



# Sutton-in-Craven Parish Council

Minutes of the Meeting of Sutton-in-Craven Parish Council held in the Community Centre, North Street, which followed the Annual Parish Meeting which commenced at 6.30pm on Monday 2<sup>nd</sup> March 2020

## Present

Cllr. Morrell – Chair, Cllr. Bretan- Vice Chair, Cllr Green, Cllr. Parsons, Cllr. Hart, Cllr Jennings and Cllr. Hawkins in Attendance: Clerk: Mrs Emmott, Cllr. Barrett and four members of the public.

## 25/03/2020 Apologies for Absence

None

## 26/03/2020 Declarations of Member's Interest in Matters on the Agenda

Cllr. Morrell declared a prejudicial interest in Planning Applications 31/03/20. Cllr. Morrell is a District Councillor and a member of the Craven District Planning Committee. Cllr. Morrell adjourned to the public area and took no part in the discussion.

## 27/03/2020 Minutes of the Previous Meeting

It was **resolved** that the minutes of the meeting held on Monday 3<sup>rd</sup> February 2020 (circulated to all members) were agreed as a correct record and signed by the Chairman. Proposed Cllr. Green, seconded Cllr. Bretan. Cllr. Morrell, Cllr. Hart and Cllr Jennings abstained.

## 28/03/2020 Public Participation

A resident raised concerns about the Parish Council taking on the Phone Box due to where it is sited (potential vandalism), the cost and Insurance.

## 29/03/2020 North Yorkshire County Council Report from Councillor Philip Barrett

- a) Cllr. Barrett reported on Funding for Supported Bus Services. North Yorkshire County Council are seeking proposals for the use of funding for Supported Bus Services and Rural Mobility Fund. Cllr. Barrett is looking to put forward a proposal to extend the route for the 78A. The bus currently runs from Skipton to Airedale Hospital. The proposal is for the bus to carry on to the Train Station at Steeton. It was **resolved** that the Parish Council supports the proposal and will forward an email to NYCC Passenger Transport.
- b) Cllr. Morrell enquired if Craven District Council has grant funding to aid the elderly and disabled in assisted living. Cllr. Barrett informed that it may come under the Disabled Facilities Grant.

## 30/03/2020 Craven District Council Report from Cllr. Morrell

Cllr. Morrell informed that he has invited Neville Watson (Planning Manager CDC) to the next South Craven Catchment Flood Group meeting.

## 31/03/2020 Planning Applications

Application Number	Location	Proposal	Comments
2020/21435/HH	16 North Street	Demolition of outbuilding and erection of new kitchen	No adverse comments

## 32/03/2020 Clerks Report and Correspondence

- a) Email to Craven District Council Planning with comments.
- b) Email to Woodland Trust regarding trees floating down the beck during the floods.
- c) Email to the Environment Agency, North Yorkshire County Council and Craven District Council with information about the flooding in Sutton-in-Craven and surrounding areas.
- d) Email to North Yorkshire Highways requesting information on Vehicle Activated Signs (VAS).
- e) Email to Public Rights of Way regarding footpath to Eastburn Boundary
- f) Yorkshire Local Councils Associations new website is now up and running. Passwords for the site have been circulated to members by email. The Chairman's and the Clerk's passwords are different to those of Councillors.

Chairman Signature \_\_\_\_\_

Date \_\_\_\_\_

- g) **Parish Liaison Meeting**  
The Craven Parishes Liaison meeting is taking place on Wednesday 25<sup>th</sup> March 2020. The meeting will commence at 6.30pm and take place at Craven District Council's Belle Vue Square Offices, Broughton Road, Skipton.
- h) **Developer Contributions for Education**  
Local authorities can seek to negotiate a contribution from developers towards the cost of meeting infrastructure necessary to support their local development. For education this means asking for a contribution towards the cost of extending or reconfiguring an existing school or setting or building a new one.
- i) **Lengthsman**  
The term Lengthsman was coined in the 1700s in a concept rooted in the Tudor Era as far back as War of the Roses and enclosure. Originally, it referred to someone who kept a "length" of road neat, tidy and passable in the middle ages, with particular emphasis on boundary marking.
- Sutton has a Park Keeper  
Cowling has a Lengthsman but no Park Keeper.  
Glusburn does not have a Lengthsman or Park Keeper. The work in the park is done by a contractor.  
Most Parish Council use contractors. All are paid from the Precept.  
It was **resolved** to put this on the Agenda for the next meeting and enquire if the contractor who cuts the Parish Council grass would take on any extra general work required.

## 1. **Park Pavilion Report**

- a) **Dennis Mower FT510**  
The Dennis Mower was purchased from Gibson's Garden Machinery Ltd in July 2005 for £3,999.  
The cost to repair the mower is £2,209.74 + £ 441.96 VAT = **£2,651.70**  
To purchase a new one from GGM with 10 bladed cutting cassette and grass box is **£4,499 + 899.80 = £5,398.80**  
Quote from Lawn track is £5300.00 + £1060.00 VAT = £6360.00  
Quote from Platt Harris Ground Care £5350.00 + £1070.00 VAT = £6420.00  
It was **resolved** to purchase a new mower from Gibsons Garden Machinery Ltd at a cost of £4,499 plus VAT.  
Proposed Cllr. Morrell, seconded Cllr. Hart  
It was **resolved** to enquire whether the Bowling Club would like to make a donation towards the cost of the new mower. 4 votes for, 3 votes against.
- b) **'Chat' Bench in the Park**  
After discussion and debate it was **resolved** not to grant the request for a Chat Bench in the Park at this time.
- c) **Telemetry**  
Cllr. Bretan and the Clerk attended a meeting with the Councils Solicitor to sign the lease for the Environment Agency with regards to the Telemetry in the Park.
- d) **List from the Park Keeper of concerns that require attention – pictures circulated**
  - Check flat roof on Lodge - Replaced April 2010
  - Check for woodworm in Lodge roof
  - Damaged/rotted Tractor shed door
  - Wood on the Greenhouse - purchased 2007
  - Leaking taps in bathroom
  - Replace two Interior Doors due to damage
  - Soffits and Fascia's
  - Tarmac at side of lodge requires re-surfacing
  - Shelters – repair and paint

It was **resolved** that Cllr. Hart and the clerk investigate the above and obtain quotes where required.

e) **Pavilion Boiler - 2006**  
To remove existing boiler, Supply and install new Worcester 30i boiler, Supply and install filter, Supply and install programmable thermostat, Flush central heating system, Register 10yr guarantee on boiler and controls.  
Three quotes were obtained.  
It was **resolved** that a quote of £2,545 be accepted for the work.

## 2. **Telephone Box/Kiosk**

No response has been received following information on websites, Facebook, posters etc asking if any local community group, charity or school would be interested in managing the phone kiosk should the Parish Council decide to purchase it.  
Taking into consideration the lack of interest, costs, maintenance and Insurance.  
It was **resolved** that the Parish Council will not be purchasing the Telephone Kiosk at this time.

Chairman Signature \_\_\_\_\_

Date \_\_\_\_\_

### 3. Flooding/Footpath/Lighting/Highways/Trees/Land

#### a) Sutton Lane End

Paul Ratcliffe, Senior Traffic Officer, Bradford Metropolitan Council reported that "Further to our meeting, to confirm the extension of the waiting restrictions should be considered for funding by Keighley Area Committee at its meeting to be held on 26 March 2020.

#### b) Speed Indicator Signs and Vehicle Activated Signs

A copy of the Protocol for Temporary Vehicle Activated Signs (VAS) was circulated to members. It was resolved to put the item on next month's Agenda for discussion and debate.

#### c) Flooding

##### 8<sup>th</sup>/ 9<sup>th</sup> February Storm Ciara, 15/16<sup>th</sup> February Storm Dennis, 28<sup>th</sup> February Storm Jorge

The sandbag store on Manor Way was opened and restocked a several times over the last few weeks. Properties on Crag View, Ash Grove, Bridge Road and Holme Lane were affected amongst others as well as properties in Glusburn. Holme Lane was closed by residents to prevent people in 4x4's ploughing through deep water and causing bow waves that breached their sandbag defences, but some thoughtless drivers ignored them and drove through regardless.

The Chairman, transported sandbags to those who had requested them through Craven District Council. These included residents on Ash Grove, Crag View, Sutton Court, Holme Lane, The Old Cornmill Glusburn and Temperance Mewies, Glusburn who's basement was completely flooded.

Once again large volumes of run-off water turned Ellers Road, West Lane, Crag View, Crag Lane, Main Street and Ash Grove into rivers, bringing large volumes of mud, silt and stones from higher ground onto the roads and blocking drains. Local residents acted swiftly to unblock drains otherwise the situation would have been much worse. However, some drains, (West Lane, Ellers Road, Main Street, Holme Lane, Hazel Grove Road, Crag View), were inundated with water visibly jetting out of drain covers onto the roads. West Lane seemed to be particularly bad with the road continuing to be awash with large amounts of run-off water for a matter of hours after other roads cleared.

Holme Beck rose considerably and was very close to overflowing on a number of occasions but thankfully the water receded before this happened.

The Parish Council would like to thank Graham Tarn and his team at Craven District Council for supplying and distributing sandbags across Craven and to David Jones and his team from Highways for the work they have done sweeping up gravel, emptying gullies and catch pits at Crag Lane etc.

An order is being drawn up to close West Lane to clear the drainage system.

All pictures and information the Council collected/received have been forwarded to the Environment Agency.

#### d) Woodland Trust - Trees

The Woodland Trust were contacted with regards to trees flowing down the beck during the flooding from the wood. Following a site visit the Woodland Trust have confirmed all the large pieces of wood used for the bank restoration are still in place. However, as part of their inspections once the weather improves, they will check the condition of the wire straps used to hold these to make sure they don't lose any in times of flood. It was **resolved** to arrange a site visit with the site Manager for Lyndhurst Wood.

#### e) Lumb Clough – surveyed 2018

Due to the extreme weather conditions one tree has fallen into the beck on Parish Council Land. It was resolved that the clerk arrange for the tree to be removed from the beck.

Damage to the Packing Horse bridge has occurred during the floods this is on a Public Right of Way but is not on Parish Council land.

It was **resolved** that the Clerk notify North Yorkshire County Council Public Rights of Way.

#### f) Footpath Beckside – pictures circulated

Residents have reported the footpath on Beckside off Holme lane.

Some potholes and rough surfacing are apparent.

It was **resolved** that the Clerk notify North Yorkshire County Council Public Rights of Way.

### 4. Standards Committee

The Standards Committee is comprised of five District Councillors each with voting rights, together with up to four co-opted Parish Councillors (non-voting). The Committee is supported by three independent Persons appointed by the Council who offer guidance and advice to the Monitoring Officer in dealing with complaints.

Chairman Signature \_\_\_\_\_

Date \_\_\_\_\_

There are currently two Parish Representative vacancies and the Council is now seeking to make new appointments. As in previous years, the vacancies will be filled following a vote of the Parish Councils in the District. Parishes invited to submit nominations by 30th March 2020.

**5. Grievance Policy, Data Protection Policy, Privacy Policy and Data Information Audit**

It was **resolved** that the above reviewed policies be adopted.  
 Grievance Policy proposed Cllr. Morrell, seconded Cllr. Green  
 Data Protection Policy proposed Cllr. Hart, seconded Cllr. Bretan.  
 Privacy Policy proposed Cllr. Jennings, seconded Cllr. Bretan,  
 Data Information Audit proposed Cllr. Morrell, seconded Cllr. Bretan

**6. Craven District Council –Planning Decisions**

Application No	Date Received	Proposal	Location	Decision Date	Decision
2020/21326/HH	03/01/2020	Extension to existing porch and 2 retrospective canopies	Ravenstone House, Salt Pie Farm, Albert Street	11/02/2020	Granted
2020/21315/HH	03/01/2020	Proposed Dormer window	7 King Edward Street	11/02/20	Granted
2019/21260/HH	10/12/2019	Proposed Single Storey Side Extension	Cranberry Cottage, West Lane	13/02/2020	Granted
2019/21306/FUL	27/01/2020	Proposed Bungalow	Land At The Acres	26/02/2020	Withdrawn

**33/03/2020 Members Reports from Meetings and Community Reports**

- a) The Yorkshire Local Councils Association are running courses on Understanding the Planning System and making effective observations on planning applications.  
 It was **resolved** that if any member of the Parish Council wishes to attend, they should contact the clerk.

**34/03/2020 Finance**

**To authorise payments in accordance with the budget and note receipts.**

It was **resolved** to authorise payments orders and transfers listed in the report (circulated). Receipts noted. Proposed

SPC98	Scribe	462.00	Accounts Software
SPC99	Craven District Council	144.00	Allotment Bins
SPC100	Fenland Leisure Products Ltd	117.60	Seesaw Dampeners
SPC101	Viking Direct	106.01	Ink Cartridges
SPC102	Staff (4 members)	2863.97	salary
SPC103	HM Revenue & Customs	440.75	Tax & National Insurance
SPC104	NYCC Pension Fund	962.57	Pension contributions

Cllr. Green, seconded Cllr. Bretan.

**35/03/2020 Future Agenda Items**

None

**36/03/2020 Date and Time of Next Meeting**

Monday 6<sup>th</sup> April 2020, at 6.45pm. The meeting closed at 8.10pm.

Chairman Signature \_\_\_\_\_

Date \_\_\_\_\_