

CLAPHAM CUM NEWBY PARISH COUNCIL

TUESDAY 28TH JULY 2015

MINUTES

PRESENT: Cllrs Colin Price (Chairman), John Dawson (Vice Chairman), Diane Elphinstone, Gerald Kay and Ann Sheridan

IN ATTENDANCE: Gillian Muir (Parish Clerk & Responsible Financial Officer) and 1 member of the public

PUBLIC PARTICIPATION: No issues reported.

1. Apologies for Absence: Cllr Bratt

2. Code of Conduct and Disclosable Pecuniary Interests

a. Councillors did not record any Disclosable Pecuniary Interests (DPI) in relation to items on this Agenda.

b. No requests were made for DPI dispensations in connection with items on this Agenda.

3. Police Report - none

4. Highways and Street Lighting, Road Signage and Boundary Markers

a. To receive requests for action on highways, streetlights, road signage and boundary markers

The clerk will write to Ingleborough Estate to request that the ground beneath the viaduct is repaired and re-instated once works to the structure are finished. The blocked culvert on the Eldroth Road will be reported.

b. Updates and further action on outstanding issues

The TRO sign at the northern entrance off the A65 to Clapham village has been replaced. A new Station

Road sign has been installed. Reebys Lane has been resurfaced. Clapham Station footbridge will be

repainted post April 2016. A date has yet to be confirmed to paint the railway bridge over Station Road.

Correspondence from Dacres Estate Agents was noted: councillors were pleased that advertising signage

has been removed from Newby village green and the Newby A65 junction. Visibility issues caused by long

grass on the northern side of the Station Road / A65 junction has been reported. The Clerk will request that

the drainage issues near Calterber Bridge are reviewed.

5. Minutes of previous meetings

Council **RESOLVED** that Minutes for the Annual Meeting of Clapham cum Newby Parish Council held on 26th May 2015 and of the ordinary meeting held on 23rd June 2015 should be approved and signed by Cllr Price, Chairman, as a true and accurate record. There were no matters arising not already covered in the Agenda.

6. On-going issues

6.1 Development of the Old Mercedes Garage site

The Agent for McConnell Homes Ltd, JWPC Ltd, has written to CDC to voice concern that the district council has not reached a decision re the reserved matters application by the target date. CDC notified the parish council that the application will be reviewed by the planning committee on 3rd August.

RESOLUTION: Cllr Sheridan will attend the committee meeting to highlight the parish council's objection to the installation of a gate at the entrance to the development.

6.2 Parish Maintenance Matters

a. The Caretaker and Cllr Dawson will carry out repair works to the damaged churchyard path very soon.

RESOLUTIONS:

1. The Clerk will request a replacement dog poo bin for Newby
2. The Caretaker will carry out the tasks listed below once a month for the remainder of the growing season:
 - Strim grass surrounding ornamental drinking fountain
 - Keep tidy area surrounding benches opposite CRO, near Market Cross, in front of Home Barn, on becks side
 - Strim path leading to and surrounding beck-side benches
 - Strim ginnel leading to village hall and make sure guttering on lane side is clear of debris
3. Cllr Elphinstone will scythe the grass surrounding the bench and stone sign at Newby Cote

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At Clapham Station, it was noted that a resident has cut the grass on the triangular green and road verges near the station entrance, and removed a large patch of thistles.

b. Forest of Bowland AONB grant

Robert Close has submitted an invoice for the drainage works at Keasden Church. Refer to item 14.b. Cllr Dawson will request that the notice board for Clapham Station is ready by September to satisfy the requirements of funders and the landowner, who have given his permission for the installation to proceed.

6.3 Reinstatement of the Ornamental Drinking Fountain water supply

The Caretaker will investigate and purchase the most cost effective solar pump to re-instate the water supply. Water will be recycled from a discretely placed container behind the fountain. The Clerk will order a small sign to highlight that the water will not be potable.

6.4 Provision of Hyperfast Broadband

Cllr Sheridan reported on network development and the positive feedback received from the promotional meetings held in Clapham.

6.5 Development of a Community Emergency Plan

Cllr Elphinstone reported that the first draft is almost complete. The place of safety was discussed; a list of locally held resources / equipment that could be used in an emergency situation will be compiled. There is also a need to identify vulnerable people who may need help in a crisis. Two people have volunteered to train in CPR should the council obtain a defibrillator. More volunteers are needed. Cllr Elphinstone was thanked for the work she has put into this project.

7. Policy review

a. **RESOLUTION:** the complaints procedure was adopted and signed by the Chairman, Vice Chairman and Cllr Elphinstone.

b. **RESOLUTION:** the new finance regulations were approved and adopted then signed by the Chairman

c. The Clerk outlined the need for a data protection policy

RESOLUTION: data protection policy was approved and adopted then signed by the Chairman

d. The publication scheme was amended to illustrate that the council has a data protection policy.

RESOLUTION: the amended publication scheme was approved.

e. The Clerk outlined that as the parish council handles data it is considered to be a data controller and must register with the Information Commissioner's Office (ICO).

RESOLUTION: registration with the ICO was approved.

f. **RESOLUTION:** payment of a £35 annual registration fee for the ICO was approved.

8. Register of interests form

The need to disclose certain interests was discussed.

RESOLUTION: the Clerk will refer to archived minutes to clarify advice received in 2010/2011 regarding the declaration of interests.

9. Dog fouling in Clapham

The parish council received a complaint about the amount of dog fouling in Clapham especially around the waterfall area.

RESOLUTION: the Clerk will highlight the problem in the Clapham Newsletter and remind all dog owners to make use of the dog poo bins in the village.

10. Request to review road safety on the A65 between Clapham and Settle

Ingleton Parish Council is concerned about the number of road accidents that have happened in recent years on the A65 between Clapham and Settle. It is asking local parish councils to request a review of road safety. Road safety is taken very seriously by Clapham cum Newby Parish Council. It is satisfied that recent incidents on the A65 in and around Clapham have been properly investigated. Speed was not the primary cause of accidents at Station Road and Newby. NYCC Highways and Police Collision Investigation always attend fatal Road Traffic Collisions to investigate if the condition of a road contributed to the accident and to determine if improvements could be made. In addition, local traffic officers monitor traffic speed on a weekly basis on the Clapham bypass.

RESOLUTION: the Clerk will inform Ingleton Parish Council that Clapham cum Newby Parish Council will not

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request a review of road safety for reasons outlined above.

11. North Yorkshire County Council's Community Awards

RESOLUTION: the council will nominate Clapham Community Shop Ltd for the best community group or project. Several people were also considered for the volunteer of the year award. Cllr Elphinstone will complete the paperwork.

12. Finance

a. **RESOLUTION:** authorisation was given to make the following payments as detailed in financial statement for July 2015. These include:

- Clapham Village Hall: room hire - £98
- J Hartley and Sons: Churchyard grass cutting for May and June - £211.20
- Settle Stories: donation to restoration of W.R. Mitchell archive (under Local Government Act 1972, Section 137) - £100
- Gillian Muir: expenses for mileage and postage - £14.67
- Yorkshire Internal Audit Services - £125

b. Statement of accounts (HSBC 1 and HSBC 2) for the Parish Council were reviewed and approved.

c. Receipt and payment values for the first quarter were compared against budgeted figures. There were no issues to report.

d. In line with finance regulation 2.2, the council is required to appoint of a councillor (not the Chairman) to review council finances each quarter as part of the internal audit control procedure. It was agreed that this role should be shared with each councillor taking a turn every quarter. In his absence, Cllr Bratt was nominated to review the finances at the end of the second quarter.

13. Planning

a. Applications: no applications were received at the time of agenda publication.

A late application to be considered under item 14.b (late correspondence) was brought forward.

1. 18/2015/16014 Application to discharge condition no.3 of planning approval referenced 18/2014/15065 concerning materials to be used in external finish, Old Manor House, the Green, Clapham. There were no objections.

b. Decisions

1. C/18/65P: full planning permission for erection of two bedrooomed bungalow, Old Mason's Yard, Clapham. Awaiting decision.

2. 18/2015/15634: Reserved matters application (appearance, scale and landscaping) pursuant of outline planning application 18/2012/13161, Former Dalesview Garage site, Old road, Clapham. Awaiting decision.

3. 18/2015/15771 Creation of new door opening, new oil tank and satellite dish and single storey garage to one side, Inglenook, Green Close, Clapham. Approved.

4. C/18/615C full planning permission for replacement of uPVC glass conservatory with stone built and natural slate roofed lean-to garden room, Deighton House, Riverside, Clapham. Awaiting decision. The owners of Deighton House sought advice from Cllr Dawson as YDNPA are minded to refuse the application. Cllr Dawson referred the owners to Carl Lis, a YDNPA Member.

5. 18/2015/15791 Conversion of redundant agricultural barn to B1 workspace with ancillary living accommodation, Bence Barn, Keasden Road, Clapham. Approved. It was noted that Forest of Bowland AONB objected to this application.

6. 18/2015/15834 Outline application for proposed detached dwelling, Greenways, Newby. Withdrawn. In response to their request, Cllr Dawson met with the owners of Greenways to inform them of the parish council's view of the application.

c. Other planning issues and correspondence – none.

14. Correspondence

a. Items on the current circulation list not otherwise covered in this Agenda.

1. Response from Little Chef regarding the security of the empty Diner 65 building – none received.
2. North Yorkshire Fire and Rescue: consultation regarding the organisation of resources for response to fires and other emergencies. Cllr Sheridan will complete the consultation on behalf of the council.

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b. Items of correspondence received too late to be circulated prior to this meeting.

1. Robert Close submitted an invoice for £1965.60 including VAT for drainage works at Keasden Church.

RESOLUTION: payment for this invoice was approved. A cheque was signed by the Chairman and Cllr Elphinstone.

2. Post Office: as part of their code of practice, the Post Office sent a letter to the parish council stating that it is actively working to offer a Post Office service to the community. Councillors discussed the challenges faced by the shop in offering a post office service.
3. **Craven Community Champions:** council agreed to nominate Clapham Community Shop Ltd for the Best Community Group category. The Clerk will liaise with the shop group in order to complete the relevant paperwork.

15. Items of information

The Chairman proposed that a traditional signpost should be installed at Newby Cote. The Clerk will investigate funding options.

16. Date of the next meeting of Clapham cum Newby Parish Council

RESOLUTION: Tuesday 22nd September 2015, 7.30pm at Clapham Village Hall

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