



Sutton-in-Craven Parish Council

Minutes of the Annual Meeting of Sutton-in-Craven Parish Council held in the Community Centre, North Street at 6.45pm on Monday 8th May 2017

Present

Cllr. Morrell, Cllr. Bretan, Cllr. Green, Cllr. Joy, Cllr. Hawkins, Cllr. Smith, Cllr. Parsons.
In Attendance: Mrs D Emmott - Clerk, five members of the public.

49/05/2017 Election of Chairman

Nominations were requested for the Office of Chairman.
Cllr. Morrell was proposed by Cllr. Bretan
There were no further nominations for this office and Cllr. Morrell was duly elected.

50/05/2017 Election of Vice Chairman

Nominations were requested for the Office of Vice-Chairman
Cllr. Bretan was proposed by Cllr. Morrell
There were no further nominations for this office and Cllr. Bretan was duly elected.

51/05/2017 Declarations of Acceptance of Office of newly-elected councillors.

Cllr. Morrell to sign a Declaration of Acceptance of Office of the Chairman. Cllr. Bretan to sign A Declaration of Acceptance of Office of the Vice-Chair.

52/05/2017 To confirm dates for forthcoming meetings.

Meetings will continue to be the first Monday in the month except on Bank Holidays then it will be the second.

53/05/2017 Appointment of Chairman/members of Committee's & Appointment of representatives to outside bodies

Finance: signatories – Cllr. Smith, Cllr. Hawkins & Clerk (Pavilion and Internet banking)
Village Hall Committee- Michelle Apreda
Planning – Cllr. Hart
Craven Branch Yorkshire Local Councils Association – Cllr. Bretan, Cllr. Hawkins
Parish Liaison Meetings – Cllr. Hawkins

54/05/2017 Apologies and Declarations of Member's Interest in Matters on the Agenda

Apologies: Cllr. Hart and Cllr. Barrett.
No declarations of interests.

55/05/2017 Minutes of the Previous Meeting

Amendment: Cllr. Hawkins attended the Parish Liaison Meeting not Cllr. Bretan. It was **resolved** that the minutes of the Council Meeting held on Monday 3rd April 2017 (circulated to all members) were agreed as a correct record and signed by the Chairman. Proposed Cllr. Morrell, Seconded Cllr. Bretan

56/05/2017 Public Participation

Cllr. Morrell advised on the procedure for Public Participation.

Land to the West off Holme Lane /Thompson's Field

Enquiry regarding any further information on Planning Applications for Land to the West off Holme Lane. It has been mentioned that a hearing date for the appeal of 6/7th June may be offered but there is no formal confirmation of this from the Planning Inspectorate or the Council yet.

57/05/2017 Planning Applications

Application Number	Location	Proposal	Comments
66/2017/17969	Brig Gate Farm, Ellers Road	Removal of 3 Redundant Farm Buildings, and Replacement with one Modern Unit. Plus Creation of New Access Way.	Concern of visibility on a blind bend on a busy road. Could access not be obtained using the entrance already established.

Chairman Signature _____

Date _____

66/2017/17965	Valemead, Bent Lane	Two Storey Side Extension	No Adverse comments
66/2017/17995	9 Crofters Mill	Proposed Two Storey Extension	No Adverse Comments
66/2017/18000	13 Greenroyd Court	Proposed Single Storey Extension	No Adverse Comments

58/05/2017 North Yorkshire County Council Report

None

59/05/2017 Craven District Council Report – Councillor S. Morrell

Election of a County Councillor for South Craven Electoral Division on Thursday 4 May 2017

Philip Melvin Barrett was duly elected.

The Parish Council would like to convey their congratulations and look forward to continuing working with Cllr. Barrett in the future.

There is no further news with regards to the completion of the Local Development Plan.

South Pennine Moor which covers extensive parts of Yorkshire and Lancashire has been given SSSI (Site of Special Scientific Interest) status. Sutton Moor and two fields between Farnhill and Glusburn are included.

60/05/2017 Clerks Report & Correspondence

- a) Email to Craven District Council with planning application comments.
- b) Email to Geoff Roberts, Airedale Rivers Trust.
- c) Email to resident regarding compost bays.
- d) Email to a resident regarding a complaint regarding a member of staff.
- e) Long Dike bridge between Crag Lane & The Acres, Sutton
The new bridge is in and the path is now open. The new bridge has steel beams so hopefully it will last longer than the previous one.
- f) Fly Tipping
Reports of Fly Tipping/den on Wet Ings Lane reported to Environmental Health and Police.
- g) Building Site – Greenroyd Drive
Complaints from residents regarding state of the building site (rubbish) on Greenroyd Drive. Reported to Planning Enforcement.
- h) Bus Shelter – bottom of Albert Street
The pane is due to be replaced shortly.

1. Co-option

Agenda item moved to the end of meeting.

Three applications were received for the vacancy on the Parish Council. Details were circulated to members prior to the meeting. After discussion and voting it was **resolved** that Stephen Place be co-opted on to the Council.

A letter of congratulations to be sent to Mr Place and letters thanking the other applicants for their interest and informing that their details will be kept on file.

2. Park / Pavilion Report

2.1 Hens in the Park

The Park Keeper has informed that he will be removing the Hens from the premises.

2.2 Waste Bins

The Park Keeper would like to request a further large waste container for the park 1100L. Currently there is a 660L container at a cost of £259.67 per year. The park is increasingly busy during the summer months and the current container is not sufficient for the amount of refuse produced from the park litter bins, with excess bags piled at the gates. The cost of a 1100L container would be £371.12 per year.

Consideration was given to the Health & Safety issues and it was **resolved** that the request be granted for a 1100L container.

2.3 Compost Bays - complaint with regards to children climbing the wall

Correspondence circulated to members prior to meeting along with the Park Keepers report.

A meeting was held on site and it was determined that there was no other suitable site for the bays.

Excess debris has been cleared and the Park Keeper is building two further bays in which the brown waste will be condensed.

Advice was received and given. It was **resolved** that the area should be fenced off with restricted access for staff only. Quotes to be obtained.

Chairman Signature _____

Date _____

2.4 **Park Shelters**

Quotes were obtained for the sanding, cleaning and painting of three park shelters. Paint to be supplied by Parish Council. It was **resolved** that the quote of £468.00 be accepted.

2.5 **Safety Surfacing**

Quotations received for the damaged safety surfacing around the Bloqx in the park
To rip up and remove safety surface (dispose) and supply and install new safety surfacing. Quote 1: £2,842.00 plus VAT: Quote 2: £3700.00 plus VAT
To repair patch: Quote 1 £1,027.00 Quote 2: stated it is not worth repairing the wet pour around the Bloqx due to the bad condition of the existing wet pour
It was **resolved** that the whole area be renewed at a cost of £2,842.00 plus VAT.

2.6 **Banking Becksde**

It was proposed hedging be re-planted (Hawthorn). This will help stabilise the banking and encourage wildlife. Green stock fencing be erected to protect the hedge until it is established. It was **resolved** that the quote of £338.80 be accepted.

3. Allotment Weir

It was **resolved** that in view of the report from the Environment Agency and correspondence circulated prior to the meeting that the Weir be left alone.

4. Land off Wilson Street/Main Street

Craven District Council have asked the Parish Council if it would like to take over maintenance of the land on a lease for a term of 25 years or so. The rent would be £1 and the use would be restricted to open space.
Several enquiries have been made to Craven District about purchasing the land to develop and garden use.
It was **resolved** that the Council take on the lease of the land. The clerk to enquire about a further extension to the lease.

5. Craven District Council’s Planning Decisions

Date of Valid Application	Site Location	Description of Proposal	Date Decision Issued	Decision
24 January 2017	Allen Green & Son Ltd, North Road	Application To Vary Condition No 23 of Previously Approved Application (66/2015/15475 To Reflect The Agreed Highway Layout	05 April 2017	Granted
24 February 2017	The Balgray, West Lane	T1 Oak – Undertake Remedial Pruning to Improve Form and Balance and Crown Lift to Improve Access.	21 April 2017	Granted

6. Craven Area Committee – Vacancies for Co-opted Members

The County Council, following the elections on 4 May 2017, will be making new appointments to its Craven Area Committee. The term of office of the new appointments will be until the first meeting of the Area Committee following County Council elections in 2021, unless terminated sooner.
Nominations are now invited from Craven Parish/Town Councillors who are interested in serving as Co-opted Members.
The closing date for receipt of nominations is 12 noon on Monday 5 June 2017.
Cllr. Morrell proposed his interest. Clerk to forward the necessary forms.

7. Park Maintenance, Park Risk Assessment, Insurance and Complaints Procedure Review

Resolved: Park Maintenance & Visitor Risk Assessments reviewed without amendment
Resolved: Insurance reviewed without amendment
Resolved: Complaints Procedure reviewed without amendment.

61/05/2017 Members Reports from Meetings and Community Reports

YLCA Governance Review

At the February/March round of Branch meetings, member councils and parish meetings were given an opportunity to discuss recommendations from the Joint Executive Board concerning changes to the governance structure of YLCA. A report which incorporated the observations of all of the twelve Branches was considered by the Joint Executive Board at its meeting on 22 April and attended by Cllr. Hawkins.
From that meeting the following recommendations for constitutional change are being made to the Joint Annual Meeting which is being held on 15 July 2017 (venue to be confirmed):

- *That the composition of the Joint Executive Board is changed to a total of 22 Branch representative members consisting of ten representatives from North Yorkshire, five representatives from South Yorkshire and seven representatives from West Yorkshire.*

Chairman Signature _____

Date _____

- That the revised arrangements are implemented for a period of three years without change from the implementation date and that a review is carried out in the third year of implementation.
- That the President (in voting capacity) and Vice Presidents (in non-voting capacity) continue as members of the Joint Executive Board.
- That the policy of appointment of Branch deputy representatives to the Board is retained.

Member councils and parish meetings should be aware that any constitutional change will not be implemented until the Branch meetings in May/June 2018.

Branch Date and Time Venue

Craven 21 June at 7pm Anderton Memorial Institute, Linton
 Hambleton 21 June at 7pm Northallerton Town Council Offices
 Harrogate 12 June at 7pm Jubilee Room, St James Square, Boroughbridge
 Leeds 13 June at 7.30pm Horsforth Parish Hall
 Richmondshire 5 June at 7pm Leyburn Town Council Offices
 Ryedale 6 June at 7pm The Pavilion, Helmsley Recreation Sports Field
 Scarborough 1 June at 7pm Whitby Town Council, Pannett Park
 Selby 14 June at 7pm Selby Town Hall
 South Pennine 14 June at 7.30pm Blackshaw Head Methodist Church
 South Yorkshire 21 June at 7pm William Layne Reading Room, Aughton
 Wakefield 8 June at 7pm Havercroft & Ryhill Community Centre
 York 1 June at 7pm Folk Hall, New Earswick, York

NOTE THE CHANGE OF DATE OF THE HARROGATE AND RICHMONDSHIRE BRANCHES

62/05/2017 Annual Return

The 2016/17 years Accounts have been reconciled and inspected by the Internal Auditor and the section of the Annual Return completed.

- 1) To agree that the Annual Accounts and Associated Documents be approved – circulated
 Bank Reconciliation, Balance sheets, Income & Expenditure sheets, Working Document, Reconciliation between box 7 and Box 8, Explanation of Variances, Annual Return and the Asset Register were circulated to members prior to the meeting.
Resolved: 2016/17 accounts approved and adopted.
- 2) To review the effectiveness of the system off Internal control 2016/17
Resolved: That the effectiveness of the system of internal control and statement of Internal control be approved and adopted.
- 3) To approve the Annual Governance Statement 2016/17
 The Annual Governance Statement was read and copies circulated to members.
Resolved: That the Annual Governance Statement be approved and adopted. Signed and dated by the Chairman and the Clerk (Responsible Financial Officer (RFO)).
- 4) To consider and approve the Accounting Statements 2016/17
Resolved: That the Accounting Statements 2016/17 be approved and adopted. Signed and dated by the Chairman.
- 5) **Resolved:** The Annual Return and accompanying documents to be submitted to the External Auditors, PKF LittleJohn for approval.

63/05/2017 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. Receipts noted.

Financial Regulation 5.6

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

65/05/2017 Public & Press

That the public and press be excluded from the meeting during consideration of this agenda item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business.” Staff.

66/05/2017 Future Agenda Items

None

65/05/2017 Date and Time of Next Meeting

The Meeting closed at 8.45 pm. The next meeting of the Council will be on the 5th June 2017 at 6.45pm.

Chairman Signature _____

Date _____

SPC10	HAGS-SMP	13112.54
SPC11	Craven District Council	279.67
SPC12	Maxwell Amenity Ltd	114.00
SPC13	Zurich Municipal	70.17
SPC14	Alison Roland Town Planners Ltd	1200.00
SPC15	South Craven Community Library	1910.00
SPC16	Community Centre	180.00
SPC17	Chubb Fire & Security Ltd	137.80
SPC18	P Svarinskis	3640.00
SPC19	P Svarinskis	435.00
SPC20	T Middlemiss	320.00
SPC21	Staff (5 members)	4377.49
SPC22	HM Revenue & Customs	936.42
SPC23	NYCC Pension Fund	1073.76
SPC24	Expenses	131.96

Chairman Signature _____

Date _____