MINUTES OF THE PARISH COUNCIL MEETING HELD

**IN THE COMMUNITY 9 May 2016**

**PRESENT:** Chairman P. Weaire Cllr. J. Ward Cllr D. McGonnigal Cllr. C. Lis

Cllr. J. Emsley Cllr. S. Brown

Cllr. J. Metcalfe Cllr. T. Macaulay

**In attendance:** Alison Hack, Cllr. D. Ireton, 1 police officer

**This meeting was recorded under file PCMay2016**

1. **APOLOGIES**: Cllr. M. Howson

1. **DECLARATIONS OF INTEREST** **–** Cllr. Weaire declared an interest in the library, Cllr. Howson in item8d) and Cllr. Lis in any matter relating to Community Centre staffing issues , Cllr. Danskin in any work relating to her landlord.
2. **To confirm the Minutes of the Parish Council Meeting held on 4 April 2015 and review matters arising**

**The Minutes** of the meeting of 4 April having been circulated were approved by the meeting as an accurate record and were duly signed by the Chairman.

1. **Parking in the Square –** The Chairman had checked the parish council records that showed there had been a history of maintenance and responsibility for matters relating to the Square by the Parish Council. After discussion it was agreed that the parish council should register title of ownership of the Square and the Clerk should approach the parish council solicitors to further this matter.
2. **Works to Community Centre Car Park** – Cllr. Emsley raised the matter of the further trimming of trees to improve the view from the car park. Cllr. Ward pointed out that only three of the original four benches had been replaced after the works and one bench needed the ground in front of it paved to prevent unsightly bare patches. Cllr. Brown enquired whether work would be done to even the pavements where the water meters are placed near the Main Street entrance and the Chairman took a note of these matters.
3. **Post Office** Cllr. Lis commented on the recent email from the Co-op contact which confirmed siting the Post Office in the local Co-op continued to be under consideration and it was decided to await a further response from them.
4. **Local Transport Service** – The issue of scheduled bus services was discussed and it was agreed to write to Stagecoach to urge improvements to the current scheduled service.

**4. REPORTS**

**Police** – The police officer informed members there had been 60 reported incidents in the ward over the past month, including one criminal to a bike.e, a theft of a trailer from New Village and criminal damage to a hedge. There had also been a few complaints about boy racers in the village. The Chairman asked who should be informed if a resident wished to report further incidents and was informed they should phone the 101 number. Cllr. Macaulay complained about the speeding of vehicles on the A65 and discussion followed on the issue of speeding in the area. Cllr. McGonnigal queried the powers of the police regarding the removal of abandoned vehicles, the police officer believed the van the Councillor had in mind was fully taxed and therefore they were unable to act on this matter.

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

1. **Car Park near Old Police Station** – Cllr. Emsley commented that this had now been constructed after planning permission had been given.
2. **Illegal Camping** – Cllr. Lis related the efforts of YDPA to remove the illegal encampment on Storrs Common with no successful result. Cllr. Metcalfe proposed and it was agreed the Clerk should write expressing members objections to the Environment Agency with a copy to YDPA.
3. **Transport** – Cllr. McGonnigal had received a complaint from a resident regarding the buses to Lancaster, and the issue of local transport was discussed at length.

**6. PLANNING**

**a)** 45/2016/16770 Installation of Replacement 17.5m Street Works Pole supporting 3no. antennas, 1 no. 0.3m

Transmission Dish, 1 no. Replacement Equipment Cabinet and Ancillary Development

**The members supported this application.**

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

**a) Standing Orders** – the amended draft having been circulated, it was proposed by Cllr. Metcalfe, seconded by Cllr. Emsley and agreed to approve the amendments as follows:

Item 11 Remove *‘even though he gave no original vote.*’

Item 12 (f) Remove *To elect School Governors*

Item 18 Replace with *The Clerk shall keep an electronic record of all carried motions, recommendations, resolutions or decisions made at each Parish Council meeting. This record will be circulated to members before each meeting.*

Item 23 (r) Replace *with To authorise necessary maintenance or repair works to Parish Council property*

Item 36 Replace *Recision* with *Reversal*

Item 41 Amend to *A document shall not be marked with the seal of the Council unless its sealing has been authorised by a resolution.*

Item 54 Add *with the exception of Community Centre staff wages which will be paid online by the financial officer on the first of each month and included in the next schedule of payments laid before the Council.*

Item 71 Remove

**b) To Review Staff Wages and consider Joint Management Committee’s recommendation to increase Community Centre staff wages by 2%.**

The Chairman spoke about the importance of the single job evaluation. It was proposed by Cllr. Metcalfe and seconded by Cllr. Emsley and agreed that the recommendation of a 2% raise should be made for all parish council staff.

**8. PARISH COUNCIL MAINTENANCE MATTERS**

1. **Park/Toilets –** The Clerk reported having spoken to J. Morphet who confirmed that just tiling the park toilets was appropriate for the damp patch and she had told him to go ahead. The toddler swings had been replaced. Cllr. Brown complained that the grass in the park opposite her house had not been cut and the Clerk took a note.
2. **The Brow –** The Clerk confirmed planning permission had been received to trim the beech on the Brow and she had requested quotations for the work.
3. **Highways** – Cllr. Ward commented the subsidence at the Main Street junction with the A65 had worsened. The Clerk confirmed that no response had been received regarding the rescheduling of works on Oddies Lane. Cllr. MacAulay commented on the poor state of the Main Street surface and a bad pothole adjacent to the Middle School. It was agreed the broken hand rail on Bell Horse Gate should be repaired and the Clerk undertook to report these matters.
4. **Street Lighting** – Cllr. Macaulay reported a street light out with its control panel off at 19 Burnmoor Crescent. Cllr. Lis also reported a light out on Laundry Lane in the Middle School grounds and the Clerk will contact Howsons.
5. **Ingleton Community Centre** – Cllr. Lis reported on recent events at the Community Centre and stated the IRCA where looking to regularise their insurance.
6. **Cold Cotes/Chapel le Dale –** Cllr. Metcalfe informed members of a meeting of the broadband group tomorrow. Cllr. Emsley confirmed that a defibrillator was to be installed at the Hill Inn.

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

**a) Pump Track** – Comments were made on the ongoing construction of the track, and now the project was nearing completion consideration should be given to its future management. The Clerk had approached a local contractor to quote for the perimeter fencing and Cllr. Metcalfe gave another firm to the Clerk. He also suggested that Ingleton in Bloom might be consulted regarding fruit tree planting on the site, and A. Danskin took a note. The Clerk will ask M. Coggins to contact Cllr. Metcalfe regarding constructing alternative access from Red Ash Lane.

**b) Village Action Team**T he Chairman reported on the Pop and Shop scheme, and felt the tariff board should make the charged more clear. Cllr. Lis reported on changes to the parking ticket system due to abuse by users, the tickets now show a time limit.

**c) B4RN Project** Cllr Lis reported on the progress with routes across the A65 being considered. Local landowners were to be approached regarding extension of the service to their properties.

**d) Library** The Clerk reported successful drop in events with 25 volunteers recruited and a meeting with NYCC Library Services to finalise the business plan and consider early training of volunteers.

**10. REPORTS FROM AND QUESTIONS TO DISTRICT AND COUNTY COUNCILLORS -** Cllr. Ward reported on a person apparently making enquiries on behalf of CDC regarding purchasing local retail businesses. Cllr. Lis took a note. Cllr. Ireton warned that there had been incidents of forged £20 notes being circulated in shops in Bentham.

**11. CORRESPONDENCE**

Emails

11/4 Queens 90th Birthday

14/4 NYCC Highways programme of works

15/4 Governance & Accountability publication YLCC

16/4 White Rose Update

19/4 Capturing the Past

19/4 SLCC re April EGM

19/4 Craven Volunteer Managers Forum

21/4 NYCC Highways Notice of Temporary Road Closure

21/4 Stories in Stone Update

24/4 CAB Spring Newsletter

24/4 Capturing the Past

3/5 YLCA Conference re Devolution

Dropbox

18/4 J. Smith MP Response to letter re pharmacy funding

J. Smith MP Surgery Schedule

Parking Sign for Square

Standing Orders amended draft

Tour de Yorkshire publicity

Clerk Magazine

Clerks & Councils Direct

CDC Planning Guide

22/4 Request from resident for disabled parking space near Pharmacy

**It was agreed the Clerk should respond to the local resident’s request for a disabled parking space near the pharmacy by suggesting alternative parking at 3 Horsehoes or the Methodist Church.**

12. REPORTS

1. **Chairman** – No report
2. **Footpaths Committee** – No report
3. **Clerk** the Clerk confirmed the Keep Clear lettering on Back Square had been completed. She would be putting review of the Risk Assessment and Financial Regulations on the Agenda for next meeting. She suggested to members and it was agreed that the election of officers should be included on the Agenda for the Parish Council June meeting.
4. **Swimming Pool** – No report

### 13. FINANCE

a) To review effectiveness of internal system of financial control – The report for the internal audit having been circulated, and after consideration of information provided by the Clerk it was proposed by Cllr. Metcalfe, seconded by Cllr. Lis and agreed that the current system was effective. It was also agreed the Clerk should provide quarterly balances of the parish council funds.

b) To approve Annual Governance Statement for 2015/16 It was proposed by Cllr. Danskin, seconded by Cllr. Brown and agreed to approve the Annual Governance Statement prepared by the Clerk.

c) To approve Accounting Statement for 2015/2016 – It was proposed by Cllr. Ward and seconded by Cllr. Metcalfe and agreed to accept the Accounting Statements for 2015-2015 as an accurate record.

d) To authorise signing of orders of payment

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 18 | cca | dd | Ing. Parish Co | CC VAT Refund | 2697.15 |
| 19 | slm | dd | Howsons | Street Lt Maint. | 2910.00 |
| 20 | sun | dd | CDC | Trade Wste | 274.59 |
| 21 | s13 | dd | Eon | Fldltg St. Marys | 26.43 |
| 22 | ab | dd | A. Hack | Clerk Telephone | 32.27 |
| 23 | tut | dd | SSE | Park WC | 102.66 |
| 24 | brep | dd | Clark & Kent | Construction | 19650.00 |
| 25 | gfl | dd | Horton Ldscpg | Grasscutting | 696.00 |
| 26 | tsh | dd | OCS Group UK | Sanitary Hire | 149.76 |
| 27 | aa | dd | A. Hack | Clerk Salary | 638.35 |
| 28 | brep | dd | Playdale | Repairs to Play Area | 324.84 |
| 29 | sls | dd | Eon | Street Lt. Supply | 395.26 |
| 30 | tcl | dd | MHG Bldg Ctrs | Cleaning WCs | 1260.00 |

**Community Centre**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 14 | 386 | Olympia | Toilet Rolls | **27** |
| 15 | 387 | Wheildons Plbg | Repairs | **170.63** |
| 16 | 388 | Builders Supply | Repairs | **10.27** |
| 17 | 389 | CDC | Trade Waste | **577.76** |
| 18 | 390 | Yorkshire Water | Supply | 910.15 |
| 19 | 391 | YPO | Clg&Statnry | 280.15 |
| 20 | 392 | M. Rogerson | Window | **40.00** |
| 21 | 393 | Howsons Ltd | Electrical | 84.00 |
| 23 | 394 | R. Dawson | Repairs | 232.8 |
| 24 | 395 | Villge Newsagnts | Newspapers | 58.15 |
| 25 | dd | Talktalk | Phone | 36.31 |

Staff costs amounted to £1938.19

# 13. ANY QUESTIONS/ITEMS FOR DISCUSSION - None

The next Parish Council Meeting will be held on Monday 6 June 2016 at 7pm at the Community Centre.