

## CLAPHAM CUM NEWBY PARISH COUNCIL

TUESDAY 27th June 2017  
MINUTES

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

**IN ATTENDANCE:** Nigel Harrison (Parish Clerk & Responsible Financial Officer), and 1 member of the public.

**PUBLIC PARTICIPATION:** none

1. **Apologies for Absence:** Cllr David Ireton (NYCC)

2. **Code of Conduct and Disclosable Pecuniary Interests**

a. No councillors recorded Disclosable Pecuniary Interests (DPI) or other interests in relation to items on the Agenda.

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

3. **Police Report:** no matters were reported

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

a. **Requests for action.**

A member of the public had reported that a drain adjacent to the bridge on Church Avenue, Clapham was blocked. Councillor Dawson had already taken action to remedy this.

b. **Updates and further actions on outstanding issues**

It was noted that NYCC had responded to correspondence from the Council with regard to the accumulation of water and associated deterioration of the road surface near to Calterber Bridge. NYCC have added the matter to their list of jobs requiring digging-up of the road surface.

5. **Minutes of the previous meeting**

Council **RESOLVED** that the Minutes for the Annual Meeting of Clapham cum Newby Parish Council held on 23<sup>rd</sup> of May 2017 should be approved and signed by Cllr Price (Chairman) as a true and accurate record. There were no matters arising.

Council further **RESOLVED** that the Minutes for the Meeting of Clapham cum Newby Parish Council held on 23<sup>rd</sup> of May 2017 should be approved and signed by Cllr Price (Chairman) as a true and accurate record. There were no matters arising.

6. **On-going issues**

6.1 **Parish Maintenance Matters**

a. To discuss and consider the appointment of a new parish caretaker.

Cllr Dawson had spoken to the prospective parish caretaker in the preceding week. He had still not obtained the required insurance but indicated that he was going to arrange the same. He is still interested in the post and should have arranged insurance by the time of the next Council meeting.

b. To receive an update on the restoration of the ornamental drinking fountain.

Cllr Dawson has had several conversations with the plumbers who have been engaged to carry out the work. They have taken advice and now propose to obtain and fit an inverter.

The matter is ongoing.

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- c. Stories in Stone Heritage Grant Application for the Ornamental Drinking Fountain. Cllr Dawson has been making regular progress reports to Mr Lodge who has responsibility for this matter at Stories in Stone.
- d. Works funded by the Forest of Bowland AONB grant. Cllr Price indicated that there is work for Mr Robert Close to do but his availability to do it is awaited.

## 6.2 Hyperfast Broadband Project

An update was received from Cllr Sheridan. There was a successful period of work during the preceding month. The Clapham loop has been completed and there are now ducts to the curtilage of properties all round the village. BARN have cleared the required road crossings' although there will be a delay in respect of one of them owing to agricultural work. The project has attracted the interest and assistance of a number of volunteers from the village.

## 6.3 The community emergency plan etc.

An update was received from Cllr Elphinstone. A leaflet is to be produced which, it is hoped, can be funded from the Forest of Bowland AONB grant.

## 7.(a) To consider amendments to the standing orders and finance regulations

This matter was addressed. No amendments were identified as being required.

## (b) To review the current publication scheme, risk management policy and code of conduct

This matter was addressed. No amendments were identified as being required

## 8. Finance

- a. (i) **RESOLUTION:** to pay J.Hartley & Sons invoice for £134.40  
 (ii) **RESOLUTION:** to pay Yorkshire Internal Auditors invoice for £130  
 (iii) **RESOLUTION:** to pay the Village Hall invoice for £48
- b. **RESOLUTION:** the statements of accounts (HSBC 1 and HSBC 2) for the Parish Council were reviewed and approved.
- c. Council received a remittance advice from HMRC repaying £228.71 VAT
- d. **RESOLUTION:** to approve the contract of employment for the new Parish Clerk.
- e. **RESOLUTION:** to approve payment made to the clerk of £165.86 net on 15<sup>th</sup> June, 2017, payment to HMRC of £41.40 on 22<sup>nd</sup> June 2017 and subsequent payments in those amounts to the clerk on the 28<sup>th</sup> day of each month, commencing on 28<sup>th</sup> June 2017 and HMRC on the 10<sup>th</sup> day of each month, commencing on 10<sup>th</sup> July 2017
- f. It was agreed that the clerk's expense would be considered on submission of a written claim in respect of the same
- g. **RESOLUTIONS:** to continue accounts with HSBC Bank PLC and the Bank is authorised to:
- pay all cheques and act on other instructions for payment signed on behalf of the Council by any two Councillors currently listed as signatories with the Bank
  - deliver any item held on behalf of the Council by the Bank in safe keeping against the written receipt or instructions of the Proper Officer, namely, Nigel Harrison of 3, The Beeches, Clapham, Lancaster LA 2 8DT
  - accept the said Proper Officer, Nigel Harrison, as fully empowered to act on behalf of the Council in any other transaction with the Bank

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That the Council agrees that any debt incurred to the Bank under this authority shall in the absence of written agreement with the bank to the contrary be repayable on demand.

That the Parish Clerk, Nigel Harrison (the Proper Officer) is authorised to supply the Bank as and when necessary with lists of persons authorised to sign, give receipts and act on behalf of the Council, and that the Bank may rely upon such lists.

That these resolutions be communicated to the Bank and remain in force until changed by a resolution of the Council and a certified copy is received by the Bank

That the Council accepts the accounts and banking relationship with the Bank will be governed by and subject to the Business Banking Terms and Conditions as amended from time to time together with any terms and conditions in respect of specific products and services requested by the Council from time to time.

h. The Council did not consider the purchase of Microsoft Office, it being indicated by the clerk that the system currently available is adequate.

i. Council indicated that it would be minded to authorise payment to the outgoing clerk for time spent training the new upon receipt of an invoice from her. The clerk is to contact G. Muir to arrange.

## **9. Planning**

### **a. Applications:**

The following applications were considered:

18/2017/17834 - Erection of 3 dwellings, associated access and landscaping. Former Dalesview Garage, Old Road, Clapham.

The Council was opposed to this application. The land concerned had been formerly subject to a Section 106 agreement and was designated as community space according to that agreement. This agreement had not, owing to an error by an officer of Craven District Council, been renewed when the planning application in respect of the site was renewed. Cllr Sheridan indicated that she would attend the scheduled Planning Meeting on 3<sup>rd</sup> July, 2017. The clerk was instructed to notify Craven District Council accordingly and to find out whether the land subject of the application had ever been designated as local green space.

### **b. Decisions**

None

### **c. Other planning issues and correspondence**

(i) Council instructed the clerk to forward to Ms S. Mason of Keasden Head Farm, Keasden, Clapham a letter in support of proposed hedging to enhance the local landscape.

(ii) 18/2017/18132 Agricultural Access to Field Adjacent to Station Road, Clapham.

Council noted that there had been no response to the comments made to Craven District Council with regard to the proposed removal of a tree to facilitate the currently proposed access and instructed the clerk to follow this up.

## **10. Correspondence**

### **a. Items of correspondence received prior to this meeting.**

(i) Council instructed the clerk to forward to Mr S. Hopley of Woodgill Farm, Keasden, Clapham a letter in support of a proposed woodland and hedging programme.

(ii) Council noted the e.mail from Stories in Stone with regard to Woodland funding and concluded that the availability of such funding is widely known among local landowners and likely interested parties.

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- (iii) Council noted the e.mail from Sovereign Contact.
- (iv) Council noted the e.mail in relation to Parish Forum meetings.
- (v) Council discussed the e.mail from Clapham Village Shop and concluded that placing a sign on the bin outside the shop indicating that it should not be used for the disposal of dog mess should be tried in the first instance. This to be communicated to the shop via Cllr Elphinstone.

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

Council noted correspondence relating to the removal of a tree at 3 Gildersbank, Clapham, the draft Craven Local Plan, nominations for election to Craven District Council Standards Committee (no votes cast), the YLCA Joint Annual Meeting (details to be circulated in folder for next month) and the Yorkshire Dales National Park Management Plan.

**11. Items of Information**

- (i) Council instructed the clerk to arrange purchase of a Red Ensign to be flown on Merchant Navy Day.
- (ii) Council considered information in relation to Neighbourhood Planning. This will be included on the agenda as an ongoing issue.

**11. Date of the next meeting**

The date of the next meeting of the Parish Council was confirmed as Tuesday 25th July 2017 at 7.30pm. The meeting to be held at Clapham Village Hall.

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