

CLAPHAM CUM NEWBY PARISH COUNCIL

TUESDAY 22nd May 2018

MINUTES

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

IN ATTENDANCE: Nigel Harrison (Parish Clerk & Responsible Financial Officer), and 2 members of the public.

PUBLIC PARTICIPATION: Issues were raised by a parishioner in relation to the travellers currently encamped at the edge of Clapham village, in particular, the tethering of their horses too close to the highway and in relation to the frequent incidence of inconsiderate parking on the part of visitors to Clapham. The clerk was instructed to write to Trading Standards with regard to the matter of the horses and to North Yorkshire County Council to explore the possibility of residents only parking zones in Clapham

1. **Apologies for Absence:** Cllr David Ireton, Councillor Carl Lis

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

a. **Councillors' Disclosable Pecuniary and Other Interests in relation to Agenda Items**

None

b. **Councillors Requests for Dispensations in connection with Agenda Items**

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

3. **Co-option of a further member of the Parish Council to fill a vacancy**

The five members of the Parish Council who had been elected unopposed on the 3rd of May, 2018 **RESOLVED** to co-opt Paul Bratt as a member of the Parish Council. Councillor Bratt consented to co-option and signed a declaration of acceptance of office and completed a Registration of Pecuniary Interests form.

4. **Police Report:** The police were unable to send a representative to the meeting but had provided written details of incidents/matters that had been dealt with in the parish in the preceding month. These comprised a complaint with regard to travellers and their horses, a suspicious van in Newby, anti-social behaviour from a former employee, concern for a person's welfare, speeding, concern for a person's safety with all being found to be in order and youths on motor scooters not wearing crash helmets.

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

a. **Requests for action.**

(i) A parishioner had complained of various problems on the public right of way from Station Road to Lawsings Brow via Crina Bottom Farm and Clapham Moor Bridge. These comprised inadequate signage, dangerous stepping stones and a weak and unusable stile. The clerk was instructed to write to North Yorkshire County Council (NYCC) with regard to the signage and the stepping stones and to suggest that a footbridge be restored to avoid the need for the latter. The clerk was also instructed to write to the Ingleborough Estate with regard to the stile, it being the view of the Council that it and the fence it crosses should no longer remain in place having only been erected on the common land when a pipeline was being laid. The clerk was further instructed to clarify the route of the right of way for the benefit of the parishioner concerned.

(ii) The clerk was instructed to report to NYCC that the upright on the cross-roads sign on Keasden Road for traffic travelling East from the Bowland Knotts direction had collapsed.

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

(i) The Parish Council noted that the presence of potholes on Keasden Road had been reported to NYCC

(ii) The Parish Council further noted that the broken give-way sign at the junction of the A65 and Station Road, Clapham had been reported to NYCC

(iii) It was further noted that flooding from the railway at Lawsings Brow had been reported to Network Rail.

6. **Minutes of the previous meeting**

The Parish Council **RESOLVED** that the Minutes of the meeting of Clapham cum Newby Parish Council held on 24th April 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.

7. **On-going issues**

7.1 **Parish Maintenance Matters**

a. **Appointment of a new parish caretaker and/or allocation of work to an independent contractor**

Cllr Dawson indicated that there is a possible candidate for the vacant post of Parish Caretaker and he will continue discussions with the party concerned. No work was identified as requiring allocation to an independent contractor.

b. **update on the restoration of the ornamental drinking fountain.**

Cllr Dawson said that the possibility of supplying water to the fountain under gravity by way of a pipe from Clapham Beck was being explored. The Parish Council **RESOLVED** to authorise the purchase of 200 metres of alkathene pipe for this purpose.

c. works funded by the Forest of Bowland AONB grant

Cllr Price indicated that a contractor has been asked to construct a signpost on Newby Moor. His availability to do the work is awaited. It was noted that a similar sign to be placed at the Old Road/Henbusk Lane junction might be a project for which funds expected to be available through Cllr Ireton might be used. This is to be pursued in due course.

7.2 Hyperfast Broadband Project

An update was received from Cllr Sheridan. The penultimate bit of ploughing has been completed. All of Rosebank in Clapham is ready for connection. Getting a duct to the shop has proved problematic because a shallow sewer has been encountered. An alternative route is therefore being explored. The route to Lawsings has also proved difficult.

7.3 Neighbourhood Planning

Councillor Sheridan confirmed that an application has been submitted. A stall is to be placed on the Clapham Street Fair to publicise the initiative and Cllr Sheridan queried whether this might be funded possibly using some of the money provided by the Forest of Bowland AONB. Some funds may be available from the sustainability fund for business infrastructure.

7.4 The community emergency plan etc.

Cllr Elphinstone indicated that now the election has been completed, some work is to be carried out to amend the emergency plan leaflet.

7.5 Genral Data Protection Regulations (GDPR)

The Parish Council noted that the GDPR are due to come into force on the 25th of May, 2018. An amendment to the regulations appears likely to be accepted meaning that the Parish Council will not need to appoint a Data Protection Officer. The Council **RESOLVED** to approve the Privacy Notice prepared by the clerk to be uploaded to the website and noted that work on the Data Protection Audit had commenced and will be completed by the clerk.

8. Finance

a. Payment of Accounts

(i) **RESOLVED:** to pay £130.00 to Yorkshire Internal Audit Services for the internal audit.

(ii) **RESOLVED:** to pay £8.50 to the clerk for mileage and postage expenses

(iii) **RESOLVED:** to pay £125.00 to Craven District Council as expenses for the uncontested election of 3rd of May 2018 (see item 10(b)(i))

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

c. The internal audit report for 2017-18 carried out by Yorkshire Internal Auditors was considered. There were no issues arising

d. RESOLVED: The Annual Governance Statement for the 2017-18 Annual Governance and Accountability Return was received and approved and signed by Cllr Price (chairman).

e. RESOLVED: The Accounting statement for the 2017-18 Annual Governance and Accountability return was received and approved and signed by Councillor Price (chairman).

f. RESOLVED: A period for the exercise of electors' rights was agreed. The relevant dates are between 4th June 2018 and 13th July 2018.

g. RESOLVED: It was agreed that a letter should be sent to HSBC informing them of alterations to the standing orders for the clerk's salary and income tax in the light of changes to the rates of pay which came into effect as from the 1st of April, 2018.

9. Planning

a. Applications:

(i) C/18/173E/LB Application for listed building consent for installation of two fireplace surrounds and inserts to Study and Sitting Room existing fire place openings, connecting to existing chimney flues: 2 Gildersbank, Church Avenue, Clapham. The Parish Council supported this application.

b. Decisions

(i) 2017/18486/FUL : Full planning application for (1) proposed new detached garage (2) proposed new parking and turning area (3) proposed re-siting of an existing stable block (4) partially retrospective to retain an existing fence and double gates: The Heigh , Mewith, Bentham, Lancaster, LA2 7AU- The Parish Council noted that this application had been granted.

(ii) 2018/19045/FUL: Extension to existing classroom at Keasden Head. Create a timber extension to be 50.1sqm with a veranda of 27sqm for the use of tables for eating at for the mental health/disabled visitors for educational visits: Keasden Head, Keasden Road, Clapham, Lancaster, LA2 8EZ. The Parish Council noted that this application had been granted.

(iii) Application to fell willow tree at 1 Clapdale Way. The Parish Council noted that the Yorkshire Dales National Park Authority had not opposed this application

c. Other planning issues and correspondence

2018/18922/MMA: Application to vary condition 2 of original planning consent reference 18/2016/17399 to alter access: Station Road, Clapham, Lancaster, LA2 8ER, Item for consideration at Craven District Council Planning Committee meeting on 8th May 2018. The Parish Council noted that this matter was due to go before Craven District Council Planning Committee on the 8th of May 2018. The outcome was not known.

10. Correspondence

a. Items of correspondence received prior to this meeting.

(i) The Parish Council noted the ballot for election of a parish member to the Yorkshire Dale National Park Authority. No nominations were made.

(ii) The Parish Council noted the response of Mr Rycroft on behalf of the Ingleborough Estate to correspondence received from a parishioner in relation to the clearance of shrubbery from the side of Clapham Beck.

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

(i) The invoice from Craven District Council for election expenses was received (see minute 8a(iii))

(ii) The Council received an email with attached report in relation to the water supply at Newby Cote. This relates to planning application C/18/628 which had already been considered by the Parish Council. The clerk was instructed to respond contradicting the suggestion that the water supply has been adequate in living memory and pointing out that the contribution of cows to the water consumption on the site does not explain why shortages have been encountered in the summer months when the cows are not housed in the barns on the site.

(iii) The Council received a letter from a parishioner drawing attention to erosion of its bank by Keasden Beck in the vicinity of the Old Temperance Hall, Reeby's Lane. The letter raised the prospect of further erosion bringing an oak tree down with potential difficulties then being experienced on the highway. The Clerk was instructed to report this matter to NYCC

11. Items of Information

The Parish Council received an order authorising the closure of part of Church Avenue, Clapham on the occasion of the Street Fair on the 28th July, 2018

11. Date of the next meeting

The date of the next meeting of the Parish Council was confirmed as Tuesday 26th June 2018 at 7.30pm. The meeting to be held at Clapham Village Hall.