

CLAPHAM CUM NEWBY PARISH COUNCIL

TUESDAY 24th July 2018

MINUTES

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

IN ATTENDANCE: Nigel Harrison (Parish Clerk & Responsible Financial Officer). Cllrs David Ireton and Carl Liss attended part way through the meeting.

PUBLIC PARTICIPATION: none

1. **Apologies for Absence:** Cllrs Ireton and Liss gave apologies in anticipation of their late attendance

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

a. It was noted that Cllrs Elphinstone and Dawson would need to record Disclosable Pecuniary Interests (DPI) or other interests in relation to agenda item 10 a. (i) (Cllr Elphinstone) and agenda items 9 a. and 11 b. (Cllr Dawson). These were recorded as the items were dealt with.

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

3. **Police Report:** The Council received a report from PCSO Jayne Grace to cover the period 26th of June, 2018 to 22nd July, 2018. Incidents attended by the police in the parish in that period were as follows: a lorry parked with its doors open, campers lighting fires, a suspicious vehicle the occupants of which were selling tarmac, a fatal road traffic collision on the A65 and a report of debris remaining on the road following the same, a van colliding with a wall on the A65, a sudden death, a burglary at a local café and a general enquiry from another police force.

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

a. **Requests for action.**

(i) The Clerk was instructed to report to North Yorkshire County Council (NYCC) that Keasden Road above Keasden cross roads is severely potholed.

(ii) The Clerk was further instructed to report to NYCC that there have been a number of brown tourist signs attached to traffic signs in the parish, it not being clear that these have been put up with proper authority.

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

(i) The Council noted that the state of the path connecting Old Road, Clapham and Clapham Road, Austwick had been reported to the Yorkshire Dales National Park Authority (YDNPA) who had undertaken to resolve the matter by the end of July, 2018

(ii) The Council also noted that the question of lowering the speed limit on the A65 between Clapham and Newby had been taken up with NYCC who had responded saying that neither they nor the police considered that a reduction in the speed limit on the stretch of road concerned was merited.

5. **Minutes of the previous meeting**

Council **RESOLVED** that the Minutes for the Meeting of Clapham cum Newby Parish Council held on 26th of June 2018 should be approved and signed by Cllr Price as a true and accurate record. There were matters arising not covered elsewhere on the agenda:

(i) Cllr Price provided contact details of an individual seeking permission to make use of a map of the district, which are to be conveyed by the Clerk to the creator of the map (Item 10.b.(i)).

(ii) It was noted that the Clerk had yet to arrange purchase of a locking cabinet (Item 6.5.(i))

(iii) (Item 6.1.a.(iii)) Cllr Ireton provided details of a contractor, Mr T. McAvoy of Leander Architectural, who is able to supply and erect a finger-post sign at the junction of Henbusk Lane and Old Road, Newby Cote. The proposed design was considered and the estimated cost of £1300 + VAT

was noted. The Council **RESOLVED** to commission the sign. Cllr Price will amend the details on the design to show relevant and correct details after which the clerk will contact Mr McAvoy to commission the work and obtain a precise costing. It is hoped that the work can be co-ordinated with similar work being carried out in Ingleton by the same contractor in the interests of saving costs.

6. On-going issues

6.1 Parish Maintenance Matters

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

Cllr Dawson indicated that there has still been no firm expression of interest in the vacant position of Parish Caretaker.

A parishioner had complained of difficulty in using the notice board attached to the Millenium Trust building because the wood is not soft enough to allow her to insert drawing pins. It was further noted that there has been some subsidence of the notice board at Clapham Station resulting in the doors being obstructed by the wall beneath. Cllr Dawson undertook to arrange for both issues to be resolved.

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

Cllr Dawson indicated that pipe has been purchased to supply water to the fountain from Clapham Beck. This is to be laid when circumstances allow.

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

There was no information before the Council in connection with this matter.

6.2 Hyperfast Broadband Project

An update was received from Cllr Sheridan. It is hoped that works will be finished by the 19th of October 2018. The "Lawsings Spur" has been completed, repairs to damage at Crina Bottom have been carried out, there has been digging in the vicinity of the Cave Rescue Organisation building and works are to be carried out in the section of Clapham between the New Inn, Clapham Beck and the Church.

6.3 Neighbourhood Planning.

An update was received from Cllr Sheridan. A Facebook page has been set up and there will be a stall at Clapham Street Fair to publicize the initiative. Consultation is currently under way with regard to the boundaries to be included within the plan.

6.4 The community emergency plan, community defibrillator training and other topics related to the emergence services

Councillor Elphinstone indicated that the emergency plan document is to be amended after she has consulted management at Ingleborough Hall to ascertain whether the hall can still be used as the emergency centre.

6.5 GDPR

(i) The Parish Council considered a proposed records management policy as drafted by the Clerk from a model policy. Issue was taken over the proposed destruction of correspondence received in connection with planning applications in line with the destruction of other routine correspondence. The Council **RESOLVED** to amend the policy to allow the retention of planning documents until the relevant project is built and signed off by a Building Inspector. The Clerk is to amend the policy which will be presented again for formal approval.

7. Review of standing orders, complaints procedure, publication scheme, financial regulations, risk management and register of members' interests

These items were reviewed and it was **RESOLVED** to adopt the revised NALC standing orders as edited by the Clerk. No required action was identified in relation to other items some of which had been considered at previous meetings

8. To consider an application to transfer a right of common in gross

The Council had received a notice in relation to an application to transfer a right of common in gross and to amend the commons register in respect of the same. It had no comment to make on these matters.

9. Finance

a. (i) **RESOLUTION:** to pay £60.00 for hire of the Village Hall

(ii) **RESOLUTION:** to pay the Clerk's expenses as per the expenses claim form before the Council-mileage £7.20, Postage £2.68, total £9.88

(iii) **RESOLUTION:** to pay £72.00 to the Society of Local Council Clerks for the clerk's annual subscription

(iv) **RESOLUTION:** to pay £276.97 to Messrs JW Dawson and sons for purchase of alkathene pipe for the drinking fountain project. See item 11.b.(i) below.

b. **RESOLUTION:** the statements of accounts (HSBC 1 and HSBC 2) for the Parish Council were reviewed and approved.

c. The bank reconciliations for Quarter 1 of 2018-19 were verified by Cllr Sheridan. No issues were reported.

d. Quarter 1 of the 2018-19 budget was reviewed. There were no issues arising

10. Planning

a. Applications:

(i) C/18/631/AA Application for consent to display 3 A2 map boards, Car Park, Riverside and Village Hall, Clapham: Clapham Development Association. The Council **RESOLVED** to support this application.

(ii) 2018/19507/MMA: Application to vary condition number 2 to allow a change to the design slightly and therefore substitute the approved drawings with plan numbers

11, 12 and 13 with drawing numbers WD/01A, WD/05A, WD/08A relating to

application reference Number: 18/2016/16930 granted 27 June 2016: Greenways, Clapham, Lancaster, LA2 8HS. The Council **RESOLVED** to support this application.

(iii) 2018/19520/HH: Erection of a three bay oak framed garage. two bays with garage doors and one bay as a workshop: Wenning Hipping, Keasden, Clapham, Lancaster, LA2 8ET. The Council **RESOLVED** to support this application.

b. Decisions

The following decisions were noted:

(i) C/18/173E/LB Listed building consent for installation of two fireplace surrounds and inserts to Study and Sitting Room existing fireplace openings, connecting to existing chimney flues: 2 Gildersbank, Clapham: Application granted.

(ii) Tree works. Removal of silver birch at 5 Clapdale Way, Clapham and the following works at Marton House, Riverside, Clapham: The removal of one Cedar, the removal of one Leylandii, the crown lift of three Larch, the removal of deadwood from one Ash, the crown reduction of one Beech; and the crown reduction of one Cherry. Permission granted by YDNPA.

c. Other planning issues and correspondence

None

11. Correspondence

a. Items of correspondence received prior to this meeting.

(i) The Council considered an email from a parishioner with regard to the ownership of the Clapham Hearse House and instructed the Clerk to write to the Ingleborough Estate to seek its view of the matter. The Council does not currently assert any right of property in the Hearse House or accept any responsibility for the same.

(ii) A letter from Settle and District Aid in Sickness Fund was received and the form that was received with it was signed by Cllr Price to confirm the identity Council's currently appointed trustee, namely, Cllr Elphinstone.

(iii) An Email seeking funding of proposed work to help people over 50 years of age gain skills and confidence in using computers was considered. The Clerk was instructed to respond to inform the sender that the work envisaged is already adequately provided for.

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

(i) Invoice from JW Dawson and Sons for purchase of alkathene pipe. See item 9.a.(iv)

12. Items of Information

None

13. Date of the next meeting

The date of the next meeting of the Parish Council was confirmed as Tuesday 25th September, 2018 at 7.30pm at Clapham Village Hall.