

# CLAPHAM CUM NEWBY PARISH COUNCIL

Thursday 27<sup>th</sup> April 2023

## MINUTES

**PRESENT:** Cllrs Colin Price (Chairman), John Dawson (Vice-Chairman), Maria Farrer, Diane Elphinstone

**IN ATTENDANCE:** Steven Culver (Clerk and Responsible Financial Officer), PCSO Jayne Grace and one member of the public

**PUBLIC PARTICIPATION:** None

**1. Apologies for Absence:** Cllr Ann Sheridan, Jill Buckler, Chris Hart

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

**2.1 Disclosable Pecuniary Interest (DPI) and other interests in relation to items on this Agenda.**

None

**2.2 Requests for dispensations in connection with items on this Agenda.**

None

**3. To confirm the minutes of the meeting held on 15<sup>th</sup> February and 15<sup>th</sup> March as a true and fair record**

The Parish Council **RESOLVED** that the minutes of the meeting held on the 15<sup>th</sup> of February 2023 and 15<sup>th</sup> March 2023 should be approved and signed by Cllr Price as a true and accurate record.

**4. To receive the Police Report**

Cnstbl. Grace advised that a new member was joining the team but that due to budget cuts no further PCSOs were being recruited. Settle currently had 3 response staff, whereas the number should be 8, the shortfall was currently being covered by policing from Skipton.

Incidents in the past month recorded with the police were;

X4 – Abandon Call

29.03.23 – Suspect vehicle – Car park

30.03.23 04.04.23 – Suspect vehicle – Old Road – Area searched no gain

31.03.23 – Theft of Vase – Nutta Bridge

05.04.23 – Crime fraud – phone – bank

06.04.23 – Road Related offence – manner of driving – A65

18.04.23 – Suspect circumstances/concern – unwanted Calls - Nutta Bridge

19.04.23 - RTC – Single motorbike – non injury – Clapham old Road

Cnstbl. Grace also requested that the Council promote the “protect your home scheme” as it still had several months to run. The council **RESOLVED** that this would be added into the Parish Council news section for the June Newsletter.

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

**5.1 Requests for action on highways, street lights, road signage and boundary markers**

i) The Old Sawmill Cafe signage. The council had been contacted by a number of parishioners who believed there to be “too many” signs advertising the Old Sawmill in the village. The matter was **DISCUSSED** by the Council who felt that it was important that we support local businesses and employment; given that there were still numerous instances of tourists asking locals for directions the belief was that there were not too many signs.

ii) The Council **NOTED** that the Village sign had now been erected on Station Road. Whilst the Council had previously been asked to finance the sign, no invoice has as yet been received, the Clerk will advise the Council if and when any request for funding is received.

iii) Cllr Price provided the Clerk with the what 3 words locations of the previously advised blocked culverts in Keasden and a PotHole was reported near the entrance to Bleak bank Farm. It was **RESOLVED** that the Clerk would report these to Area5.

**5.2 To receive notifications**

i) Road Closure on Hollin Lane 12<sup>th</sup> May

ii) Road Closure on Old Road (Newby Cote) 19<sup>th</sup> May 09:30 – 15:30

**5.3 To receive updates and decide upon further action on outstanding issues**

i) Litter situation A65 & B6480 – It was **NOTED** that 18 bags of rubbish had been collected from the litter pick on April 15<sup>th</sup>. Thanks was expressed to North Yorkshire Council for providing the necessary equipment and picked up the collected rubbish on the following day.

## **6. To receive information on the following on-going issues and decide further action where necessary**

### **6.1 Parish Maintenance Matters**

#### **(i) Work to be assigned to independent contractors**

a. Cllr Price provided the Clerk with a quote for work to replace a ditch in the vicinity of Keasden Church. Given the value of the quote (£2,361.43 + VAT) it was **RESOLVED** that the Clerk should take this to FOBAOB to understand if there is scope for them to fund this work.

#### **b. Market Cross**

A parishioner has expressed a desire to weed the base of the market cross, however given that the base potentially requires repointing it was **RESOLVED** that Cllr Dawson would review the situation with a view of undertaking necessary works if possible

#### **c. Platinum Toll Bar Wood**

The Clerk confirmed that funding for the memorial plaque had been received from YDMT who also requested that an "All Welcome" sign also be added to the gate. It was **RESOLVED** that Cllr Dawson would contact iPrint in Settle to produce the required sign.

The requirement for maintenance of the wood was also raised and it was **RESOLVED** that the council would look to arrange a working party date to be advised in the June issue of the Newsletter.

### **6.2 The community emergency plan, community defibrillator training and other topics related to the emergency services**

No further update at the present time

### **6.3 Neighbourhood Planning**

The consultation sessions have been undertaken and the feedback is being consolidated into the plan.

### **6.4 Climate Emergency**

The Clerk read an e-mail received detailing that the Curlew survey has started, and we have a grant for a forthcoming event in November and are looking into the possibility of securing funding, in partnership with another local group, from the UK Shared Prosperity Fund.

## **7. Planning Applications**

2023/24881/FUL – Laithbutts, Laithbutts Lane, Newby, Clapham LA2 8JE

No issues were raised by the Council

## **8. Planning Decisions / Information**

2022/24253/HH – Lower Hardacre House, High Bentham, Lancaster, LA2 7AT - Approved

## **9. Finance**

### **9.1 Payment of accounts**

The Council **RESOLVED** to authorise payments as follows:

- i) Yorkshire Local Councils Associations Membership - £308.00
- ii) Andrew's – Neighbourhood Plan Prining - £283.00
- iii) St Matthew's Church Keasden – Use for Neighbourhood Planning meeting - £35.00
- iv) Amendment to the Standing Orders for the Clerk's Salary and associated PAYE following tax change for the new year. Payments to be £300.20 to Clerk, Nil to HMRC.

### **9.2 To note automated payments made as follows:**

- i) Standing Order for Clerk's February PAYE
- ii) Standing Order for Clerk's March Salary
- iii) Bank Charges £10.00
- iv) DD for nPower February Electricity - £29.25

### **9.3 To note Bank account balances of:**

HSBC1 £2,953.28

HSBC2 £12,743.37

### **9.4 The Bank Reconciliations as at 31<sup>st</sup> March 2023 were received.**

### **9.5 To consider items to claim under FOBAONB Partnership Lengthsman funding**

It was **RESOLVED** that the Clerk should claim £40 for the tree trimming undertaken in Newby

### **9.6 To Review the Effectiveness of Internal Audit procedures**

It was **RESOLVED** that since the final internal audit report is yet to be received this should be delayed until the June meeting.

### **9.7 To Compare and Review the Actual Income and Expenditure with the Budget for Q4 and Full Year.**

The Clerk presented the reports with focus being on the full year position. Overall the Council had overspent by £3,053 being (£1,673 in relation to Toll Bar Wood, £995 for the Jubilee Tea Party (timing as grant received in the previous year) and £720 on the Neighbourhood Plan). The overspend on the Neighbourhood Plan will be recovered in the 2023 VAT reclaim and also £547.88 of Vat with respect to Toll Bar Wood.

### 9.8 To Provide an Update on the Internal Audit Process

The Clerk reported that the internal Audit had been undertaken during the preceding week. The final audit report is still awaited but it is understood that whilst there will be a few recommendations there is nothing that will compromise the overall audit report.

### 9.9 To note the completion of the 2022-23 VAT Return

The Clerk reported that the VAT Return for 2022-23 amounted to a repayment of £2,582.90 being due and this was submitted to HMRC on 6<sup>th</sup> April.

### 9.10 To Authorise the Annual Governance and Accountability Return for 2022-23

- i) It was **RESOLVED** that the Certificate of Exemption from a Limited Assurance Review be signed by Cllr Price
- ii) It was **RESOLVED** that the Annual Governance Statement 2022-23 be signed by Cllr Price
- iii) It was **RESOLVED** that the Accounting Statements for 2022-23 be signed by Cllr Price

### 10. To receive and consider actions and decisions to be taken

#### 10.1 To receive and respond to items of correspondence received prior to the meeting

##### i) *The Coronation of King Charles III*

Cllr. Farrer advised that the Council had been successful in its application to the community fund at the village shop for a £250 grant to support the provision of tea / coffee / PIMs at the Picnic. The working assumption is to cater for c100 attendees and a request for volunteers to assist will be made in due course.

##### ii) *Telephone Coverage in Clapham Village*

The Clerk advised that no responses had been received from neighbouring parishes regarding any investments they had undertaken. It was **RESOLVED** that the item remain on future agendas since further issues had been occurred.

##### iii) *Locations for future meetings*

It was **RESOLVED** that all future meetings be held in Clapham Village Hall.

##### iv) *North Yorkshire Council Standards Arrangements*

these were **NOTED** as being very similar to those previously in place for Craven District Council.

##### v) *Play Park Bins*

The issue of overflowing bins remains, not least the issue of the recycling bin being used for general waste as anyone depositing in the bin from the other side of the wall would not see the recycling notices. It was **RESOLVED** that the possibility of re-siting the bins be investigated.

##### vi) *Austwick Sewage Discharge*

It was **RESOLVED** that the Clerk would write a further letter to Julian Smith MP and also to United Utilities regarding the situation emphasising that the proposed building in Austwick would only exacerbate to issue and that there is currently an issue for the disposal of waste from Septic tanks, Providers of the service being suggested to try Barrow-in-Furness.

##### Vii) *Resolutions for Debate at YLCA*

The Council had no items to put forward

##### viii) *DLUHC Consultation on the new Infrastructure Levy*

The council had no comments to make.

#### 10.2. To receive and respond to items of correspondence received too late for formal inclusion on the agenda.

- i) *Bench Upkeep* - The Council **RESOLVED** that Cllr. Elphinstone should offer the Council's reimbursement of the parishioner who had purchased some teak oil in order to maintain the village benches.
- ii) *Waterfall Steps* - These are the responsibility of the Ingleborough Estate and are on the to do list
- iii) *Planning Application 2023/24912/HH – Wenning Hipping, Keasden Road, Keasden, LA2 8ET* - It was **RESOLVED** that any comments would be e'mailed to the Clerk who would consolidate and respond to the planning authority accordingly.

#### 11. To notify the Clerk for matters for inclusion on the agenda of the next meeting

The water logging of Laithbutts Lane

#### 12. Staffing Matters

The Council noted the change in the tax code of the Clerk that had given rise to the requirement for 9.1.iv)

#### 13. Parishioners matter arising

None

#### 14. Exclusion of the public from the meeting to discuss confidential matters relating to Clapham School Building

The Council **RESOLVED** to exclude the public from the meeting while it discussed the confidential matters.

#### 15. The date of the next meeting of Clapham cum Newby Parish Council

The next meeting will be on Thursday 18<sup>th</sup> May at Clapham Village Hall, commencing with the annual Parish Meeting at 7.00 pm.

FOB AONB	Forest of Bowland Area of Outstanding Natural Beauty
NYC	North Yorkshire Council
YDMT	Yorkshire Dales Millenium Trust