

CLAPHAM CUM NEWBY PARISH COUNCIL

TUESDAY 28th July 2020

MINUTES

Meeting held online

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

IN ATTENDANCE: Nigel Harrison (Parish Clerk & Responsible Financial Officer), Cllr C. Lis (attended from 9.20 pm) and nineteen members of the public

PUBLIC PARTICIPATION: Parishioner concerns were raised in connection with subsidence of the road on Black Hill, Keasden, compliance with planning permission at the holiday development near to Clapham Station and undercutting of the road on Reeby's Lane near to the Old Temperance Hall. The clerk was asked to look into these matters and report to the relevant authorities.

1. **Apologies for Absence:** None
2. **Code of Conduct and Disclosable Pecuniary Interests**
 - a. None
 - b. No requests were made for DPI dispensations in connection with items on the Agenda.
3. **Police Report:** The Council received a written report from PCSO Jayne Grace to cover the period 22nd of June, 2020 to 22nd July, 2020. Incidents dealt with by the police were as follows: animal concern – Cave Rescue involved; road related offence – speeding motorbike; abandoned call – child on line; highway disruption – cow on road A65 Junction; suspicious vehicle – Clapham carpark – vehicle seized; suspicious incident – Newby – checked in order; criminal damage to stalagmite – Ingleborough Cave
4. **Highways and Street Lighting, Road Signage and Boundary Markers**
 - a. **Requests for action.**
 - (i) The Council was made aware of a request from a parishioner for information about litter-picking. A parishioner in attendance who has had extensive dealings with this activity in the parish undertook to contact the parishioner concerned to provide information.
 - (ii) The Council noted that railings on Church Bridge had been exposed by the removal of foliage. It did not have any health and safety concerns. It was noted that the railings require painting and a parishioner undertook to look into arranging that.
 - (iii) The Council noted that the collapse of a stone parapet on Reeby's Lane had been reported to NYCC.
 - (iv) The clerk was asked to report the need for road markings to be refreshed at the junction of Lawsings Brow and Keasden Road.
 - (v) The clerk was asked to report the appearance of a pothole near to The Green in Newby.
 - b. **Updates and further actions on outstanding issues**
 - (i) The Council noted that the flooding problem on Lawsings Brow had been reported to NYCC and that photographs of the same had been forwarded.
 - (ii) It was further noted that the Ingleborough Estate had raised with YDNPA the need for grass cutting on the car park in Clapham.
 - (iii) The Council noted that no parking cones had been deployed on Riverside Clapham with some success in reducing obstructive parking. The clerk was asked to order a further 10 cones to enable restrictions to be placed on the full length of road where they are required.
 - (iv) The Council noted that the problem of speeding motor cycles which it had already referred to the police had been raised with Julian Smith MP and others by parishioners.
 - (v) It was further noted that the traditional sign on Newby Moor had been re-instated by Mr |D. Clements.

5. Minutes of the previous meeting

Council **RESOLVED** that the Minutes for the Meeting of Clapham cum Newby Parish Council held on 23rd of June, 2020 should be approved and signed by Cllr Price as a true and accurate record.

6. On-going issues

6.1 Parish Maintenance Matters

a. Allocation of work to independent contractors.

(i) The Council was informed that work on the tower steps at Clapham Church had been carried out by Gordon Wildman and expects to be asked make some contribution to the cost.

(ii) The contractor who had previously been asked to install a ramp at the entrance to the A65 underpass Station Road, Clapham not having commenced work despite the passage of considerable time, the Council decided to ask another contractor to complete the work. Cllr Kay undertook to approach Mr Brian Townley and to check that he is suitably authorised and insured to carry it out.

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

(i) Cllr Price indicated that he will approach the AONB to inquire with regard to possible funding for repair of the stepping stones across the River Wenning on the footpath between Crina Bottom and Lawsings Brow.

6.2 Neighbourhood Planning.

An update was received from Cllr Sheridan. Test evidence is being added to the policies that have been written. YDNPA and CDC plans are being examined for assistance in completing the final draft. A meeting is imminent and it is hoped to move towards planning the consultation process.

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

(i) The Council was in receipt of three quotes for installing a defibrillator at Newby Chapel and **RESOLVED** to allocate the work to Messrs Harrison and Cross whose quote was the least expensive. Cllr Elphinstone will make the necessary arrangements.

(ii) A parishioner raised a query as to how long has to elapse before the emergency plan begins to operate in the event of a power cut. Cllr Elphinstone will investigate.

7.Finance

a. (i) **RESOLUTION:** to authorise payment of £230.00 to J. Hartley & Sons for grass cutting etc in Clapham Churchyard

(ii) **RESOLUTION:** to authorise payment of £135 to Yorkshire Internal Audit Services for carrying out the Internal Audit

(iii) **RESOLUTION:** to authorise payment of £78.00 to the Society of Local Council Clerks for the clerks subscription.

(iv) **RESOLUTION** to authorise payment of £10.02 to the clerk as mileage and postage expenses

(v) **RESOLUTION:** to pay £201.60 to Messrs J. Hartley and Sons for grass cutting etc. in Clapham Churchyard

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 2020-21 were verified by Cllr Dawson

d. The budget for Quarter 1 2020-2021 was reviewed by Cllr Dawson.

e. The Internal Audit report to members was received and the Council **RESOLVED** to appoint Yorkshire Internal Audit Services as the Internal Auditors for 2020-2021

f. The Certificate of Exemption from a Limited Assurance Review was considered and signed

g. The Internal Audit Report as included at page 4 of the Annual Governance and Accountability Return (AGAR) 2019/20 was noted

h. The Annual Governance Statement as included at page 5 of the AGAR 2019/20 was received and approved

i. The Accounting Statements as included at page 6 of the AGAR 2019/20 was received and approved

j. The period for the exercise of electors' rights was agreed as between 3rd August 2020 and 14th September 2020

k. The Council considered and approved amendments to the asset register. These attributed nominal values of £1.00 to assets formerly described as having no capital value and included the recently installed traditional signpost at Newby Cote as an asset, the amended value of the Council's assets being £28,799.00

l. The Council noted receipt of VAT reclaimed in the sum of £1087.83

8. Planning

a. Applications:

(i) 2020/21799/LBC: Installation of painted timber windows into existing openings following removal of steel windows; insertion of lead damp tray: Nutta Farm, Clapham, Lancaster, LA2 8HN. The Council **RESOLVED** to support this application

(ii) 2020/21775/FUL: Conversion of 2 barns into 3 dwellings, conversion and extension of existing stone outbuilding to form one new dwelling and one new build dwelling to replace existing steel framed cow shed: Fountain House Farm Buildings, The Green, Clapham, Lancaster. The Council by a majority decision **RESOLVED** to support this application while raising concerns over road access to the proposed development. Cllrs Sheridan and Elphinstone dissented contending that the development does not meet the criteria for housing need for Clapham as identified in the Neighbourhood Plan survey and that applications have been opposed in the past on the basis that they have not met those criteria.

(iii) 2020/21718/FUL: Conversion of barn to dwellinghouse and creation of access: Giffords Barn, Wenning Bank To Reebys Lane, Keasden, Clapham, Lancaster, LA2 8ET. The Council **RESOLVED** to support this application

c. Other planning issues and correspondence

None

9. Future use of Clapham School

The clerk was asked to establish who owns Clapham School post-closure to assist the Council in future representations as to use of the building.

10. Correspondence

a. Items of correspondence received prior to this meeting.

The following item was noted:

(i) YDNP Management Plan Annual Progress Report

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

(i) Further invoice from J. Hartley & Sons see 7. a. (v) above

(ii) Email from a parishioner concerning rubbish deposited on the holiday homes site at Clapham sidings. The Council noted that this had been reported to CDC

(iii) Letter from Amy North- Johnson concerning donations to Clapham Park Association. The clerk was asked to respond pointing out the Council's annual donation

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 22nd September, 2020 at 7.30pm mode of proceeding/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