

CLAPHAM CUM NEWBY PARISH COUNCIL

TUESDAY 26th June 2018

MINUTES

PRESENT: Cllrs Gerald Kay, Diane Elphinstone, and Ann Sheridan

IN ATTENDANCE: Nigel Harrison (Parish Clerk & Responsible Financial Officer), Cllr David Ireton and one member of the public. Cllr Ireton left the meeting at 8pm and a further member of the public entered the meeting while it was in progress.

PUBLIC PARTICIPATION:

None

1. Apologies for Absence: Cllr Liss (Craven District Council (CDC)), Cllr Price, Cllr Dawson. In the absence of Cllr Price (Chairman) and Cllr Dawson (Vice-Chairman) it was **RESOLVED** that Cllr Kay would take the chair for the meeting.

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:

The police were unable to send a representative to the meeting but had forwarded written details of matters they had dealt with in the preceding month: three reports of anti-social behaviour in relation to travellers and their horses, four road traffic collisions on the A65, Old Road and B6480 respectively, three reports of general information with which other agencies were dealing, two road related offences, a missing person who was found safe and well, a suspicious van, a vehicle seized for lack of tax, a report of suspicious activity at Clapham School which turned out to be someone mending the shed and a vehicle stuck in a field which was removed before the police could attend.

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

a. Requests for action.

(i) A member of the public had reported to the clerk that the path which runs from Old Road, Clapham to Clapham Road, Austwick was overgrown with foliage. The clerk was instructed to report the matter to the Yorkshire Dales National Park Authority (YDNPA).

(ii) A member of the public had raised via Cllr Kay the possibility of the speed limit on the A65 between Clapham and Newby being reduced. The clerk was instructed to write to North Yorkshire County Council (NYCC)

b. Updates and further actions on outstanding issues

(i) The Council noted that erosion of the bank of Keasden Beck posing a potential threat to passage along Reeby's Lane had been reported to NYCC. A response had been received indicating that the problem did not meet NYCC's criteria for action. Cllr Ireton undertook to raise the matter with NYCC on behalf of the Parish Council.

(ii) The Council further noted that the state of disrepair of the sign giving warning of Keasden Cross-Roads for East bound traffic had been reported to NYCC who had indicated that they had resolved the problem.

(iii) The Council also noted that issues in relation to the public right of way from Station Road Clapham, to Lawsings Brow via Crina Bottom Farm had been reported to NYCC and the Ingleborough Estate and that both had responded to indicate that they would look into the matters raised.

(iv) The Council noted that the matter of travellers' horses being tethered too close to the highway had been reported to NYCC Trading Standards.

(v) The Council was informed that the clerk had made some inquiries with regard to the setting up of (a) residents' parking zone(s). Ordinarily this would be effected by NYCC. A Petition would be required in the affected area(s). NYCC have no funds available for new residents' parking zones however and any scheme would have to be implemented and carried out by a third party. This information was considered and other possible means of controlling parking in Clapham were discussed. The Council concluded that all apparent options were potentially problematic, in some instances for residents, and that there was no ready solution to what has been a long-standing problem

5. Minutes of the previous meeting

The Parish Council **RESOLVED** that the Minutes for the Meeting of Clapham cum Newby Parish Council held on 22nd of May 2018 should be approved and signed by Cllr Kay (Chairman) as a true and accurate record.

A matter arose in relation to Cllr Bratt's co-option. He is required to sign a "consent to co-option" form. The clerk undertook to arrange this as soon as possible.

The Council also noted that its comments with regard to the report on the water supply at Newby Cote, which had been considered at the last meeting, had been forwarded to YDNPA.

6. On-going issues

6.1 Parish Maintenance Matters

a. To discuss and consider the appointment of a new parish caretaker and consider work for independent contractors.

(i) There was no information before the Parish Council with regard to the appointment of a new Parish Caretaker.

(ii) Cllr Dawson emailed to indicate that J. Hartley and Sons have undertaken to carry out works to two trees in St James' Churchyard.

(iii) Cllr Ireton indicated that he is prepared to seek funding from NYCC for a sign to be placed at the top of Hen Busk Lane, Newby Cote. He would require costings and the work would have to be completed and paid for by February, 2019, otherwise the funding would be lost. The clerk was instructed to contact Cllr Price.

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

Cllr Dawson sent an email indicating that 300 metres of alkathene pipe have now been purchased in order to provide a water supply to the fountain from Clapham Beck.

c. Works funded by the Forest of Bowland AONB grant.

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

6.2 Hyperfast Broadband Project

An update was received from Cllr Sheridan. More ploughing has been completed. Work at Lawsings Farm has finished. There is still a section of Clapham Village to complete. There has been a hold-up owing to a shallow sewer.

6.3 Neighbourhood Planning

Cllr Sheridan gave an update. Consultation on the boundary of the plan began on the 18th of June, 2018. A stall on Clapham Street Fair has been obtained to publicize the initiative. Contact is being made with the key stake-holders.

6.4 The community emergency plan etc.

Cllr Elphinstone indicated that some amendment of the emergency plan document is to be undertaken.

6.5 GDPR

(i) The Council RESOLVED to authorise the clerk to purchase a locking cabinet and concluded that keeping of the back-up memory stick for the Council's computer in the same would be sufficiently secure.

(ii) The Council held over to the next meeting the question of the adoption of a Records Management Policy

(iii) A data protection audit completed by the clerk was received.

7. To review standing orders, complaints procedure, publication scheme, finance regulations and risk management.

This item was held over to the next meeting.

8. Finance

a. (i) **RESOLUTION:** to pay J.Hartley & Sons invoices (2) totalling £237.60

(ii) **RESOLUTION:** to pay £9.21 to the Clerk in respect of mileage and postage expenses.

(iii) **RESOLUTION:** to pay £30.00 to St James' Church, Clapham for the hire of a stall on Clapham Street Fair to publicize the Neighbourhood Planning initiative

(iv) **RESOLUTION:** To Approve a letter to HSBC Settle amending the clerk's salary and HMRC payments which had been set out in the letter of the 22nd May 2018.

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 £248.73 VAT

9. Planning

a. Applications:

(i) C/18/628- Amendment to application to convert barn to dwelling: Low Barn Newby Cote.

The Parish Council noted the amendments to this application (amended plans and amended title) but concluded that they had no bearing on its position with regard to the development sought

(ii) 2018/19332/VAR: Application to vary condition no. 3 of application reference number 18/2015/16232 granted 14/01/2016. Location: The Laithe, High Bentham, Lancaster, LA2 7AT.

The Council received an indication from CDC that this application had been withdrawn.

(iii) 2018/19307/LBC: Listed Building Consent for external and internal alterations to existing property: Dubsyke, Clapham, Ingleton, LA2 8EY. The Council **RESOLVED** to support this application.

(iv) C/18/630 full planning permission for a small scale excavation project as part of 'Stories in Stone': Clapham Bottoms, Clapham. The Council **RESOLVED** to support this application

b. Decisions

(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.

Location: Marridales, Off Green Lane, Newby, Clapham, Lancaster, LA2 8HR. The Council noted that this application had been granted

(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, Clapham. The Council noted that this application had been granted.

c. Other planning issues and correspondence

None

10. Correspondence

a. Items of correspondence received prior to this meeting.

(i) The Council considered a survey in relation to the Community Infra Structure Levy organized by Pannal and Burn Bridge Parish Council and completed the same.

(ii) The Council note an application to transfer a right of common in gross and an application for registration of the transfer in the commons register-this relating to grazing rights on Newby Moor. This matter was held over to the next meeting of the Council

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

(i) The Council noted a request from a member of the public, which had been received via Cllr Price, to be allowed to use the map of the parish which appears on the Clapham N. Yorks website. Cllr Elphinstone undertook to speak to the parishioner whose work the map is.

(ii) The Council noted the Yorkshire Local Councils Associations Joint Annual Meeting to be held on 14th July, 2018

11. Items of Information

None

12. Date of the next meeting

The date of the next meeting of the Parish Council was confirmed as Tuesday 24th July 2018 at 7.30pm. The meeting to be held at Clapham Village Hall.