

MINUTES

CLAPHAM CUM NEWBY PARISH COUNCIL

Tuesday 24th April 2018

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

IN ATTENDANCE: Nigel Harrison (Parish Clerk and Responsible Financial Officer)

1. Apologies for Absence: Cllr D. Ireton, Cllr C. Lis, Cllr P. Bratt

2. Code of conduct and Disclosable Pecuniary Interests:

a. No Disclosable Pecuniary Interests (DPI) or other interests were recorded in relation to items on this agenda.

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

3. The Police Report: No report received.

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

a. The Clerk was instructed to report the presence of potholes on Keasden Road and damage to a Give Way sign at the left turn from the A65 onto Station Road to NYCC. Further, the clerk was instructed to report flooding from the railway onto Lawsings Brow to Network Rail.

b. The Council noted that problems with a Give Way sign and Cross Roads sign at Keasden Cross Roads, a Low Bridge sign on Lawsings Brow, potholes at Calterber Bridge and up Keasden Road, undercutting on Old Road and windscreen glass on Old Road had been brought to the attention of NYCC since the last meeting.

5. Minutes of the previous meeting:

Resolved that the minutes of the Clapham cum Newby Parish Council meeting held on 27th March 2018 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 Parish Maintenance Matters:

a. Update and consideration of future maintenance work

(i) The Council noted that the notice board in Newby had been repaired by a parishioner.

(ii) A complaint had been received from a parishioner with regard to the notice board on the old post office building. The wood is too hard for easy insertion of drawing pins. Cllr Dawson undertook to speak to a contractor to see if anything could be done to rectify this.

(iii) It was noted that the damaged steps at Keasden notice board had still not been repaired by the member of the public who had accidentally damaged them. Cllr Price undertook to speak to the party concerned

b. Restoration of the ornamental drinking fountain water supply.

There was no information before the Council in relation to this matter.

c. To consider current and future works funded by the Forest of Bowland AONB grant

The Council noted that the clerk had, on the 5th of April 2018, met a representative from the Forest of Bowland AONB in the light of the AONB having given the Council a grant of £2200. Suggestions had been given of ways in which the money might be spent. The Council noted that it is asked to report to the AONB periodically as to expenditure of the grant.

6.2 Hyperfast Broadband Project:

Cllr Sheridan gave an update. Digging had re-started on 24th April after delays due to bad weather. Work has been carried out in the area from the New Inn to Church Avenue. The road crossing to the "shop island" has been cleared and the road crossing to the Station House has been passed.

6.3 The community emergency plan, community defibrillator training and other topics related to the emergency plan:

It was noted that new defibrillator pads had been ordered, received and placed in the defibrillator box outside the Cave Rescue Organization building.

6.4 Neighbourhood Planning

Cllr Sheridan gave an update. Four members of the steering group had met with representatives from the YDNPA and CDC. The meeting went well and both bodies are prepared to help. The Park Authority is likely to take the lead. Examples of local plans were given. A development order was not seen as appropriate. There was some discussion of community led housing.

7. Finance:

a. Resolved to make payments as follows:

- (i) £20.00 to the Village Hall for room hire by B4RN
- (ii) £83.82 to Wel Medical Ltd for replacement defibrillator pads
- (iii) £12.45 to the clerk for expenses (mileage and postage)

b. Resolved to approve the statements of accounts HSBC1 and HSBC2

c. Resolved to renew the insurance cover and to pay £291.20 to Came and Company

d. An inspection of churchyard memorials etc. had been carried out by Cllrs Price and Kay on 23rd April, 2018. The memorials were found to be safe. There were concerns over the safety of two trees. The clerk was instructed to contact Messrs J. Hartley and Sons to ask them to contact Cllr Dawson to discuss any work required.

e. The Council noted that the internal audit had been completed and that there were no issues found.

f. The Council noted that a claim had been submitted for the repayment of VAT in the sum of £248.73

g. The Council noted that the Clerk's income tax had been paid via PAYE throughout the year.

h. Comparison of actual income and expenditure with the budget for 2017-18 was carried out by Cllr Elphinstone. It was noted that some expenditure was down and receipts up. The explanation of variances document completed by the clerk as part of the end of year process was used to assist in explaining the differences

i. The bank reconciliations for accounts HSBC1 and HSBC2 were verified by Cllr Elphinstone J. A request for a contribution towards funding an educational trip was considered. The Council concluded that it could not legally contribute in the circumstances.

8. Planning:

a. To consider applications

(i) 2018/19099/HH: Proposed replacement of existing conservatory structure with new garden room structure, enlarge window to South elevation and to form a glazed UPVC porch to the existing main entrance on the South elevation: Marridales, Off Green Lane, Newby, Clapham, Lancaster, LA2 8HR. **Resolved** to support the application.

(ii) C/18/629: full planning permission for demolition of asbestos cement Trafford tile building and plinth and erection of new portal frame building with pitched roof on footprint of demolished building (for use by the cave rescue organisation): Home Farm House, Church Avenue, Clapham. **Resolved** to support the application.

(iii) C/18/628 full planning permission for conversion of barn to form 1 no. local occupancy dwelling: Low Barn, Newby Cote, Clapham. **Resolved** to oppose the application.

b. To consider decisions

(i) 2017/18688/VAR: Application to remove condition No 10 of original planning consent reference 18/2013/13681 to allow retention of the farmhouse: Woodgill Farm , Keasden Road, Clapham, Lancaster, LA2 8HB. It was noted that this application had been refused.

c. Other planning issues and correspondence

None

9. To receive and respond to correspondence

a. Correspondence received prior to this meeting

The Council noted correspondence from Stories in Stone with regard to grants for the restoration of milestones and boundary markers. No work was identified as required on such items within the parish.

b. Correspondence received too late to be circulated prior to the meeting.

The Council noted an email from a parishioner expressing concern at the removal of vegetation from the side of Clapham Beck and that this had been forwarded to the Ingleborough Estate's representatives for comment.

10. To receive items of information and decide further action where necessary

(i) It was noted that the Spring Parish Forum meeting will take place on 25th April 2018.

(ii) The Council noted the imminence of the coming into force of the General Data Protection Regs. and the need to carry out a data protection audit and appoint a Data Protection Officer (DPO). The audit is to be commenced by the clerk as soon as possible. With regard to the DPO it was noted that there is still a possibility that Parish Councils with low turn-over may, after all, be exempted and further that details are awaited of a scheme to be run by YLCA. This matter was therefore held over as an ongoing issue.

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

Tuesday 22nd May 2018 at Clapham Village hall

AONB	Area of Outstanding Natural Beauty
CDC	Craven District Council
NYCC	North Yorkshire County Council
SLCC	Society of Local Council Clerks
YDNPA	Yorkshire Dales National Park Authority