MINUTES OF THE PARISH COUNCIL MEETING HELD

**IN THE COMMUNITY 2 May 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 Meeting held on 3 April 2017 and review matters arising**

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

1. **Acquisition of Land behind Burnmoor Crescent** – the Clerk reported that Yorkshire Housing had requested that the Parish Council meet some of the legal costs for drawing up the agreement (i.e. £300) and it was agreed by members to accede to this request.
2. **Public WC’s cleaning contract** – It was agreed by members that a notice advertising this should be placed on the noticeboard to ensure that the tender process for this contract was as fair and open as possible.

**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.**

**Market** – Cllr. Ward informed members that Ingleton had now lost its market, mainly due to the parking problems in the Square. Discussion followed on the issue of installing bollards in the Square and the problems of establishing ownership of the land. It was agreed the Clerk should write to the solicitors to ascertain if any progress in their research had been done requesting a reply before the next meeting.

**6. PLANNING**

45/2017/17839 Application for Change of Use of Land to form Allotments, Parking Spaces and Access Track

Land Adjacent to Clarrick Terrace, Bentham Road, Ingleton, Carnforth, LA6 3HP

**There were no objections to this application**

**7. PARISH COUNCIL MAINTENANCE MATTERS**

1. **Park/Toilets –** Cllr. MacAulay voiced concerns on the high costs of providing the public toilets and asked whether alteration of the Community Centre toilets for public use could not be considered. Discussion followed on this issue and the prospect of a reduction in rates due to changes in legislation. It was also felt alteration of the Community Centre was not practical due to the high costs involved.
2. **The Brow –** No report
3. **Highways** – Cllr. Weaire reported that the gulleys on the A65 had been marked for repair as they had sunk but had been repaired in the last couple of years.
4. **Pump Track** – The Clerk confirmed that she had produced a risk assessment for this and will circulate it to members in due course. The Chairman reported to Cllr. McGonnigal that there were one or two holes in the pump track surface that needed filling and the Councillor took a note.
5. **Street Lighting** – The Clerk reported that the light connection on Bentham road had been delayed due to a technical difficulty and the light in the Square was waiting for a part.
6. **Ingleton Community Centre** – Cllr. Lis reported that the boiler was not working and needed replacement. Several quotes were in the process of being obtained and the JMC would meet to consider these when they had been received.
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**  - The Chairman had contacted S. Sunter but had received no reply and it was agreed that the situation was disappointing in its outcome – both Cllr. Ireton and Lis will pursue this matter with CDC.

**b) Allotments** – It had been proposed by Cllr. MacAulay that the access at the other end of the site should be considered, but after discussion it was agreed that the access should remain as drawn on the recently submitted planning application. However it was considered by the meeting that the proposed track was not necessary for the allotments site and after discussion it was agreed that Cllr. Ireton should refer the matter to the planning department and liaise with the Clerk to withdraw the planning application pending amendment.

**c) B4RN** – No report

**d) Skateboard Project** – The Chairman reported that he had spoken to several residents who were enthusiastic about the project, and it was agreed to wait for the outcome of the social media consultation.

**10. REPORTS FROM AND QUESTIONS TO DISTRICT AND COUNTY COUNCILLORS -** Cllr. Lis reported that the new waste collection arrangements were in place and for the most part seemed to be working well. Cllr. Ward however reported that his trade waste blue bin had remained uncollected for 4 weeks, and Cllr. Lis took a note. Cllr. Lis also voiced concerns on the misuse of recycle banks involving contaminant waste from trade users, and gave warning that if this continued the recycle bins were likely to be withdrawn.

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

a) **Road Closure for Ingleton Gala** – The members agreed to grant permission to the IRCA CIO for the necessary road closure for the Ingleton Gala.

**b) D. Cairns, Review of Parking** – it was agreed the Clerk should arrange a meeting with D. Cairns on 29 May.

**c) Autumn Event** – it was agreed to grant permission to the Autumn Event committee to meet on the Middle School site to proceed with the organisation of this event.

**Emails**

11/4 YLCA on Cyber Essentials

14/4 CDC Notification of Planning Application for Allotments

14/4 Oaks Colliery Memorial Dedication on 7 May 2017

14/4 D. Cairns, Review of Parking, see available dates

19/4 Chris Beebe Co-op re improvements to Petrol Station – invite to Parish Council meeting?

20/4 YLCA NALC Legal Briefing on Recommended Practice for Local Authorities for Elections

21/4 H. Townsend re abandoned vehicle in Community Centre Car Park

**2/5** H. Lambert to confirm permission to meet with committee on site re fun fair and pump track assessment for autumn event

**Dropbox**

5/4/17 North Yorkshire County Council – Craven Area Committee – Vacancies for Co-opted Members

Accounts 2017

Resolutions Register

Receipts and Payments Spreadsheet for financial year ending March 2017

Variance Table

Copy of Annual Return Form

Mrs. J. Howson Request for permission for road closure for Ingleton Gala 15 July 2017

CDC re Le Petit Cycle Event 4 June 2017

**13. REPORTS**

1. **Chairman** – No report
2. **Footpaths Committee** – No report
3. **Clerk** **-** The Clerk had changed the date of the Annual Parish Meeting to 18 May due to difficulties booking the venue for the original date. She was requested by Cllr. Lis to move it to Monday 22 May 2017 if possible.

**Co-op on A65** – It was agreed by members to invite C. Beebe to the July meeting to speak on the proposed refurbishment.

### 14. FINANCE

* + 1. **To Review Effectiveness of System of Internal Controls** – this was reviewed by the meeting and proposed by Cllr. Metcalfe, seconded by Cllr. MacAulay and agreed to be satisfactory.
    2. **Consider findings of this Review** – It was proposed by Cllr. Lis and seconded by Cllr. McGonnigal and agreed by the meeting to follow the Clerk’s recommendation that the quarterly monitoring of fund balances should be shown as an agenda item in future, rather than simply circulating the information for comment.
    3. **To Approve the Annual Governance Statement by Resolution** – it was proposed by Cllr. Metcalfe, seconded by Cllr. MacAulay and resolved by the meeting to approve the Annual Governance Statement
    4. **To Consider and Approve the Accounting Statements 2017 by** Resolution – After consideration of this document and the accounts having been previously circulated, it was proposed by Cllr. Lis, seconded by Cllr. Metcalfe and resolved by the meeting to approve the Accounting Statements 2017 and the members authorised the signing of this document by the Chairman.
    5. **To authorise signing of orders of payment and online** payments – it was proposed by Cllr. Metcalfe and seconded by Cllr. Brash and agreed by the meeting that the undernoted accounts be authorised for payment:

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| 15 | YD Signage | Repairs to Notice Board | 204.00 |
| 16 | A. Hack | Clerks Salary | 667.82 |
| 17 | CDC | Waste Collection | 279.67 |
| 18 | Howsons | CCTV Upgrade | 2220.00 |
| 19 | Eon | Fldltg St. Mary's | 28.84 |
| 20 | Eon | Street Light Supply | 399.47 |
| 21 | Howsons | Street Lt Maintenance | 1754.98 |
| 22 | Npower | WC elec. Supply | 286.69 |
| 23 | A. Hack | Tel.&Brdband | 37.11 |
| 24 | MHG Bdg Ctrs | Cleaning WCs | 1290.96 |
|  | IPC | Internal Transfer | 12500.00 |

Community Centre

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| 18 | SSE | Gas Supply | 2122.40 |
| 19 | SSE | Elec Supply | 269.13 |
| 20 | YPO | Rec.Bins | 30.60 |
| 21 | M. Rogerson | Windows | 40.00 |
| 22 | CDC | Waste Coll. | 896.00 |
| 27 | Talktalk | Tel&Brdband | 34.72 |

Staff costs amounted to £1953.58

15. ANY QUESTIONS/ITEMS FOR DISCUSSION - None

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