



Sutton-in-Craven Parish Council

Minutes of the Meeting of Sutton-in-Craven Parish Council held at the Community Centre, North Street on Monday 1st November 2021 at 6.45pm

Present

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

85/11/2021 Apologies for Absence

Cllr. Barrett

86/11/2021 Declarations of Member's Interest in Matters on the Agenda

Cllr. Morrell declared a prejudicial interest in Planning Applications. Cllr. Morrell is a District Councillor and a member of the Craven District Planning Committee. Cllr. Cottrell declared an interest in Planning Application 2021/23184/FUL and Diversion of Public Right of Way Stubbing Hill Farm. Cllr. Morrell and Cllr. Cottrell took no part in the discussion or decision.

87/11/2021 Minutes of the Previous Meeting

It was **resolved** that the minutes of the meeting held on Monday 6th September 2021 (circulated to all members) were agreed as a correct record to be signed by the Chairman. Proposed Cllr. Morrell, seconded by Cllr. Jennings. Cllr. Morrell asked about Wet Ings Lane and the Cherry Tree on Manor Way (see clerks report).

88/11/2021 Public Participation

None

89/11/2021 North Yorkshire County Council Report from Councillor Philip Barrett

None

90/11/2021 Craven District Council Report from Cllr. Morrell

Craven District Council is now back to having Face-to-Face meetings with some Hybrid meetings (Face to Face and video conferencing).

Preparations are being made for the change to a Unitary Authority. There are some staff transfer issues.

Cllr. Morrell reported that Craven District Council has worked hard and managed a balanced fund through the pandemic.

Coronavirus infection rates have risen rapidly since schools have returned following the holidays.

91/11/2021 Planning Applications

Due to NO meeting in October some of these applications were referred to Cllr. Hart and Cllr. Bretan for comment and forwarded to Craven District Council.

| Application Number | Location | Applicants | Proposal | Comments |
|--------------------|--------------------------------|------------------------|--|---|
| 2021/23184/FUL | Stubbing Hill Farm, West Lane | Vicky Townson | New Agricultural Access | Gates and barriers erected over 13 metres back from the Highway. Splays providing clear visibility and to be maintained. Adequate Drainage to prevent surface water running on to the road. |
| 2021/23287/TCA | 7 Rosewood Square, High Street | Airedale Tree surgeons | T1 Goat Willow – Fell. T2 Oak – Fell. T3 Nordmann Fir – Fell. T4 Chestnut – Fell. T5 Nordmann Fir – Fell. T6 Nordmann Fir – Fell. T7 Nordmann Fir-Fell. T8 Sycamore- Crown Lift. | No adverse comments |
| 2021/23237/HH | Alistair House, North Road | Mr & Mrs Tom Haynes | Proposed conversion of existing detached Garage to form ancillary accommodation to existing dwelling. | No adverse comments |

Chairman Signature _____

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|----------------|-------------------------------|---------------------------|--|---------------------|
| 2021/23186/FUL | Pole Moor Farm, Pole Road | Mrs S Sugden | Proposed new agricultural dwelling | No adverse comments |
| 2021/23198/HH | 43 The Hawthorns | Mr & Mrs Jones | Construction of two storey side extension | No adverse comments |
| 2021/23313/HH | 2 Manse Way | Mr Woodrup | Replacement Garage | No adverse comments |
| 2021/23143/HH | 7-9 Overburn Road | Mrs Judith Bains | Conversion of existing attached garage to habitable room | No adverse comments |
| 2021/23330/HH | 11 Crofters Mill | Mr & Mrs R Green | Proposed two storey rear extension | No adverse comments |
| 2021/23283/HH | Long House Farm, Ellers Road | Mr Gary Feather | Construction of a greenhouse | No adverse comments |
| 2021/23411/TCA | 10 Ellers Road | Airedale Tree Surgeon Ltd | T1 Ash tree- remove, T2-Ash Tree -fallen in beck removed | No adverse comments |
| 2021/23184/FUL | Stubbing Hill Farm, West Lane | Vicky Townson | New agricultural access | No adverse comments |

92/11/2021

Clerks Report and Correspondence

- a) **Building Site – Wet Ings Lane/Greenroyd Drive**
 Email to Craven District Planning Enforcement informing them that the owners of the derelict building site on Wet Ings Lane/Greenroyd Drive have informed neighbours on the site that work will commencing in 2 weeks from 6th September 2021.
 Cllr. Hart stated that a resident has informed the work will now begin next year.
- b) **Cherry Tree- Manse Way**
 Email to the Tree Officer informing that the Parish Council are concerned about safety as children play on the grassed area and feel the tree should be fenced off or felled.
 The Officer as advised he is monitoring the situation.
- c) **Residents - Correspondence**
 The clerk received a letter of complaint regarding a planning application and a Councillor.
 The councillor concerned has been informed of the complaint and this has been dealt with under the Parish Councils complaints procedure.
- d) **Nuisance Nettles**
 Areas referred to are 1900 Bridge to Hazel Grove, Coppice House adjacent to Glusburn School including snicket to Boundary Avenue, Holme Lane.
 a) They make egress difficult particularly at night
 b) They narrow the path which makes social distancing impossible
 c) It is difficult to avoid them resulting in ‘stinging’ of one’s skin, particularly small children
 d) They are an ‘eye sore’ and make Sutton look neglected and uncared for.
 The clerk referred the matter to the relevant authorities.
- e) **Training**
 Councillor training sessions are available from the Yorkshire Local Councils Association for details please visit the website and use the password.
- f) **Unitary Authority Update from Carl Les**
- The proposal submitted by NYCC for a single unitary based on the County Council boundaries, all 300+ pages of it, has been accepted by the Secretary of State (SoS) without modification, and he expects it to be implemented in full.
 - The SoS expects all councils in the area to work together to create as smooth a transition as possible.
 - We must create a formal Implementation Board in January. We have formed an informal one already made up of all DC leaders (7) and the County Council’s Executive Committee (10). We have also set up the Implementation Team of Senior officers.
 - Government must prepare a Structural change Order for Parliament. We have responded to their request for what we believe should be in it, in particular the name we Propose North Yorkshire Council; the number of Members – we propose 90 in 89 wards for the first erm of the Council, the Boundary Commission will then be invited to do a full review of wards; election cycle – we have suggested aligning parish and the unitary elections i.e. first election next May then 5 years later, then 4 years after that (we propose that no contributions will be sought from PC’s election expenses).

Chairman Signature _____

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- Work streams are being established for the smooth transition. One which will be of interest to PC's will be the one about devolution – we are asking for powers to be passed from Whitehall to County Hall, then we want to pass powers (only were wanted!) from County Hall to Town/Village Halls (power to Parish Councils). I understand over 50PC's have signed up to make this work stream work well.
- Key decision making will also be given to our Area Constituency Committees, made up of the 15 or so councillors elected for the area. This should include planning, licencing and traffic issues.
- 25 neighbourhood forums were proposed, mainly based on market towns and their hinterlands, bringing together local PC's public services, business groups and elected members to act as a sounding board for priorities and local delivery – “Your Place, Your Say”.
- Moving to a unitary council was a government requirement to allow discussions about the multi-million £ devolution requests to start.
- A Unitary Council removes confusion about who does what, duplication of roles, inefficiencies and therefore costs.

g) **Craven Disability Forum**

Are running a survey about Craven Disability Issues in Craven at www.nypartnerships.org.uk/cdf

h) **Spatial Planning Consultations - circulated**

Draft Revised Statement of Community Involvement for planning
Monday 25th October 2021 – Monday 22nd November 2021

i) **DRAFT REVISED LOCAL LIST FOR PLANNING APPLICATIONS**

Consultation document Consultation Period – 25 October 2021 to 3 December 2021

93/11/2021 Sutton Lane

A meeting was arranged to bring representatives together from two borders, Police forces, Highways, Councils, and Parish Councils. The meeting took place on the 6th October 2021 at Craven District Council Offices at 2pm. The aim of the meeting was to look at what measures could be taken to make Sutton Lane safer in the short and long term.

- To look at the number of lights. On the West Yorkshire side of the border some of the lights have old sodium lights/lanterns which need updating to LED lights. To look at making sure all the lights remain on through the night.
- Highway Offices from both side of the border to present a report on what measures can be put in place. To look at Priority Give Way, signage and any other possible measures that can be done sooner rather than later. To consider suggestions made by members at the meeting.
- Request made to make sure grass verges are cut back regularly.
- NYCC and West Yorkshire Officials to approach landowners regarding a strip of land. (If not voluntarily given) to look at the procedure for Compulsory purchase and whether this can be accomplished.

94/11/2021 Traffic – Speeding

20s Plenty for North Yorkshire Action Network – information circulated to members prior to meeting.

20's Plenty is a national organisation that campaigns for a 20mph speed limit in place of existing 30mph limits.

A briefing and video from 20s Plenty have been circulated to all Parish Councillors as requested and the motion to consider.

“This parish/town council supports the implementation of 20mph as the default speed limit for our parish and in all the urban and village streets in North Yorkshire where people live, work, shop, play and learn.

This parish council will write to the Leader and Cabinet Member for the Highway Authority (currently North Yorkshire County Council) to implement a County wide policy on this issue to support 20mph as the default limit with higher limits only where the needs of vulnerable road users are fully taken into account.”

“20's Plenty are hoping that if enough Parish and Town Council's pass this motion, then the County Council will change their policy to allow the much wider implementation of 20mph in our communities as has happened in so many other areas of the country and provide funding.

It was **resolved** that the motion be passed proposed Cllr. Morrell, seconded Cllr. Parsons

20's Plenty for North Yorkshire invites Councillors to join for a zoom meeting on Thursday 11th November at 7.30pm to which we are also inviting the candidates for the Police, Fire and Crime Commissioner election. This will be an opportunity to discover their views on default 20mph in our towns and villages, other road safety issues and enforcement.

95/11/2021 Code of Conduct – circulated prior to meeting

To review the updated Code of Conduct and adopt it moving forward.
It was resolved that the revised Code of Conduct be adopted. Proposed Cllr. Morrell, seconded Cllr. Bretan

96/11/2021 Emergency Community Plan Review

It was resolved the amended Emergency Community Plan be accepted.

97/11/2021 Park/Pavilion Report

- a) Cllr. Morrell informed that an in-depth look at the Pavilion Accounts had taken place to assess the situation through Covid-19.
- b) **Cross Hills and District Fellowship of Churches (CDFC)**
Dates for the use of park
Remembrance Service for Schools on Thursday 11th November 2021
Remembrance Sunday on Sunday 14th November 2021
Christmas in the Park Sunday 12th December 2021
Praise in the Park Sunday July 3rd, 2022.
- c) The noticeboard for the park has now arrived. To be installed as soon as possible.
Still awaiting delivery and installation of equipment for Adventure Trail and new Carrier Frame with slitter.

98/11/2021 Flooding/Footpath/Lighting/Highways/Trees/Land

- a) **Quotes to fell two dead Beech Trees in Lumb Clough**
Acorn Trees £3,333.33 plus Vat = £4,000.00
Keighley Tree Services £1950.00 plus Vat = £2340.00
Airedale Trees £2000.00 plus Vat = £2400.00
G Clarke Landscapes – £2100.00 plus Vat = £2520.00
It was **resolved** that quotation from Keighley Tree Services be accepted. Proposed Cllr. Morrell, seconded Cllr. Jennings.
- b) **West Lane – Drainage Works**
North Yorkshire Highways informed drainage works are taking place on West Lane. Pipe work is being replaced and catchpits added just outside West Lodge.
- c) **Diversion of Public Right of Way**
Proposed Diversion of Public Footpaths No. 05.39/21 and 05.39/23, Stubbing Hill Farm
The County Council has received an application for the diversion of the above Public Right of Way. The current and proposed routes are as shown on the plan (circulated).
The proposed diversion is intended to divert the Public Footpaths at Stubbing Hill Farm onto a new line (A-E-F-D) as shown on the attached plan. There is an existing pedestrian gate at Point E and a new pedestrian gate will be provided at Point F. The proposed route will be 2 metres wide.
No Objections.

99/11/2021 Craven District Council –Planning Decisions

| Application No | Date Received | Proposal | Location | Decision Date | Decision |
|----------------|------------------------------|---|-------------------------------|---------------------------------|----------|
| 2021/22836/HH | 15 th July 2021 | Garden Room Extension to the back of separate garage in rear garden | 2 Hazel Grove Road | 8 th September 2021 | Granted |
| 2021/23039/HH | 27 th July 2021 | Construction of two storey side extension and loft conversion | 34 Park Avenue | 28 th September 2021 | Granted |
| 2021/23017/HH | 5 th August 2021 | Extension and alterations to existing house. | Woodlands, West Lane | 5 th October 2021 | Granted |
| 2021/23161/HH | 27 th August 2021 | Demolition of existing car port and construction of new single storey extension to side of existing bungalow and for 3 metres beyond the rear of the same | 22 Manse Way | 6 th October 2021 | Granted |
| 2021/23129/HH | 10 th August 2021 | Removal of existing rear conservatory and erection of single storey rear extension and alterations. | 9 The Coppice | 7 th October 2021 | Granted |
| 2021/23074/FUL | 4 th August 2021 | Change of use of business workshop into a beauty salon (retrospective). | Low Buckstone Farm, West Lane | 18 th October 2021 | Granted |

Chairman Signature _____

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| 2021/23058/HH | 30 th June 2021 | Proposed first floor side extension | 8 The coppice | 26 th October 2021 | Granted |
| 2021/23122/HH | 17 th August 2021 | Construction of porch within car port area and the rebuilding of remaining garage as a store. | Ravenshill Holme Lane | 28 th October 2021 | Granted |

100/11/2021 **Members Reports from Meetings and Community Reports**

- a) **Parish Liaison Meeting - Rural Affordable Homes - presented by Andrew Carruthers (circulated to Councillors)**
 England needs 340,000 new homes. Yorkshire needs 19,000 per year, 5,500 need to be affordable.
 "Housing for sale or rent, for those whose needs are not met by the market"
 Affordable housing is social renting, Affordable rent, shared ownership.

Cllr. Morrell informed planning changes will make it more difficult to provide affordable housing.

- b) **Improving Craven District Council's Planning Service**
Presentation by Vincent Haines BA (Hons), Dip. DBE, DMS, MRTPI - emailed to members (extract below)
 Over the past few months, the focus has been to take a number of actions aimed at reducing the backlog of undetermined planning applications:

- Additional agency staff have been engaged on short term contracts.
- Some non-statutory services temporarily suspended to ensure focus is on applications.
- Applicants being asked to display site notices.
- Improved performance management.
- Improved complaints monitoring to ensure timely responses and avoid escalations which divert planning officers dealing with applications.
- Regular meetings of a planning agent forum have been established.

What else is being done to improve the Planning Service?

Recruiting experienced planners to strengthen the skills base.

- Developing the Uniform IT system.
 - Introducing simplified reports for delegated decisions.
- Improving information available online to reduce enquiries.
 - Streamlining decision-making procedures, including review of the Scheme of Officer delegation, including 7- and 21-day referral.
- Improving communication with stakeholders, including Parish Councils and applicants.
- Improving communication with stakeholders, including regular liaison meetings with Parish and Town councils.
- Planning training for Planning Committee members.
- Overhauling current pre-application enquiry procedures.
- Consulting on revised arrangements for publicising planning applications.
- Reviewing and consulting on the information applicants are required to submit with planning applications

Craven District Council will need to continue its focus on actions to improve the performance to ensure it hands over an efficient planning service to the new Unitary Council but there are risks associated with LGR including:

- Preparing for LGR has the potential to divert staff from delivering an improved planning service.
- Recruiting experienced staff could be more difficult.
- Work programmes for preparation of planning policy documents will need to be reviewed.

101/11/2021 **Finance**

- a) **Payments, Orders and Transfers**
 It was **resolved** to authorize payments, orders and transfers listed in the report (circulated). Receipts noted.
 Proposed Cllr. Morrell, seconded Cllr. Bretan.

102/11/2021 **Future Agenda Items**

None – Councillors to inform the clerk seven days in advance of meeting.

103/11/2021 **Date & Time of Next Meeting**

The meeting closed at 7.45pm. Date of next meeting to be determined due to amount of business.

Chairman Signature _____

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| SPC74 | Eon-Next | 199.99 | Park/Pavilion Electricity |
| SPC75 | Open Spaces Society | 45.00 | membership |
| SPC76 | LBS Worldwide | 80.38 | Lawn sand |
| SPC77 | Playsafety Ltd | 145.20 | Playsafety checks |
| SPC78 | Sky | 54.00 | Line rental/computer & phone (Aug-Oct) |
| SPC79 | Staff (4members) | 3531.39 | Salary/wages |
| SPC80 | HM Revenue & Customs | 447.47 | Tax & National Insurance |
| SPC81 | NYCC Pension Fund | 924.81 | Pension contributions |
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Chairman Signature _____

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