MINUTES OF THE PARISH COUNCIL MEETING HELD

**BY VIDEO CONFERENCE 7PM 4 MAY 2020**

**PRESENT: Chairman** J. Metcalfe Cllr. J. Emsley

Cllr. C. Lis OBE Cllr. G. Gaunt

Cllr. M. Howson Cllr. A. Weller

Cllr. D. McGonnigal

**In attendance:** Alison Hack

**This meeting was recorded under file PCTapesMay20**

1. **Apologies for Absence -** Cllr. S. Brash
2. **To Note any Declarations of Interest** and to record, consider and grant members’ requests for Disclosable Pecuniary Interest dispensations (Section 31 Localism Act 2011) in connection with items on this Agenda.

Cllr. Lis declared an interest in matters relating to staffing issues at the Community Centre.

1. **To confirm the Minutes of the Parish Council Meetings held on 3 February and 2 March 2020 and review matters arising.** The Chairman proposed, Cllr. Howson seconded and it was agreed to accept these Minutes as a true record.
2. **ADJOURNMENT for questions/items for attention raised by members of the public. None**

**5. PLANNING –**

**C/45/653A Batty Moss (AKA Ribblehead) Railway Viaduct, Ribblehead**

Listed Building Consent for repairs to masonry and associated works

**There were no objections raised and the members supported this application**

**6. Standing Orders Addendum** – Adoption of Emergency Powers during Covid 19 Crisis (Appendix 1)

These measures related to the emergency powers delegated to the Clerk during the current crisis, as well as confirming the power of the Parish Council to hold a meeting remotely by video conference and make legal decisions thereby. It also confirms the power of the Parish Clerk to temporarily pay all invoices for the Community Centre from the relevant bank account online, instead of by cheque. The Chairman proposed and all members present were in favour of these measures. No amendments were proposed for the remainder of the standing orders.

**7. Annual Parish and Annual Parish Council Meeting –** To resolve that these be postponed for 12 months and that elected officers of Ingleton Parish Council remain in office until May 2021. This was proposed by the Chairman and all members were in unanimous agreement and this was approved

**8. CORRESPONDENCE – to action where appropriate-**

**Emails**

14/4 YLCA Annual Review

15/4 Post Office Ltd. Notification of temporary closure of outreach PO at Community Centre

17/4 YLCA White Rose Update on Remote Meetings

**22/4 Dark Skies Reserve, requesting message of support**

22/4 YLCA Election Regulations, Burials and Cemeteries Update and Webinar on PWLB

**22/4 Planning C/45/653A Batty Moss (AKA Ribblehead) Railway Viaduct, Ribblehead**

Listed Building Consent for repairs to masonry and associated works

22/4 National Environment Agency – briefing on Covid 19 crisis

23/4 YLCA Webinar on Grants, Policies, Procedures and Powers

1/5 A. Burden YDNPA on Coronavirus Community Fund

1/5 YLCA White Rose Update

**3/5 J. Thistlethwaite - mail regarding appeal against proposals for catchment area following Clapham School Closure**

**4/5 D. Harper, Craven Judo Club requesting letter of support for initiating centre at Ingleton**

**Dropbox**

Resolutions Register

**i) Dark Skies Reserve** – The meeting agreed that the Clerk should write a letter of support for this organization.

**ii) Clapham School Closure** – J. Thistlethwaite, from the Ingleton Primary School Board of Governors had written to the Parish Council requesting their urgent support in an appeal against the decision by the education services to exclude Ingleton from the new catchment area resulting from the proposed closure of Clapham School. Discussion followed on the prospect that under the current proposals the catchment area would be split between Bentham and Austwick schools, and it was felt that the funding implications for the future were not good for Ingleton. Cllr. Lis commented that only 28 responses had been received on this consultation, which he found very surprising given its importance for the local area. The Chairman agreed and suggested that since Ingleton was closer to Clapham and had similar facilities to Bentham he felt that the Parish Council should write in the strongest terms to voice their objection. Cllr. Emsley suggested this was possibly the beginning of a campaign of measures against Ingleton Primary School, and Cllr. Weller felt it was very important that this proposal by the education services be challenged. It was agreed the Clerk should write voicing the Parish Council’s strong objections, with copies to Julian Smith MP and Cllr. D. Ireton

**iii) Craven Judo Club** – Cllr. Lis had received an email from D. Harper who was hoping to start a judo club in Ingleton located at the iCentre. It was agreed that the Parish Council should write a letter of support for this proposal.

### 9. FINANCE –

**i)To authorise signing of orders of payment and online payments** - It was proposed by Cllr Metcalfe seconded by Cllr. Emsley and agreed to make the following payments:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | sun | dd | IRCA | Photocopying | 59.54 |  |
| 2 | tut | dd | Waterplus | Supply to Car Park WCs | 3.34 |  |
| 3 | S137 | dd | Eon | Floodltg St. Marys | 46.35 | 2.21 |
| 4 | sls | dd | Eon | Street Light Supply | 458.81 | 76.47 |
| 5 | ab | dd | A. Hack | Tel&Broadband | 51.58 |  |
| 6 | tut | dd | SSE | Supply to Park WCs | 94.99 | 4.52 |
| 7 | tut | dd | SSE | Supply to car Park WCs | 426.83 | 20.32 |
| 8 | aa | dd | A. Hack | Clerk Salary | 701.61 |  |
| 9 | tcl | dd | MHG Builders | Cleaning Public WCs | 824.78 |  |
| 10 | wcr | dd | CDC | Park WC Rates | 3924.13 |  |
| 11 | wcr | dd | CDC | Car Park WC Rates | 1896.20 |  |
|  |  |  |  |  |  |  |
| 12 | don | dd | IPC | CC A/C Internal Transfer | 12966.75 |  |
| 13 | aa | dd | A. Hack | Clerk Salary | 713.54 |  |
| 14 | bb | dd | A. Hack | Tel&Broadband | 63.03 |  |
| 15 | slm | dd | Howsons | Street Light Maintenance | 2718.84 | 453.14 |
| 16 | S137 | dd | Eon | Floodltg St. Marys | 14.16 | 0.67 |
| 17 | sls | dd | Eon | Street Light Supply | 490.45 | 81.74 |
| 18 | tut | dd | Waterplus | Wastewater CC car park WC | 86.45 |  |
| 19 | tut | dd | Waterplus | Wastewater Park WC | 226.80 |  |
| 20 | gfl | dd | Horton Ldscpg | Grasscutting village | 648.00 | 108.00 |
| 21 | S137 | dd | Ing. Swim Pool | Friendship Path Stones | 124.50 |  |

Community Centre

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 165 | dd | Vonage 79797 | Telephone | 32.4 | 5.4 |
| 1 | dd | Ian Lowis Joinery | New Gents Door | 380.00 |  |
| 2 | dd | YPO | Cleaning Mats | 646.72 | 107.79 |
| 3 | dd | Npower | Supply to Centre | 388.8 | 64.8 |
| 4 | dd | Craven DC | Dog Bags | 149.98 | 25.00 |
| 5 | dd | Corona | Gas Supply | 825.72 | 137.62 |
| 6 | dd | Waterplus | Water Supply | 195.18 |  |
| 7 | dd | M.Rogerson | Windows | 40 |  |
| 9 | dd | Mrs. A Brown | wages | 734.11 |  |
| 10 | dd | J. Goodman | wages | 380.06 |  |
| 12 | dd | J. Lis | salary | 1509.13 |  |
| 13 | dd | A. Hack | wages | 135.5 |  |
| 14 | dd | M. Whitfield | wages | 125.64 |  |
| 15 | dd | HMRC | PAYE/NIC | 1646.01 |  |
| 16 | dd | M.Rogerson | Windows | 40 |  |
|  |  |  |  |  |  |
| 17 | dd | Mrs. A Brown | wages | 642.14 |  |
| 18 | dd | J. Goodman | wages | 284.49 |  |
| 19 | dd | J. Lis | salary | 1538.46 |  |
| 20 | dd | Vonage 87180 | Telephone | 32.4 | 5.4 |
| 21 | dd | M.Rogerson | Windows | 40 |  |
| 22 | dd | Corona | Gas Supply | 804.88 | 134.15 |
| 23 | dd | NOW Pensions | Contributions | 214.49 |  |
| 24 | dd | Npower | Supply to Centre | 267 | 44.5 |
| 25 | dd | Npower | Supply to Centre | 17.34 | 2.89 |
| 26 | dd | Waterplus | Wastewater | 1655.9 |  |
| 27 | dd | Howsons | Repairs to Gents | 71.68 | 11.95 |
| 28 | dd | Howsons | Repairs to Hall lights | 153.50 | 30.70 |

**b) To approve the Annual Governance Statement 2019/20** – It was proposed by Cllr. Metcalfe and seconded by Cllr. Gaunt and agreed to approve the Annual Governance Statement as a true record.

c) **To consider the Annual Accounting Statements 2019/20 and approve these by resolution** – It was proposed by Cllr. Metcalfe and seconded by Cllr. Gaunt and agreed to approve the Annual Accounting Statements 2019/20 and the underlying accounts which supported them.

13. Any other matters which the Chair decides are urgent in accordance with Section 100B (4) of the Local Government Act 1972

1) **Small Business Grant** – The Clerk confirmed that a grant had been received by the IRCA to cover the loss of business of the Community Centre during the recent Covid 19 outbreak. Cllr. Lis confirmed that CDC had made the approach to ensure that they were aware of this grant and felt it would be appropriate for the Parish Council to write to Craven District Council to thank them for their help at this time. This was agreed to by the meeting.

There being no other business the Chairman closed the meeting and stated that he hoped the next meeting could be held as normal (albeit with social distancing) and expressed his appreciation for all the additional work and help from everyone at this time.

The next Parish Council Meeting will be held on Monday 1 June 2020 at 7pm, at the Community Centre.

APPENDIX 1

**STANDING ORDERS**

**ADDENDUM**

**DURING THE COVID 19 NATIONAL EMERGENCY THE FOLLOWING STANDING ORDERS WILL COME INTO FORCE IN ORDER TO COMPLY WITH CURRENT GOVERNMENT GUIDELINES ON PUBLIC MEETINGS:**

**1) THE PARISH COUNCIL WILL CEDE THE NECESSARY POWERS TO THE CLERK/RESPONSIBLE FINANCIAL OFFICER TO ENSURE THE CONTINUED RUNNING OF PARISH COUNCIL MATTERS FOR THE DURATION OF THE EMERGENCY.**

**2) THE PARISH COUNCIL WILL HOLD REMOTE MEETINGS VIA COMPUTER CONFERENCING TO WHICH THE PUBLIC WILL BE INVITED AND PROCEEDINGS WILL BE MINUTED AS NORMAL.**

**3) RESOLUTIONS MADE AT REMOTE MEETINGS TO BE PROPOSED, SECONDED AND APPROVED BY A SHOW OF HANDS OR BY VERBAL MAJORITY ASSENT OF THE MEMBERS DULY RECORDED BY THE CLERK.**

**4) FOR THE DURATION OF THE COVID 19 NATIONAL EMERGENCY, ALL INVOICES FOR THE COMMUNITY CENTRE ACCOUNT WILL BE PAID ONLINE BY THE CLERK WHERE POSSIBLE.**

**Approved at Ingleton Parish Council Meeting on 4 May 2020**



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Alison M. Hack

Parish Clerk for Ingleton