



# Sutton-in-Craven Parish Council

Minutes of the Meeting of Sutton-in-Craven Parish Council held in the Community Centre, North Street, 6.45pm on Monday 9<sup>th</sup> April 2018

## Present

Cllr. Morrell – Chair, Cllr. Bretan, Cllr. Place, Cllr. Joy, Cllr Green and Cllr. Parsons in Attendance: Clerk: Mrs Emmott, three Members of the public.  
The Chairman welcomed everyone present.

## 37/04/2018 Apologies for Absence

Cllr. Hart, Cllr. Hawkins, Cllr. Philip Barrett.

## 38/04/2018 Declarations of Member's Interest in Matters on the Agenda

Cllr. Morrell and Cllr. Place declared a prejudicial interest in Planning Applications 43/04/2018. Cllr. Morrell and Cllr. Place are District Councillors and members of the Craven District Council Planning Committee. Both Councillors adjourned to the public area and took no part in the discussions.

## 39/04/2018 Minutes of the Previous Meeting

It was **resolved** that the minutes of the meeting held on Monday 5<sup>th</sup> March 2018 (circulated to all members) were agreed as a correct record and signed by the Chairman. Proposed Cllr. Parsons, seconded Cllr. Bretan.

## 40/04/2018 Public Participation

- a) Insurance Premiums for areas considered a flood risk have risen considerably. Properties which have never flooded and are in a neighbouring area are being linked by postcode and seeing a rise in premiums. Is there a map showing these areas?  
Cllr. Morrell informed that you can see a map on the Environment Agency website.
- b) The Council Tax bill for North Yorkshire Police has risen by 5.2% Band C 2018/19. South Craven has seen an increase in crime. What extra measures are the Police taking to prevent this and what is Craven District Council doing to address these issues with the Police?  
Cllr. Place informed that he has frequently seen a Police car drive around the village in the early hours of the morning. More Police have also been seen around the village.  
Craven District Council members meet with Inspector Crocker around every six weeks. These meetings have been very informative and have resulted in at least five more Police Community Support Officers (PCSO) to be assigned to the South Craven area.  
A campaign for security measures to homes has been on going. Giving financial help for preventative measures such as locks for doors and windows.  
Surgeries have taken place in the village to promote these measures.  
  
Elected Police and Crime Commissioner, Julia Mulligan, has announced that she is to invest more than £3 million into North Yorkshire Police's Force Control Room over the next two years to improve the service to the public.
- c) Members of the public put forward their objections to the planning application 2018/19105/FUL, 11 Albert Street.  
Cllr. Place adjourned from the table during the public comments.  
Comments were noted.

## 41/04/2018 North Yorkshire County Council Report from Councillor Philip Barrett

None

## 42/04/2018 Craven District Council Report from Cllr. Morrell & Cllr. Place

Cllr. Morrell informed he had been attending planning meetings.

Cllr. Place informed that the Local Plan had been submitted to the Secretary of State for Housing, Communities and Local Government for Examination, along with supporting documents. Comments should be received in 6-10 weeks.

Cllr. Place has raised the issue of Street Cleaning. North Yorkshire County Council sweep twice a year. Cllr. Place proposed to Craven District Council that it would be beneficial for the Road Sweeper to be used in the South Craven Area. This has been agreed. A schedule is yet to be considered.

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

Date \_\_\_\_\_

Application Number	Location	Proposal	Comments
2018/19054/FUL	Land off Ellers Road	Proposed agricultural building	No Objections
2018/18993/HH	Hollin Root Farm, West Lane	Construction of garage and adjoining workshop outbuilding and associated landscaping	No Objections
2018/19105/FUL	11 Albert Street	Construction of 2 dwellings and minor alterations to windows.	Access limited due to the narrow road and parking. Flooding (run-off water) development will exacerbate the problem. Unclaimed section off land - This is believed to have a Water culvert underneath it. It is the PC's understanding Yorkshire Water have previously objected to development on this area. Open Reach (BT) also regarding the telegraph pole.

- a) **Planning**  
Email to Craven District Council – Planning Applications
- b) **Dog Fouling**  
Article Emailed to Craven Herald -Increase in Dog Fouling.
- c) **Insurance Matter - Fallen Branch 03/01/2018**  
Zurich Insurance have informed they have denied this matter further and a copy of letter has been received for our records. They will close the file in 6 months' time if not pursued again.
- d) **Wet Ings Lane**  
Following the Parish Council complaint with regards to fly tipping on the building site on Wet Ings Lane. Craven District Council's Enforcement Officer has advised that a follow up site visit was carried out on 20/02/2018 photographs were taken. It has been confirmed that they have now closed their file as the site was in a tidy state and all that remained on site were the materials to be used when the building work re commences.
- e) Another den has been built on Wet Ings Lane using amongst other things metal beer kegs and pallets from the current development of the Bay Horse.  
The clerk has reported this to Stacey Reffin at Craven District Council. The developers will be removing the items after securing fencing around the site.
- f) **CCTV – Advice from Craven District Councils Data Protection Office**  
'The CCTV has been installed privately without the Parish Councils involvement and is primarily for domestic purposes. Therefore, the responsibility lies with the Park Keeper.'  
The clerk forwarded the Park Keeper the link to the Information Commissioner's Office – information on (General Data Protection Regulation (GDPR)).
- g) **The crime statistics for Sutton for February & the early part of March are as follows**  
Bent Lane – house burglary & 2 x cars  
North Row - house burglary  
Hall Way – house burglary & vehicle stolen  
West Lane – House burglary & 2 x cars  
Park Drive – house burglary  
Farm Barn broken into  
Criminal Damage – 2 x vehicles damaged on North Street
- h) **Damaged Signage**  
The damaged sign warning HGV's not to follow their Satellite Navigation Systems at the junction where Greensykes Road meets Pole Road has been reported to Bradford Metropolitan Council on 12/03/2018.
- i) **Football nets and post in the beck**  
Email to Glusburn and Cross Hills Parish Council asking them to contact Cross Hills Football Club and inform them that their goal posts and nets which have been thrown in the beck and could they please remove them or contact the Environment Agency.  
The nets have now been removed.

j) **Co-option**  
A notice has been put on Noticeboards and the Parish Council website advertising a vacancy on the Parish Council. The closing date for applications is the 30<sup>th</sup> April 2018.

k) **Bay Horse Development**  
An address is required for the conversion of the 2 properties of the Bay Horse Inn. The utilities services require this address before they can finalise.  
The suggestions made for the two conversions were Bay Horse Yard/The Old Bay Horse/Orchard House. It has been mentioned that there is a separate submitted planning application for a further 6 houses, however these houses will be separate to the conversion of the Bay Horse Inn, so therefore will have a different street name. Please could the Parish Council pass on their preference.  
**Resolved:** The Old Bay Horse.

**1. Land at Wilson Street/Main Street**

A site meeting was held between Craven District Council representatives and the Parish Council to discuss maintenance and repair of the trees, grass, posts and chains. It was agreed that Craven District Council will replace any broken/rotten posts and damaged chain and complete any works needed to the safety of the trees and continue maintenance of the grounds until the lease is exchanged. The Parish Council Solicitors have now been asked to review the lease agreement.

**2. Community Welfare – Loneliness and Isolation**

Meetings are taking place the first Monday of the month unless it is a Bank Holiday then it is the second from 5.30pm at the Community Centre. Volunteers from groups and members of the public are coming together to discuss the issues of Loneliness, Isolation and Mental Health and how these issues can be addressed in the community.

**3. Park Pavilion Report**

None

**4. To review Standing Orders, Financial Regulations, Financial Risk Assessment and General Risk Assessment**

**Resolved:** Standing Orders and Financial Regulations reviewed. No amendments made.  
**Resolved:** Financial Risk Assessment reviewed. No amendments made.  
**Resolved:** General Risk Assessment reviewed. No amendments made.

**5. General Data Protection Regulation – Review Data Protection Policy, Privacy Policy and Data Information Audit**

**Resolved:** Data Protection Policy amended to account for new (GDPR) legislation and approved. Proposed Cllr Morrell seconded Cllr. Place.  
**Resolved:** Privacy Policy Notice adopted to meet new (GDPR) legislation and approved. Proposed Cllr Morrell, Seconded Cllr Place.  
**Resolved:** Data Information Audit approved. Proposed Cllr. Morrell, seconded Cllr. Bretan.

**6. Insurance Review**

**Resolved:** Insurance review noted and agreed proposed Cllr. Place. seconded by Cllr. Morrell.

**7. Flood/Footpath/Lighting/Highways/Trees**

**Tree Works**

Bowland Tree Consultancy Ltd carried out a Tree Risk Management Appraisal of trees within identified site boundaries of Sutton Park and Lumb Clough. Below are the Tree Works Recommendations which are Priority. There are also some trees listed in the reports which have been recommended for re-inspection Annually. The Clerk has applied for permission for the listed works to Craven District Council.

**Sutton Park**

<b>T1</b>	<b>Horse Chestnut</b>	Prune to reduce back branches over road by approximately 3 to 4 metres in order to reduce weight and relieve excessive forces due to intolerable risk of harm to users of adjacent public highway.
<b>T2</b>	<b>Sycamore</b>	Relocate compost to an area outside the tree's rooting area.
<b>T3</b>	<b>Horse Chestnut</b>	Monitor tree's physiological condition through annual inspections.
<b>T5</b>	<b>Whitebeam</b>	Prune to remove 270mm diameter primary branch with evident defects due to intolerable risk of harm to users of adjacent school's outdoor area.
<b>T6</b>	<b>Whitebeam</b>	Remove ivy form throughout stem and re-inspect following ivy removal (note: outcome of a clear inspection is likely to affect the QTRA risk index).
<b>T7</b>	<b>Ash</b>	Prune to remove branch with internal defect over road due to intolerable risk of harm to users of adjacent public highway. Monitor physiological condition.
<b>T8</b>	<b>Wild Cherry</b>	Remove due to high risk due to intolerable risk of harm to users of adjacent public highway.

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

Date \_\_\_\_\_

### Lumb Clough

<b>T1</b>	<b>Sycamore</b>	Remove hanging branches from canopy due to high risk of harm to persons using public footpath.
<b>T2</b>	<b>Horse Chestnut</b>	Remove tree due to intolerable risk of harm to persons using public footpath.
<b>T4</b>	<b>Oak</b>	Prune to remove deadwood ≥50mm diameter.

Cllr. Place proposed that a replacement tree be planted for those removed.

**Resolved:** Replacement trees to be planted for those removed.

### Lyndhurst Wood

Cllr. Morrell informed several trees have been felled in Lyndhurst Wood.

The clerk to enquire with the Woodland Trust if the trees removed are to be replaced.

## **8. Craven District Council –Planning Decisions**

Application No	Date Received	Proposal	Location	Decision Date	Decision
66/2016/17133	22/07/2016	Agricultural Improvement of Wet Land and Provision of New Farm Access (resubmission of previously withdrawn application ref: 66/2016/16644)	High Pole farm, Four Lane Ends To Pole Stoop	27/03/2018	Granted

### **45/04/2018 Members Reports from Meetings and Community Reports**

- a) **Parish Liaison Meeting** – held on the 21<sup>st</sup> March.  
Presentations included: - Stronger Communities and the Road Safety Partnership and the Prevent duty leaflet.
- b) **Crag Lane**  
Cllr. Bretan enquired about works being undertaken at the bottom of Crag Lane.  
Two Catchpits are being constructed. A Catch pit is an empty chamber that is installed into a drainage system to prevent silt and debris from building up and causing blockages. Wastewater flows into the catch pit through an inlet pipe that is always raised above the floor level of the pit.
- c) **Yeadon House**  
No official notification has been received regarding the site.
- d) **Pot Holes**  
It has been noted that some utility firms are using poor quality tarmac and not meeting standards when patching up roads properly after digging them up. Contractors need to be held accountable and standards met.
- e) **Litter Picking**  
A campaign to clear verges on the main roads of litter this spring has been launched by Craven District Council. Residents or community groups who are interested should contact the Council who can help by providing free refuse sacks, gloves, litter pickers and free collection of the rubbish.
- f) **Public House - Beer Garden**  
A red-line plan of the licensed premises defines the area where liquor can be supplied and/or consumed. Planning permission may be required if the area is not defined within the red-line of the premises license.

### **46/04/2018 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

### **47/04/2018 Future Agenda Items**

None

### **48/04/2018 Date and Time of Next Meeting**

Monday 14<sup>th</sup> May 2018, at 6.45pm.

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

Date \_\_\_\_\_

SPC110	Jacs	March	25.30	Wrench & torx set
SPC111	Npower	March	146.70	Pavilion Gas
Spc112	Payroll Manager	March	78.00	Payroll software
SPC1	Maxwell Amenity	March	625.38	Bowling Green chemicals
SPC2	Npower	March	498.95	Pavilion Electric
SPC3	M Apreda	March	254.20	Chains, bolts, planters, mesh
SPC4	Silsden Mower Services	March	103.20	Dennis Mower Service
SPC5	Staff (4 members)	March	3037.59	Salaries
SPC6	HM Revenue & Customs	March	439.87	Tax & Nat Insurance
SPC7	NYCC Pension Fund	March	846.26	Pension contributions
SPC8	Bowland Tree Consultancy Ltd	March	751.68	Lumb Clough
SPC9	Bowland Tree Consultancy Ltd	March	607.68	Park
SPC10	Yorkshire Local Council Association	April	742.00	Membership
SPC11	Zurich Municipal	April	3547.92	Insurance
SPC12	NFU Mutual	April	176.26	Tractor Insurance
SPC13	Craven District Council	April	663.48	Trade Waste Bins
SPC14	Jacs	April	50.43	paint

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

Date \_\_\_\_\_