



# Sutton-in-Craven Parish Council

Minutes of the Meeting of Sutton-in-Craven Parish Council held  
Monday 6<sup>th</sup> July 2020 at 6pm

## Present

Cllr. Morrell – Chair, Cllr. Bretan- Vice Chair, Cllr Green, Cllr. Hart and Cllr. Hawkins  
in Attendance: Clerk: Mrs Emmott

## 37/07/2020 Apologies for Absence

Cllr. Jennings, Cllr. Parsons and Cllr. Barrett

## 38/07/2020 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.

## 39/07/2020 Minutes of the Previous Meeting

It was **resolved** that the minutes of the meeting held on Monday 2<sup>nd</sup> March 2020 (circulated to all members) were agreed as a correct record. Proposed Cllr. Morrell, seconded Cllr. Green

## 40/07/2020 Clerks Report and Correspondence

- a) Email to Craven District Council Planning with comments.
- b) Email to Public Rights of Way regarding the Packing Horse Bridge, Lumb Clough, and the footpath on becks side, off Holme Lane Bridge.
- c) Email to the Woodland Trust to arrange a Site Visit.
- d) Letter to the Bowling Club regarding the Dennis Mower.
- e) Email to Craven District regarding fly tipping on Ellers Road and West Lane.
- f) Email to NYCC Area 5 regarding wagons carrying building materials for land near Redcar Tarn via Ellers Road. The wagons were following their Satellite Navigation Systems and ignoring the signage. This led to incidents of the road being blocked.
- g) Emails and replies regarding the park (circulated to members)
- h) Cllr. Morrell received an email from a resident regarding the amenity area of green space off Main Street. A reply was forwarded explaining the green is under the remit of Craven District Council. Any anti-social behaviour should be reported to the Police.
- i) Letter to Mark and Christine thanking them for the work undertaken in the park.
- j) Cllr. Morrell received a request for the stones around Manse Way to remain a feature either where they are now or to move them into the park. Consensus was for the stones to remain where they are. Cllr. Morrell to contact Craven District Council to obtain permission for an edging strip to be used. If successful Cllr. Morrell would consider using part of the Ward Members Grant towards the project.
- k) A resident planted flowers on another area of Manse Way/The Hawthorns

## 41/07/2020 To ratify decision made between meetings – delegated to an officer subject to consultation

### a) Park - Coronavirus – Covid 19

On the 23<sup>rd</sup> March 2020, the decision was taken to close the park. The decision was made following a weekend where numbers of people ignored government advice to practice 'social distancing.'

Government advice instructed facilities in parks to remain closed including the Pavilion, Toilets, Shelters, Pitch & Putt, MUGA, Boating lake, Bowling Green and Play Areas and Equipment.

As this would have meant taping off most of the park, considering the space and the narrow paths and when open on any sunny day in the past, the park has been heavily populated it was decided that the park remain closed.

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

Date 07/09/2020

This decision was re-enforced with a vast majority of residents contacting the Parish Council and posts on social media.

The Parish Council stated it would review this decision at the end of May taking into consideration the monitoring that the Government have said they will undertake in the order to assess the impact off their recent advice.

While the park was closed work was undertaken to repair and paint the Shelters, Bowling Pavilion, Football Store (by a contractor). Lights, Signs, Gates, Fencing, Play Equipment, MUGA, Toilets and Pavilion were painted by staff.

The Park staff continued to maintain the grass, hedges, gardens, and greens.

Following an earlier resolution, a new Central Heating Boiler was fitted in the Pavilion.

b) **1<sup>st</sup> June 2020**

Under "lockdown" major decisions were made using the internet, emails, and phone calls and were duly recorded. With consideration to what was occurring at the time a proposal was put forward by Cllr. Morrell which was circulated to all members.

Further to our earlier decision to close Sutton Park to members of the public for the reasons stated on the Parish Council website and also notices on the park gates, I would like to propose that we continue to keep the park closed to members of the public at this time, but to grant permission for the park to be used by the two primary schools in the village to enable them to achieve effective social distancing when they re-open. I am making this proposal in light of numerous examples of members of the public failing to follow social distancing guidelines in the media, and also in light of how other local parks have been treated with tape and signs having been ripped down in Glusburn park for instance. We also have a duty of care for the staff who work in the park.

It was **resolved** unanimously that the park opens for the two local primary schools and remains closed to the public at this time.

To be reviewed on a regular basis.

c) **15<sup>th</sup> June 2020**

**Proposal from Cllr. Morrell,**

After consulting with both schools and with the Park Keeper, thoughts, and opinions on reopening the park on Monday 15th June 2020 were sought, along with restrictions to be put in place if opening. After receiving six responses from members, five indicated to open the park, one indicated to keep it closed. I therefore propose that Sutton park will be opened on Monday 15th June. (Motion 1).

Regards closing the park at 5pm, 3 members indicated agreement with this, 2 members disagreed with this. I therefore propose that the park will be closed at 5pm on those days it is open, until further notice. (Motion 2).

Regards the restrictions to be put in place when open, 5 members indicated agreement with the restrictions as per the consultation, and one member made no comment about the restrictions. I therefore propose that on opening and until further notice: the toilets will be closed; the pavilion will be closed; play equipment will be closed; shelters will be open but with clear signage urging the public to practice safe social distancing; the MUGA and an adjoining section of grassed land will be for the exclusive use of the schools; other grassy areas of the park may be cordoned off for sole use by the schools, to be arranged with Mark by the schools in advance; the bowling green will be closed to all except for those members of the Bowling Club who have their own bowling equipment; no cycling. (Motion 3).

Mark will arrange for support from the local Police, asking them to show a presence for the first two or three days.

These arrangements will be reviewed at the next Parish Council meeting or sooner if there are any problems in the park.

Cllr. Bretan, seconded the three motions. Votes 6 for 1 against opening.

It was **resolved** that the Park be open on the 15<sup>th</sup> June subject to the above restrictions.

d) **Email received from the Rt Hon Julian Smith CBE on behalf of a Sutton resident requesting an explanation for its closure during the coronavirus.**

A reply was forward to the MP and the resident.

Extract from full reply.

"Due to the widespread flouting of social distancing as witnessed on national media and also here in our own village, with large groups of youths gathering on local football pitches; in local woods; in the clough and other areas such as Alvic field and requiring action from the Police to not only break up such large gatherings, (around 50 youths on Glusburn football field), but also to enforce picking up of large amounts of litter dropped. In other local parks which have been open to the public, signs and tape which had been used to close play equipment have been ripped down and the Police have had to attend to break up similarly large groups flouting Government advice on social distancing. We have therefore decided now is not the right time to open Sutton park to the public at this time.

We have over the past week been in discussions with the two primary schools in the village to offer to grant them sole access as they make their plans to re-open. The offer has been gladly accepted by both schools and arrangements have been made to enable that to happen."

- e) **Park Keeper – Body Cam**  
 During the temporary closure of the park there has been several trespasser's who the park keeper has had to deal with some of which have been rude and aggressive. To help in the Park Keepers security a body cam was suggested at a cost of £89 plus postage and packing.  
 Following consultation, it was **resolved** to purchase the Body Cam.
- f) **Request for a PE Company to run sessions for local children**  
 It was **resolved** that with the park now open to the public and the schools having exclusive use of areas of the park, space is limited.  
 The Parish Council does not generally permit private businesses to operate within the grounds of the park, so it was suggested that if the company intended to offer services to children/families in the village it would be best to do this through arrangements with the schools and then the schools can liaise with the council.
- g) **Bench – Lumb Clough – information circulated to members**  
 Letter from a member of the public enquiring about the possibility of erecting a bench in Sutton clough in memory of her beloved grandma.  
 It was **resolved** that the request be granted subject to design and material fitting in a woodland setting.  
**Resolved:** All the decisions above were ratified.

**41/07/2020-1 July 6<sup>th</sup> Park and Pavilion**

- a) **Resolved:** The closing time for the park will remain 5pm subject to fortnightly reviews.
- b) **Resolved:** The Pavilion will open as a Shop – takeout only, social distancing measures in place, appropriate signage, opening times will be at the discretion off staff.
- c) **Resolved:** The disabled toilet will be open on a one in one out system (signage) in line with the opening hours of the shop. Other toilets to remain closed.
- d) **Resolved:** Boating Lake to remain unfilled for this year.
- e) **Resolved:** Play Equipment – re-opened with signage.
- f) **Resolved:** To purchase a new oven for the lodge.

**42/07/2020 Staff Contracts**

It was **resolved** that Mark Hough be given a pay rise of 3% per annum an increase of £52.92 per month.  
 It was **resolved** that Denise Emmott be given a pay rise of 3% per annum an increase of £27.36 per month  
 It was **resolved** that Christine Robinson and Tanya Emmott be given a pay rise of 3% per annum an increase of £14.56 per month.

**43/07/2020 Flooding/Footpath/Lighting/Highways/Trees/Land**

- a) **Footpath off Holme Bridge**  
 Martin Webster assessed the footpath and confirmed it is rough but there is not a real hazard. Engineers will assess it with a view of it going on the list for potential funding. Information will be forwarded in due course.
- b) **Crag Nook Delph**  
 Mr Riley maps showing that the curtilage of walls at Crag Nook Delph belongs to the Parish Council.  
**Resolved:** To obtain quotes for the work.
- c) **Bridleway - Lumb Clough**  
 During the Covid-19 pandemic the Clough has been inundated with visitors and cyclists which has caused problems between both.  
 In the 1950's a bridleway was put on the definitive map. The bridleway proceeds along Sutton Hall Drive in a southerly direction, following the main footpath and then taking a sharp turn below Wood Vale Farm. This is not a thorough route and proceeds over a style and the on to a kissing gate. Cyclists must give way to pedestrians on a bridleway.
- d) **Ravenstones Footpath – Public denied access by landowner**  
 Footpath No. 05.39/59 Modification order 2011.  
 The landowner has indicated that they intend to seek a Judicial Review of the Inspectors decision but cannot do that until NYCC have re-advertised the confirmation notice to correct an error in the original notice and we cannot do that until the lockdown restriction ease thus allowing site visits.  
 I understand that the challenge will be in relation to the way in which the Inspector came to his decision that the Ravenstones were “a point of local interest” which is a key factor given that the path is a cul de sac.  
 However, the legal status of the order is that it is confirmed and should be open until any such time that the status changes. I will pass details to my colleagues who have responsibility for enforcement to see if the situation can be resolved.

It was **resolved** to seek professional advice and inform interested parties.

e) **Tree – Holme Beck**

A tree was reported to have fallen into Holme Beck midway between Holme Bridge and the bridge near the cricket ground. This was reported to the Environment Agency Ref 1821958

f) **Park Trees**

Two trees which have been monitored as per report 2018 have been reassessed and are need of removing. Craven District Council Tree Enforcement Officer has inspected the trees and agrees with the assessment.

**Resolved:** To remove the trees per quote of £450.

g) **Lumb Clough**

Two trees both beeches, diseased with dead branches need removing.

**Resolved:** To obtain quotes for the work.

**44/07/2020 Planning Applications – Report of Parish Council Comments**

Application Number	Location	Proposal	Comments
2020/21423/HH	1 Raspberry Place	Storm porch and boundary wall demolition	
2020/21537/OUT	4 Hall Court, Hall Drive	Outline application with some matter reserved for a proposed bungalow.	No adverse comments
2020/21530/HH	Hollin Root Barn, West Lane	Proposed single storey rear kitchen extension	No adverse comments
2020/21500/HH	42 Crofters Mill	Rear single storey extension	No adverse comments
2020/21554/HH	12 Hazel Grove Road	Bungalow re-development including raised pitched roof and single storey pitched roof rear of extension.	No adverse comments
2020/21599/HH	18 North Street	Demolition of existing outhouse and erection of single storey rear extension with roof light.	Withdrawn
2020/21568/VAR	Land Off Strikes Lane	Application for variation condition no.4 (materials) of planning permission reference number 2019/21048/REM granted 6 <sup>th</sup> December 2019 to change the approved roof material from blue slate to Indian Stone Flags	No adverse comments
2020/21702/HH	Crag stones, Crag Lane	Erection of Detached Garage	

**Sutton C of E Primary School**

Consultation on planning application for the purposes of the construction of a single storey extension to create a hygiene room and new entrance (22 sq. metres), relocation of an existing timber canopy (22 sq. metres), remodelling of the existing soft pour surface to create a gentle sloping access, removal of existing macadam surface and extension of existing soft pour surface (17m<sup>2</sup>), 1 no wall mounted external light on land at Sutton In Craven C of E Primary School, Main Street, Sutton-In-Craven, Keighley, BD20 7JS

**45/07/2020 Craven District Council –Planning Decisions**

Application No	Date Received	Proposal	Location	Decision Date	Decision
2020/21342/VAR	16 <sup>th</sup> January 2020	Vary condition 4 (material in accordance with approved plans) of 2018/19825/HH to allow UPVC windows	11 Greenroyd Court	03/03/2020	Granted
2020/21435/HH	19 <sup>th</sup> February 2020	Demolition of existing outbuilding and erection of new kitchen extension	16 <sup>th</sup> North Street	31/03/2020	Granted
2020/21354/HH	31 <sup>st</sup> January 2020	Two Storey side extension	9 Hall Way	31/03/2020	Granted
2020/21471/CPL	28 <sup>th</sup> February 2020	Single Storey Extension	18 North Street	09/04/2020	Withdrawn
2020/21423/HH	3 <sup>rd</sup> March 2020	Storm porch and boundary wall demolition	1 Raspberry Place	17/04/2020	Granted
2020/21500/HH	25/03/2020	Rear single storey extension	42 Crofters Mill	21/05/2020	Granted

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2020/21341/FUL	15 <sup>th</sup> January 2020	Proposed first floor extension above existing rear single storey extension with internal staircase and amendments to window openings (resubmission of previous application referenced 2019/20225/FUL)	30-32 Main Street	07/04/2020	Refused. (see below)
2019/21048/REM	16 <sup>th</sup> December 2019	Application for variation of condition 2 (approved plans) and no. 4 (materials)	Land Off Strikes Lane	03/06/2020	Granted
2020/21599/HH	17 <sup>th</sup> April 2020	Demolition of existing outhouse and erection of single storey rear extension with rooflight.	18 North Street	03/06/2020	Granted
2020/21537/OUT	18 <sup>th</sup> March 2020	Outline application with some matters reserved for proposed bungalow	4 Hall Court, Hall Drive	03/07/2020	Granted

Application No: 2020/21537/OUT

Date Received: 18th March 2020

The Craven District Council has considered this application under the Town and Country Planning Act 1990 (as amended) and Refuses Planning Permission for the development described above. This permission is refused for the following reasons:

1 The proposed development would give rise to a loss of daylight to the replacement kitchen window and rear upper floor window of No. 34, adversely affecting the residential amenity enjoyed by the occupiers of the adjoining properties, contrary to Policy ENV3 and Policy EC1 criterion (a) of the Craven District Local Plan and paragraph 127 (f) of the National Planning Policy Framework.

2 The proposed development would give rise to an overbearing impact to the replacement kitchen window, adversely affecting the residential amenity enjoyed by the occupiers of the residential flat, contrary to Policy ENV3 and Policy EC1 criterion (a) of the Craven District Local Plan and paragraph 127 (f) of the National Planning Policy Framework.

3 The proposed bedroom window, being situated in close proximity to the existing exterior air-conditioning units, will be subject to noise impact adversely affecting the residential amenity of the occupiers of the residential flat, contrary to Policy ENV3 and Policy EC1 criterion (a) of the Craven District Local Plan and paragraph 127 (f) of the National Planning Policy Framework.

#### 46/07/2020 **Members Reports from Meetings and Community Reports**

- a) Cllr. Bretan reported on the YLCA meeting she attended via zoom.
- b) Damaged bench at pinnacle.
- c) Overgrowth Manor Way covering Post Box.
- d) Overgrown trees, Lowfold, North Road covering road sign.

#### 47/07/2020 **Annual Year End Accounts -circulated**

The 2019/20 accounts have been reconciled and inspected by the Internal Auditor and the section of the Annual Return completed

- 1) To approve the financial accounts 2019/20 and review the effectiveness of the Internal Audit Procedure.  
**Resolved:** Approved proposed SM, seconded AB
- 2) To approve the Annual Governance Statement 2019/20  
**Resolved:** Approved and that it be dated and signed by the Chairman and the Clerk. Proposed SM, seconded MG
- 3) To consider and approve the Accounting Statements 2019/20  
**Resolved:** Approved and that it be dated and signed by the Chairman and Clerk. Proposed SM, seconded MG
- 4) To consider and approve the Asset Register 2019/20  
**Resolved:** Approved. Proposed SM, seconded AB
- 5) **Resolved:** The Annual Return and accompanying documents to be submitted to the External Auditor.  
Proposed SM, seconded BH

#### 48/07/2020 **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.

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

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6<sup>th</sup> April 2020

SPC105	Jacs		14.51	paint
SPC106	Npower		421.63	Pavilion Gas
SPC107	Moneysoft		86.40	Payroll Manager
SPC108	Sky		120.00	Line Rental/broadband/talk
SPC109	Jacs		447.63	Paint/brushes
SPC1	Came & Company		2,185.00	Insurance
SPC2	Yorkshire Local Councils Association		770.00	Subscription
SPC3	Staff (4 members)	M	2942.36	Salary/wages
SPC4	HM Revenue & customs	M	440.75	Tax & National Insurance
SPC5	NYCC Pension Fund	M	962.57	Pension Contributions

11<sup>th</sup> May 2020

SPC6	The Paint shed /DE		127.95	Buckingham Green Paint
SPC7	NFU Mutual		181.77	Vehicle Insurance Renewal
SPC8	Npower		424.69	Park/Pavilion Electricity
SPC9	Viking Direct		152.35	Ink cartridges/stationery
SPC10	Park Keeper Expenses		200.38	32.57 tarpaulin/paint /97.81 fuel 70.00 digger
SPC11	Queensbury Holme Improvements		2355.00	Refurbishment of 2 shelters/Bowling Hut/Football hut
SPC12	Butler Fuels		412.34	Gasoil
SPC13	Staff (4 members)		4115.60	Salary/wages
SPC14	H M Revenue & Customs		895.15	Tax & National Insurance
SPC15	NYCC Pension Fund		1253.04	Pension contributions
SPC16	Gibsons Garden Machinery		5788.80	Dennis Mower and service in advance
SPC17	Jacs		201.10	Metal paint/black satin/masking tape

1<sup>st</sup> June 2020

SPC18	Gibsons Garden Machinery		30.00	cable
SPC19	Agrovista		617.27	Bowling Green feed etc
SPC20	North Yorkshire County Council		2,799.23	Footway Energy Lighting
SPC21	Queensbury Home Improvements		880.00	Repair and painting shelters
SPC22	North Yorkshire County Council		6,568.26	New columns & Light 1 Church Street, 2 Holmefield Road
SPC23	Staff (4 members)		3,517.33	salary
SPC24	NYCC Pension Fund		963.04	Pension contributions
SPC25	HM Revenue & Customs		450.15	Tax & National Insurance

6<sup>th</sup> July 2020

SPC26	Stepping Stones II Project		155.00	plants
SPC27	Jacs		82.65	Paint, padlocks, downpipe clips
SPC28	Viking		66.73	Paper, ink cartridges, folder, Sellotape
SPC29	Minstrels Nurseries		87.00	Plants
SPC30	Sugden Amenity		360.00	Verti-drain pitch
SPC31	Business Stream		300.94	Park/pavilion water
SPC32	Staff (4 members)		3517.33	Salary/wages
SPC33	HM Revenue & Customs		450.15	Tax & National Insurance
SPC34	NYCC Pension Fund		963.04	Pension contributions
SPC35	Jacs		30.48	Cable ties

### Financial Regulation 5.6

It was **resolved** that the list of regular payments be accepted and authorised.

49/07/2020

### Future Agenda Items

None

50/07/2020

### Date & Time of Next Meeting

To be advised.

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

Date 07/09/2020

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

Date 07/09/2020