

DRAFT MINUTES TO BE APPROVED AT THE NEXT MEETING

CLAPHAM CUM NEWBY PARISH COUNCIL

TUESDAY 26TH JULY 2016

DRAFT MINUTES

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

IN ATTENDANCE: Gillian Muir (Parish Clerk & Responsible Financial Officer), Cllrs David Ireton and Carl Lis and 3 members of the public.

Before the meeting started, everyone present stood in silence as a mark of respect to Tommy Lund, an ex-Chairman of the parish council, who recently passed away.

PUBLIC PARTICIPATION: none

1. Apologies for Absence: Cllrs Colin Price (Chairman), Paul Bratt

In Cllr Price's absence, Cllr Dawson chaired the meeting.

2. Code of Conduct and Disclosable Pecuniary Interests

a. Cllr Elphinstone declared an interest in item 9.e as a committee member of Clapham Community Shop Ltd. No other Disclosable Pecuniary Interests (DPI) or other interests were recorded in relation to items on the agenda.

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

Item 11.b. 'late correspondence' was brought forward

A letter of complaint from a local resident regarding vehicles and farm equipment parked on Clapham Triangle was discussed. Ann Stewart, who oversees grass cutting for the triangle, outlined the responsibilities of householders obliged to maintain this area. The neighbouring farmer has stated he will re-double his efforts to be a good neighbour

RESOLUTION: the Clerk will reply to the complainant acknowledging the concerns raised and the need to maintain the triangle to a reasonable standard. The farmer's willingness to be a good neighbour will be emphasised. However, it will be pointed out that the area outside Jacques Farm is unposted to allow access for farm vehicles and as such is liable to be rutted. The Clerk will also write to Ingleborough Estate to request that vehicles belonging to and associated with the game keeper do not park on the triangle.

Ann Stewart was thanked for her input and left the meeting.

3. The Police Report – none received.

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

a. Requests for action on highways, streetlights, road signage and boundary markers

Potholes on the Keasden Road from the crossroads to Dovenanter, and at Bleak Bank Farm, Newby will be reported.

b. Updates and further actions on outstanding issues

The cross drains on the tunnels' path have been investigated by YDNPA. They are not damaged but will be cleared. The pipe that leads from the lower tunnel to the beck will be jetted out.

A Yorkshire Water engineer will investigate a complaint regarding alarm lights on the utility buildings located on the Old Road.

Reebys Lane barriers are back in place. No reply has been given regarding a request to repair the landslide. The damaged retaining wall on the Old Road has been reported and another request has been made to cut back saplings on the adjacent verge. Cllr Ireton will request a response from the Highways Officer to recent issues raised.

5. Minutes of the previous meeting

Council **RESOLVED** that Minutes of the Annual Meeting of Clapham cum Newby Parish Council held on 24th May 2016 and the ordinary meeting held on 28th June should be approved and signed by Cllr Dawson, Vice-Chairman, as a true and accurate record. There were no matters arising not already covered in the agenda.

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6. On-going issues

6.1 Parish Maintenance Matters

a. Martin Holroyd has received the letter from the council formally offering him the position of caretaker. Cllr Dawson is awaiting copies of Mr Holroyd's insurance documents.

b. Future maintenance work in the parish

Tasks agreed were grass cutting around the entrance stones to Clapham and Newby and refurbishment of the traditional signpost on Newby Moor.

c. Ornamental drinking fountain

The council has received a grant offer of up to £450 to install a recycled water supply to the fountain. Grant conditions were outlined.

RESOLUTIONS:

- The council will accept the grant offer.
- Authorisation was given to spend £15 for pre-planning advice regarding the installation of solar panels.
- Permissions required for any tree works will be investigated.

d. Works funded by the Forest of Bowland AONB grant

This item was deferred to the next meeting.

6.2 Hyperfast Broadband Project

a. Works for the hyperfast broadband project are progressing well: most road crossings have been done, the cabinet for Clapham should be installed by September and all businesses that received a £3000 grant to improve connectivity are now connected. A meeting will be called in Clapham to generate interest.

b. As the parish council is not a member of parish online, it is unable to provide the necessary mapping service requested by B4RN to map Ingleton and Clapham. Cllr Lis informed the meeting that the mapping for Ingleton has now been carried out.

6.3 Community emergency plan and community defibrillator training

The completed community emergency plan will be circulated to all councillors for information. It will be held by the Chairman. There are 3 volunteers interested in defibrillator training. Councillors and the Clerk will approach individuals and local groups in an attempt to recruit more volunteers.

7. Policies Review

a. **RESOLUTION:** the updated standing orders and finance regulations were adopted and signed by the Vice-Chairman on behalf of the council.

b. **RESOLUTION:** the updated risk assessment policy was adopted.

8. The Bill Mitchell photographic archive

Settle Stories has invited the council to display the Bill Mitchell photographic archive for a two week period

RESOLUTION: the council will accept the invitation in principle and will enquire if St James' church could be used as a venue for the exhibition.

9. Finance

a. **RESOLUTION:** authorisation was given to make payments as detailed in the financial statement for July 2016. These were as follows:

- Yorkshire Internal Audit Services = £125
- J Hartley & Sons, grass cutting St James Churchyard in May & June = £240
- Gillian Muir, mileage expenses = £3.61

b. **RESOLUTION:** the statement of accounts (HSBC 1 and HSBC 2) for the Parish Council were reviewed and approved.

c. The bank reconciliation for Quarter 1 of 2016-17 was verified by Cllr Elphinstone. No issues were reported.

d. Quarter 1 of the 2016-17 budget was reviewed. No issues were reported.

e. Clapham Community Shop Ltd Donation Request
Cllr Elphinstone stated a DPI as a committee member for Clapham Community Shop Ltd (refer to item 2.a). A donation request of £140 has been made by Clapham Community Shop Ltd for a new chiller. Local resident

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George Sheridan kindly volunteered to donate £70.

RESOLUTION: the council will make a £70 donation to match that already given and stated its on-going support for the good service the shop provides.

f. A bank instruction authorising a change to the Clerk's salary as agreed in confidential minute 12 of the meeting held on 28th June 2016 was signed.

10. Planning

a. Applications:

1. 18/2016/17055 Proposed conversion of water treatment works to form 3 bedroomed dwelling and conversion of water tank to ancillary garage and office/workshop, Former Yorkshire Water Treatment Works, Keasden Road, Clapham. The council objects to the application. It believes the proposed development is outside the development boundary and there is no proven need for housing in the open countryside. As with the reasons given for the refusal of plans 18/2016/16738 (on land south of Clapham bounded by the A65), it is not an environmentally sustainable development as it does not protect or enhance the natural, built or historic environment. The council would like to see the utility buildings knocked down and the area returned to farm land.

b. Decisions:

1. C/18/101J/LB listed building consent for restoration of Grade II listed Reginald Farrer Pond, Shamba, Church Avenue, Clapham. Approved.
2. C/18/173D/LB Listed building consent for internal alterations to property, including repair of existing windows, formation of new external openings, demolition and rebuilding of external store/wc, reinstatement of central staircase, extend basement and provision of glazed roof and door to rear to create draught lobby, Spindle Tree Cottage, 2 Gildersbank, Clapham. Not yet decided.
3. 18/2016/16906 Application for advertisement consent for 1 no. free standing sign in car park entrance and 1 no free standing steel wire sculpture to replace existing totem sign, Goat Gap Café Henbusk Lane Newby LA2 8HS. Advert approval.
4. 18/2016/16930 Construction of a two bedroomed detached bungalow with off street parking, Greenways Newby Clapham Lancaster LA2 8HS. Approved.
5. 18/2016/16884 Proposed Erection Of Garden Rooms To Plots 7, 8, 9, 10 & 11 (Following Original Reserved Matters Consent Reference 18/2015/15634) Former Dalesview Garage Site. Approved.
6. 18/2016/16885 Revisions to Plots 16 and 19 to Provide Additional Accommodation in the Roof space. Enlarged Garage Block to Serve Plots 20, 21 and 22, Former Dalesview Garage Site. Approved.
7. 18/2016/16972 New Porch To Front Elevation, Pergola Over Existing Car Hardstanding, New Dormer And New Skylight To Rear Flat Roof, Old School House, Village Green, Clapham, Lancaster, LA2 8HR. Approved.
8. 18/2016/16992 Application for removal of condition number 3 of planning approval referenced 18/2015/16232 granted 14th January 2016, The Laithe, Bentham. Not yet decided.

c. Other planning issues and correspondence

In response to the council's letter, Neil Wright Estate Agents has taken down their signage at the entrances to Clapham.

Cllr Ireton reported that McConnell Homes and Craven District Council Planning Enforcement have agreed which stone cladding should be used for the former Dalesview Garage site. A discharge notice has been issued.

11. Correspondence

a. Correspondence received prior to this meeting – none.

12. Items of information

Councillors agreed to subscribe to a bi-monthly e-newsletter circulated by North Yorkshire Police.

13. Date of the next meeting

RESOLUTION: Tuesday 27th September 2016, 7.30pm at Clapham Village Hall

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