

CLAPHAM cum NEWBY PARISH COUNCIL

MINUTES

Tuesday 28th April 2020

Meeting held online

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

IN ATTENDANCE: Nigel Harrison (Parish Clerk and Responsible Financial Officer), Cllr Paul Bratt, Cllr D. Ireton, Cllr C.Lis and eight members of the public

1. Apologies for Absence: None

2. Code of conduct and Disclosable Pecuniary Interests:

- a. No Disclosable Pecuniary Interests (DPI) or other interests were recorded in relation to items on the agenda.
- b. No requests were made for DPI dispensations in connection with items on the agenda.

3. Addendum to Standing Orders

This item was taken first on the agenda. The Council **RESOLVED** to adopt an addendum to its Standing Orders to deal with remote meetings.

4. Confirmation of Cancellation of Meetings

The Council **RESOLVED** to confirm cancellations of the regular meeting of 24th March 2020, the Annual Parish Meeting of that date and the re-scheduled Annual Parish Meeting of 28th April 2020 because of the Covid-19 outbreak.

5. The Police Report

A written report was read to the Council. This referred to incidents that had occurred between the 27th February 2020 and the 30th March 2020 as follows: other force enquiry, vehicle damaged whilst parked on Church Avenue, Clapham, bright light over Ingleborough – area searched nothing found, highways disruption – sheep on A65, Newby, a Hoax Call and a road related offence on the A65 – area searched nothing found. The police also added that there had been a lot of horse related crime. Several farms have had late night visitors; sheds had been left open and diesel stolen. The police also responded to the Parish Council in connection with parking issues in Clapham (see 6b (v) below)

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

a. Requests for Action

The Clerk was asked to report potholes on Keasden Road (above Birk Knott road end) and on Henbusk Lane Newby to NYCC.

b. Updates and Further Action

- (i) The Council noted that road erosion on Old Road, Clapham had been reported to NYCC who had undertaken to effect repairs. It was further noted that work in this regard appeared to have commenced.
- (ii) and (iii) It was noted that CDC had responded to correspondence from the Parish Council with regard to littering in the parish and a request for a dog waste bin at Clapham Station. CDC will not be carrying out litter picks due to lack of resources and any bin installation would only be on the basis of (photographic) evidence of need.
- (iv) Drainage problems on Lawsings Brow and any consideration of ditching work were deferred pending a recurrence of the problem.
- (v) Police advice in connection with parking problems in Clapham was noted. The clerk was asked to look into the purchase of a dozen no parking cones to be placed at particularly problematic locations during busy periods.
- (vi) It was noted that Cllr Price had spoken to the parishioner who had expressed concern over potential flooding at his property in Keasden and had given reassurance that the particular problem was due to unusually heavy rainfall rather than ditching work carried out by the Parish Council.
- (vii) The response of the police to correspondence in connection with parking problems in Clapham was noted (see items 5 and 6b. (v)) above.
- (viii) Cllr Ireton queried progress with regard to the installation of the traditional sign post at Newby Cote and stressed that the funding provided might be in jeopardy if the project was not completed in time. It is to be completed as soon as circumstances permit.

7. Minutes of the previous meeting:

RESOLVED that the minutes of the Clapham cum Newby Parish Council meeting held on 25th February 2020 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.

8. On-going issues:

8.1 Parish Maintenance Matters:

a. Update and consideration of future maintenance work

The Council noted that Tom Lawson has been asked to repair the notice board attached to Clapham Village Store and will do so when the position with regard to the Covid-19 outbreak permits.

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

Cllr Price will contact Eliot Lorrimer to ascertain whether further funds might become available

8.2 Hyperfast Broadband Project:

The project is complete. A function to celebrate that achievement was due to be held in March 2020 but was postponed due to the Covid-19 outbreak. It will be re-arranged later in the year.

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

(i) Progress towards purchase of defibrillators is on hold pending the end of Covid-19 restrictions.

(ii) Cllrs Sheridan and Elphinstone and parishioners in attendance informed the Parish Council of the work of the Clapham Cobra group formed to deal with issues arising from the Covid-19 outbreak. The two Councillors and members of the public are involved. A data base of vulnerable parishioners has been compiled. The group has a website. There has been contact with local charities and there has been help to parishioners in need of it and social activities, the latter carried out remotely.

(iii) Cllr Ireton informed the meeting that grant funds are potentially available for Village Halls. The clerk is to inform the Chairman of the Village Hall Committee.

8.4 Neighbourhood Planning

The referendum cannot now be held until May next year. The initiative is currently on hold.

9. Finance:

a. RESOLVED to authorise payments as follows:

(i) £16.00 to the Clapham cum Newby Village Hall for room hire

(ii) £293.00 to Yorkshire Local Councils Associations for membership subscription

(iii) £13.24 to the clerk for expenses (mileage and postage)

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

c. An inspection of churchyard memorials etc. has not yet been carried out by Cllrs Price and Kay. It will be completed when circumstances permit.

d. The Council reviewed the effectiveness of its internal audit procedures including financial risk management and budgeting and the relevant document was signed by Cllr Price.

e. The Council agreed the financial value of items on the asset register at £27,250

f. The Council noted that the Clerk had been in contact with the internal auditor and will be forwarding the required material to her by the end of May.

g. The Council noted that a claim had been submitted for the repayment of VAT in the sum of £1,087.83

h. Comparison of actual income and expenditure with the budget for 2019-20 was carried out by Cllr Dawson.

i. The bank reconciliations for accounts HSBC1 and HSBC2 for quarter 4 2019-20 were verified by Cllr Dawson

10. Paths in St James Churchyard, Clapham

Consideration of this matter is on hold pending the end of Covid-19 restrictions.

11. VE Day

Given current restrictions on gatherings, the Parish Council was not able to identify any viable activities.

12. Applications under Section 12 of the Commons Act 2006.

The Council noted the four applications set out on the agenda- Burn Moor; Tongue of Land, Clapham; Newby Green Clapham and Newby Moor, Clapham.

13. Planning:

a. To consider applications

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(i) 2020/21493/FUL: Demolish barn and replace with 2 single storey agricultural buildings: Birk Knott , Clapham, Lancaster, LA2 8HB. The Parish Council had no comment to make with regard to this application.

(ii) 2020/21521/HH: Detached single storey double garage, with workshop, therapy room and store: Halsteads Barn, Mewith Lane, Mewith, Bentham, Lancaster, LA2 7AR, The Parish Council had no comment to make with regard to this application.

b. To consider decisions

(i)2019/21290/FUL: Agricultural building over existing haylage bale store and open yard area: Keasden Head , Keasden Road, Clapham, Lancaster, LA2 8EZ, The Council noted that permission had been granted by CDC.

(ii) C/18/109/N full planning permission for creation of an external/outdoor kitchen: Ingleborough Hall Outdoor Education Centre, Clapham LA2 8EF. The Council noted that permission had been granted by YDNPA

(iii) 2020/21446: Single storey conservatory extension to front elevation: Croft House , Station Road, Clapham, Lancaster, LA2 8ER. The Council noted that permission had been granted by CDC

c. Other planning issues and correspondence

The Council had received, as a courtesy from the Ingleborough Estate, details of a proposed development at the Saw Mill, Clapham. The formal consultation process has not yet been incepted by YDNPA and the Council could not therefore reach any final conclusions. Its view of the proposed development was, at this stage, generally favourable. Cllr Sheridan raised the question of the future of the existing business operating from the Saw Mill and the Council was informed that it is proposed to re-locate it and that costings are being sought in that regard. The Councils final view will be expressed during the formal consultation process.

14. To receive and respond to correspondence

a. Correspondence received prior to this meeting

(i) Email re closure of Clapham School and return of donation of £100. This was noted.

(ii) Email from CAB acknowledging donation. This was noted.

(iii) Pre renewal email from Came and Co (insurance) (superseded by item under b. below)

(iv) Email re cancellation of Clapham Street Fair. This was noted.

(v) Email re putting back of External Audit dates. This was noted.

(vi) Email from YDNPA-Dark Skies Reserve Status. The Council authorised a letter of support.

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

(i) Email from Came and Co: Insurance renewal -Invoice £349.22 including Admin Fee and Insurance Purchase Tax. The Council **RESOLVED** to authorise payment of the amount due.

(ii) NYCC email-link to formal proposal re closure- Clapham School. This was noted.

(iii) Email from a parishioner re Woodgill Farm planning appeal. The Council noted this information with some disappointment.

15. To receive items of information and decide further action

None

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

Tuesday 26th May, 2020 7.30pm. Mode of proceeding and venue to be determined.

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