

## CLAPHAM CUM NEWBY PARISH COUNCIL

TUESDAY 23RD JUNE 2015

### MINUTES

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

**IN ATTENDANCE:** Gillian Muir (Parish Clerk & Responsible Financial Officer), PC Adrian Fryer, PCSO Helen Montgomery, Cllrs Ireton and Lis and 4 members of the public

**PUBLIC PARTICIPATION:** The application by the New Inn for a licence to extend hotel trading hours to 24 hours daily was discussed. Clarification was given on the new road verge grass cutting programme being undertaken by North Yorkshire County Council. Concerns were raised re planning application 18/2015/15834 at Greenways, Newby and the potential impact on neighbouring properties.

PC Fryer gave an update on local policing matters: the application for a 24 hour trading licence for the New Inn is being reviewed, Police are not overly concerned; no issues arose when travellers passed through the area; a request was made for the Clerk to report the damaged 'no parking' sign at the northern entrance to Clapham off the A65. Local sheep stealing incidents were discussed. PC Fryer and PCSO Montgomery left the meeting.

**1. Apologies for Absence:** Cllrs Paul Bratt and Diane Elphinstone

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

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

The Clerk will report the damaged 'no parking' sign at the northern entrance off the A65 to Clapham village to NYCC Highways.

b. Updates and decide further action on outstanding issues

NYCC Highways has been informed that water run-off at Wenning Bridge is occurring on the road running parallel to railway line, not on Station Road. The Clerk will follow up the request made to Network Rail to repaint the foot and road bridges at Clapham Station. In response to the request made by the parish council, Dacre Estate Agents has moved its advertising signage from Village Green and the A65 junction at Newby.

**4. Minutes of the previous meeting**

Council **RESOLVED** that Minutes of the Clapham cum Newby Parish Council meetings held on 26<sup>th</sup> May 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.

**5. Ongoing Issues**

**5.1 Development of the Old Mercedes Garage site**

CDC has not yet reached a decision on the reserved matters application 18/2015/15634.

**5.2 Parish Maintenance Matters**

a. Cllr Kay will carry out the outstanding gravestone repair in St James Churchyard.

Cllr Dawson and the Caretaker have investigated the damaged slabs on the bottom path of the churchyard.

**RESOLUTION:** the caretaker should carry out rendering works to the damaged path.

The Clerk will contact the caretaker to request that monthly invoices are submitted for works done.

b. Cllr Dawson reported that the notice board at Clapham Station is nearly ready.

It was noted that of the £4400 grant monies received from Forest of Bowland AONB for lengthsman duties, £2238 has been allocated; £2162 is available for project work.

**5.3 Reinstatement of the Ornamental Drinking Fountain water supply**

The Caretaker is investigating costs for this work.

**5.4 Provision of Hyperfast Broadband**

Cllr Sheridan reported that digging is progressing well; planning permission has been received for the erection of a cabinet to house electronic telecommunications equipment on Reeby's Lane, Keasden; local businesses are applying for government grants from the super-connected cities scheme to subsidise the installation of superfast broadband; and 2 meetings are being organised in Clapham to promote the project.

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## 5.5 Development of the webpage

The parish council's webpage on [www.claphamyorkshire.co.uk](http://www.claphamyorkshire.co.uk) has gone live. All relevant documents, e.g. agendas, minutes, finance information, policies, register of interest and contact details have been uploaded.

## 5.6 Development of a Community Emergency Plan

In the absence of Cllr Elphinstone, this item was deferred to the next meeting in July.

## 5.7 Security of the empty Diner 65 building

The Clerk has written to the Little Chef, the owners of Diner 65, to highlight the council's concerns regarding security. A reply has not yet been received.

## 6. Policy review

### a. The complaints procedure

The Clerk recommended minor amendments to the complaints procedure relating to confidentiality and complaints against members of staff.

**RESOLUTION:** the proposed amendments to the complaints procedure were approved. The Clerk will make the necessary changes to the policy and circulate the updated document to councillors.

### b. Finance regulations

The Clerk presented new, draft finance regulations to the council. The proposed regulations are more detailed and better clarify proper practice as outlined in the current edition of Governance and Accountability: a practitioner's guide. Councillors agreed to make slight amendments to the regulations relating to budget forecasting and control, banking arrangements, making and authorising payments.

**RESOLUTION:** the new finance regulations with agreed amendments were approved.

The Clerk will make the necessary changes to the policy ready for full approval at the next meeting in July.

### c. Standing orders, publication scheme, risk management policy and code of conduct

**RESOLUTION:** the current standing orders, risk management policy and code of conduct policies will be retained.

The Clerk will review and recommended changes to the publications scheme at the July meeting.

## 7. Finance

a. **RESOLUTION:** authorisation was given to pay the following accounts as detailed in financial statement for June 2015. These include:

- J Hartley and Sons: churchyard grass cutting - £105.60
- Peter Collings-Wells: webpage creation and administration - £100
- Gillian Muir: clerk's expenses for June - £14.99

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

c. Settle Stories requested a donation towards a project aimed at conserving the W.R. Mitchell image archive. The images portray the stories and memories of Dales' people and Yorkshire communities over a 60 year period.

**RESOLUTION:** a donation of £100 will be made to Settle Stories for this project under Local Government Act 1972, Section 137.

## 8. Planning

### a. Applications

1. 18/2015/15791 Conversion of redundant agricultural barn to B1 workspace with ancillary living accommodation, Bence Barn, Keasden Road, Clapham. Council supported this application. The Clerk will inform CDC that the name of the property is Bents not Bence.

2. 18/2015/15834 Outline application for proposed detached dwelling, Greenways, Newby

The council did not support the application and made the following comments:

- The new dwelling would be situated very close to the existing dwelling making the site very cramped. This is not in-keeping with the layout of other properties in Newby.
- A previous planning application for 2 dwellings on the site was refused because the site would be too cramped.
- Access to the property is poor
- There is insufficient parking spaces which could lead to overspill onto the road
- There will be a loss of privacy and sunlight to neighbouring properties

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- There is a concern that the sewerage system in Newby will not cope with the addition of a new dwelling. A request will be made for the application to be reviewed by the planning committee if the planning officer is minded to approve it.

A member of the public left the meeting.

**b. Decisions**

1. C/18/65P: full planning permission for erection of two bedroomed bungalow, Old Mason's Yard, Clapham. Awaiting decision.
2. 18/2015/15563 Proposal to form new opening in stone wall within curtilage of Grade II listed building, Flying Horseshoe Caravan Site, Station Road, Clapham. Approved.
3. 18/2015/15609 Conversion and extension of existing garage/former barn to form a new dwelling, Tenter Hill House, Henbusk Lane, Clapham. Approved.
4. 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.
5. 18/2015/15691 tree works at Flying Horseshoe Caravan Site, Clapham Station. Approved.
6. 18/2015/15669 Single storey extension to front elevation, Dovenanter Cottages, Keasden Road, Clapham. Approved.
7. 18/2015/15702 Erection of cabinet to house electronic telecommunications equipment, Reebys Lane, Keasden. Approved.
8. 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. Awaiting decision. The Chairman reported that residents of the adjacent property have asked the applicant to amend the application as some of the plans accidentally encroach onto neighbouring land.
9. 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

**c. Other planning issues and correspondence**

1. The entrance to the Flying Horseshoe Caravan Site  
In response to a request made by the council to install a gate to keep livestock out of the site, McCarthy Caravans have stated they intend to put in a cattle grid.

**9. Correspondence**

- a. Items on the current circulation list not otherwise covered in this Agenda – none.
- b. Items of correspondence received too late to be circulated prior to this meeting.
  1. NYCC Craven Area committee: nominations for co-opted members are being sought for parish council representatives
  2. CDC: Standards committee is seeking to appoint replacement parish representatives
  3. Clapham Village Hall – risk assessment

All sets of correspondence will be circulated to councillors.

**10. Items of Information**

- a. Rural policing survey – the Chairman completed the survey on behalf of the council.
- b. The clerk will circulate register of interest forms to councillors asap.
- c. The new CDC collection point policy for wheelie bins has been delayed until the council has reviewed the findings of the trials that took place in Ingleton and Cowling. The policy will probably be rolled out in August.
- d. The clerk will order 7 copies of the information leaflet, 'How to respond to planning applications' from YLCA.

**11. Date of the next meeting of Clapham cum Newby Parish Council**

**RESOLUTION:** Tuesday 28<sup>th</sup> July 2015, 7.30pm at Clapham Village Hall

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