the resurfacing of Oddies Lane may take place.
8. **Community Donations** The accounts requested from Overground Underground had been received and there was some discussion on the issue of wages for the organisers. Cllr. Macaulay proposed, seconded by Cllr. Metcalfe that a donation of £700 be contributed towards this year’s event.
9. **Clerk’s Salary – to review** – The Clerk left the room while this was discussed. Cllr Weaire spoke of the importance of single job evaluation for all the Parish Council employees, and it was agreed that a sub committee should be set up to perform this function. Cllr. Metcalfe and Cllr. Weaire agreed to take on this role. The issue of the Clerk’s salary was then discussed and it was agreed to increase her rate of pay to spinal column point 18 on the SLCC pay scale recommendations, which would amount to an hourly rate of £9.207, and her hours to remain the same at 16 hours. This would be backdated to the beginning of the financial year.
10. **Annual Parish and Annual Parish Council Meeting** – The Annual Parish Meeting was confirmed for 7pm on 19 May, and the Annual Parish Council meeting would precede the normal June Parish Council meeting on 1 June.
11. **Audit – to approve and sign Accounts** – Copies of the accounts had been circulated for Councillors’ approval. However Cllr. Macaulay raised the matter of an invoice that was due to approved later in the meeting and insisted that the Councillors should not approve it since the tender the contract was based on made no mention of the inclusion of VAT. Although the Parish Council reclaims the VAT he stated that the Parish Council should not include VAT in the payment of the invoice since it had not been included in the tender. The Councillor believed there had been an overpayment for the toilets. A lengthy discussion followed, during which the Clerk became distressed and left the meeting for a few minutes. It was agreed in view of the Councillor’s objections that the tendering process should be repeated. The Clerk will send invitations to tender to the original companies and Cllr. Macaulay will supply details of a firm he has knowledge of in Bowness. Regarding the annual accounts, it was proposed by Cllr. Metcalfe, seconded by Cllr. Danskin and agreed unanimously with the exception of Cllr. Macaulay that the accounts be accepted as a true financial record of the Parish Council over the past year.

**9. REPORTS FROM AND QUESTIONS TO DISTRICT AND COUNTY COUNCILLORS** Cllr. Lisspoke about the recycling site he had visited and the difficulties caused by contamination of the bins, and warned the members that the facility might not continue due to the problems and additional costs this caused.

**10. Correspondence**

1. Letter from IRCA requesting approval of application for gala road closure
2. G. Parker, Police Inspector updating on changes to North Yorkshire Police in Craven
3. Haworths re pensions
4. Sovereign Play Equipment information

These items were placed in the wallet for circulation to members.

### 11. REPORTS

1. **Chairman** – No report
2. **Footpaths Committee** – No report
3. **Clerk** - **Bull Land** – Meeting to take place on 26 May

**Precept** – First half of the precept has been received.

**Street Sign Name** – It was agreed that Reid Close was the preference of the members for the new development near Reid House.

1. **Swimming Pool** Cllr. Brown confirmed the pool has been cleaned and grouted and opens on 23 May. Four lifeguards had been appointed and another three needed, and seven office staff had been obtained.

### 12. ACCOUNTS

Cllr Lis handed the Chair to Councillor Metcalfe and left the room. and Cllr. Danskin proposed and Cllr. Weaire seconded that the undernoted accounts should be paid.

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| --- | --- | --- | --- | --- | --- |
| 18 | 23 | dd | Eon | Street Light Supply | 255.07 |
| 19 | 14 | dd | **Eon** | Floodltg St. Mary's | 28.93 |
| 20 | 24 | dd | Howsons | Street Light Mtce | 2577.31 |
| 21 | 18 | dd | Yorkshire Water | Park Toilets | 56.27 |
| 22 | 18 | dd | Yorkshire Water | CC Toilets | 465.86 |
| 23 | 13 | dd | CDC | Ref. Coll. Fee | 246.92 |
| 24 | 2 | dd | A. M. Hack | Clerk's Tel. & Brd | 16.40 |
| 25 | 12 | dd | Acorn Tree Svs | Work on Brow | 190.00 |
| 26 | 20 | dd | MHG Bdg /ctrs | Cleaning WCs | 1260.00 |
| 27 | 9 | dd | J.Healey InginBloom | Gardening Suppls | 288.44 |
| 28 | 1 | dd | A. M. Hack | Clerk's Salary | 612.56 |
| 29 | 9 | dd | Overground/Ugrnd | Donation | 700.00 |

Cllr. Weaire proposed and Cllr. McGonnigal seconded and it was agreed that the undernoted accounts be paid**:**

**Community Centre**

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| --- | --- | --- | --- | --- |
| 18 | 315 | CDC | Refuse Coll. | 560.58 |
| 19 | 316 | CDC | Dog Bags | 144 |
| 20 | 317 | YPO | Supplies | 102.88 |
| 21 | 318 | Olympia Supp | Toilet Rolls | 27.00 |
| 22 | 319 | Cash | Petty Cash | 101.14 |
| 26 | dd | Talktalk | Phone &Brd | 36.44 |
|  |  |  |  |  |

Staff costs amounted to £1784.31

*Cllr Lis then resumed the Chair*

# 13. ANY QUESTIONS/ITE MS FOR DISCUSSION - None

The next Parish Council Meeting will be held on Monday 1 June 2015 at 7pm at the Community Centre, preceded by the Annual Parish Council meeting at 6.30pm.