



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 14th May 2018

Present

Cllr. Morrell, Cllr. Bretan, Cllr. Hart, Cllr. Joy, Cllr. Hawkins and Cllr Parsons.
In Attendance: Mrs D Emmott – Clerk, Cllr. Barrett and one member of the public.

49/05/2018 Election of Chairman

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

50/05/2018 Election of Vice Chairman

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

51/05/2018 Declarations of Acceptance of Office of newly-elected councillors.

Cllr. Morrell signed a Declaration of Acceptance of Office of the Chairman. Cllr. Bretan signed a Declaration of Acceptance of Office of the Vice-Chair.

52/05/2018 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.

53/05/2018 Appointment of Chairman/members of Committee's & Appointment of representatives to outside bodies

Village Hall Committee- Michelle Apreda
Planning – Cllr. Hart
Craven Branch Yorkshire Local Councils Association – Cllr. Bretan, Cllr. Hawkins
Parish Liaison Meetings – Cllr. Hawkins

54/05/2018 Apologies and Declarations of Member's Interest in Matters on the Agenda

Apologies from Cllr. Green and Cllr. Place.

Cllr. Morrell declared a prejudicial interest in Planning Applications 57/05/2018). (A District Councillor and a member of the Craven District Council Planning Committee). Cllr. Morrell adjourned to the public area and took no part in the discussions.

55/05/2018 Minutes of the Previous Meeting

It was **resolved** that the minutes of the Council Meeting held on Monday 9th April 2018 (circulated to all members) were agreed as a correct record and signed by the Chairman. Proposed Cllr. Bretan, Seconded Cllr Joy.

56/05/2018 Public Participation

Crime

A resident enquired with the rise in car theft and burglary in the area would it not be beneficial to have the Street Lighting remain on?

The Council is looking into the matter.

Will the police increase the use of Automatic Number Plate Recognition cameras in the area?

Cllr Barrett informed that this issue could be brought up at the next Craven Area Committee Meeting.

Pot Holes

The amount of pot holes is getting worse throughout South Craven. Would it be possible to form a collaboration between Councils, Highways etc. to put pressure on to get the pot holes repaired?

Meetings are being held at Craven District Council. The main problem is the lack of Government funding.

Cllr. Morrell informed that some roads have been skimmed over using sub-standard tarmac. Highways will be checking contractors work and if needed the work will be re-done.

Chairman Signature _____

Date _____

57/05/2018 Planning Applications

Application Number	Location	Proposal	Comments
2018/19193/LBC	High Jackfield Farm Dick Lane	Listed building application for conversion of outbuilding to garden room. Siting of replacement oil tank in rear garden	No objections

58/05/2018 North Yorkshire County Council Report

Cllr. Barrett informed that Area Committees were being refocused to become Constituency Committees. The aim is to achieve a more even spread across 6 constituency committees compared to the considerable variance in size between the present 7 Area Committees. The aim is that the constituency focus should aid the move to the committees becoming more outward looking and strategic -alongside the devolution of more powers to local Members.

The Area Constituency Committees are: Harrogate and Knaresborough ACC, Richmond (Yorks) ACC, Scarborough and Whitby ACC, Selby and Ainsty ACC, Skipton and Ripon ACC and Thirsk and Malton ACC.

The Skipton and Ripon Area Constituency Committee's next meeting is to be held at 10 am on the 31st May 2018 at Bolton Abbey Village Hall.

59/05/2018 Craven District Council Report

Cllr. Morrell congratulated Cllr. Philip Barrett and Cllr. Stephen Place on their re-election.

60/05/2018 Clerks Report & Correspondence

a) Email to Craven District Council with Planning Comments

b) Litter Picking

Ellers Road, West Lane and the Pinnacle and surrounding area was covered by the Park Keeper, Park Keepers Assistant. A village litter pick was also organised on Thursday 26th April 2018. It was resolved that those who participated be given a letter of thanks.

1. Co-option

One application was 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 Anita Robertson be co-opted on to the Council. A letter of congratulations to be sent.

2. Park / Pavilion Report**2.1 Tree Works**

Following a Tree Survey of the Park by Bowland Tree Consultancy an order of work was sent to contractors. The following quotes have been obtained:
Heley Tree Care £1,400.00, Keighley Tree Services £480.00.
It was **resolved** that contract be given to Keighley Tree Services at a cost of £480.

2.2 Junior Swings

The links in the chains on the two Junior swings had become very worn. Replacements were ordered at a cost of £214.20.

2.3 Pavilion Boiler

Problems arose with the pressure of the boiler. The flue was found to be faulty with a hole in it. This was replaced along with condensate trap at a cost of £295.00

2.4 Park/Pavilion Toilets

A basin in the ladies' toilet had been pulled from its fixings on the wall and pipes were leaking. The basin was secured back on the wall and three taps were replaced due to not working properly. Total cost 165.00.

3. General Data Protection Regulation – Data Protection Officer Update

The House of Commons has accepted a Government amendment to the Data Protection Bill which, once the Bill has been enacted, will exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer. All other requirement of the GDPR will apply and will come into force on the 25th May 2018.

If the Council still want a DPO service Craven District Council can still provide a service, but that (subject to the amendment becoming law) the requirement for a DPO is no longer going to be mandatory for parish and town councils.

It was **resolved** that the Parish Council appoint the service from Craven District Council for this year. The situation will then be reviewed.

Chairman Signature _____

Date _____

5. Craven District Council's Planning Decisions

Date of Valid Application	Site Location	Description of Proposal	Date Decision Issued	Decision
2018/18996/FUL	Clough Head Farm	Single storey extension to west elevation and two storey extension to east elevation	18/04/2018	Granted
2018/18998/FUL	Buckstone Livery, Buckstone Lane	Proposed building for a cattery	25/04/2018	Granted
2018/18993/HH	Hollin Root Farm, West Lane	Construction of garage and adjoining workshop out building and associated landscaping.	09/05/2018	Granted
2018/19021/HH	21 Cedar Grove	Single Storey rear extension	10/05/2018	Granted
2018/19140/TCA	Sutton Park, Main St	T1-Horse Chestnut-Prune to reduce back 3-4m. T5-Whitebeam – Prune to remove 270mm diameter primary branch with defects, T6-Whitebeam-Remove Ivy and defect branches, T7 Ash-Prune to remove defect branch, T8-Wild Cherry-Remove	11/05/2018	Granted
2018/19141/TPO	Lumb Clough	T1 Sycamore-Remove hanging branches, T2 Horse Chestnut – Remove, T4 Oak – Prune to remove deadwood.	11/05/2018	Granted

6. Flood/Footpath/Lighting/Highways

Ellers Road

Closed between 23rd – 27th April due to drainage works

The road suggestions put forward for the 6 new builds are

1-6 Bay Horse Close

1-6 Bay Horse Grove

1-6 Bay Horse Crescent

It was **resolved** the new builds be called 1-6 Bay Horse Close.

Environment Agency

The Environment Agency are looking to install some telemetry onto Sutton Beck to improve our Flood Warning ability in Sutton in Craven, as that particular side of the beck doesn't actually have a flood warning.

The gauge will consist of a small green box on a pipe going into Sutton Beck. It needs to be accessible for maintenance, hence, which is why it would be suitable to be situated next to the foot bridge at the bottom entrance of the park.

Having a gauge on Sutton Beck itself will enable Sutton-in-Craven to be warned as well as Glusburn, so that the whole community are protected.

Resolved: Permission Granted.

61/05/2018 Members Reports from Meetings and Community Reports

None

62/05/2018 Annual Year End Accounts

- 1) The 2017/18 accounts have been reconciled and inspected by the Internal Auditor and the section of the Annual Return completed.
- 2) To approve the financial accounts 2017/18 and review the effectiveness of the Internal Audit Procedure.
Resolved: Approved
- 3) To approve the Annual Governance Statement 2017/18
Resolved: Approved and that it be signed dated by the Chairman and the Clerk.
- 4) To consider and approve the Accounting Statements 2017/18
Resolved: Approved and that it be dated and signed by the Chairman and Clerk.
- 5) To consider and approve the Asset Register 2017/18
Resolved: Approved.
- 6) **Resolved:** The Annual Return and accompanying documents to be submitted to the External Auditor.

Chairman Signature _____

Date _____

63/05/2018 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. Receipts noted.

Financial Regulation 5.6

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

64/05/2018 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.**

- a) It was **resolved** that Mark Hough be given a pay rise of 2% £33.56 per month.
- b) It was **resolved** that Denise Emmott be given a pay rise of 2% £17.42 per month.
- c) It was **resolved** Christine Robinsons wage will increase by £22.88 per month.
- d) It was **resolved** that other members of staff will be paid with regards to increases/hours in line with Government guidelines.

To review the information from Mewies Solicitors with regards to the Lease of Land at Wilson Street/Main Street, Sutton-in-Craven.

Resolved: To notify Mewies Solicitors that the Parish Council are happy with the lease.

65/05/2018 Future Agenda Items

None

66/05/2018 Date and Time of Next Meeting

The Meeting closed at 8.45 pm. The next meeting of the Council will be on the 4th June 2018 at 6.45pm.

Chairman Signature _____

Date _____

SPC15	LJ Holdsworth	39.50	plants
SPC16	Chubb Fire & Security Ltd	185.49	Fire equipment service
SPC17	GB Plumbing & Heating	295.00	Faulty Flue & Condensate Trap on boiler/basin
SPC18	Open Spaces Society	45.00	subscription
SPC19	North Yorkshire County Council	2358.96	Street Lighting Energy Costs
SPC20	Crosshills Library	1910.00	Grant
SPC21	Community Centre	180.00	Room Rent
SPC22	Staff (6members)	4261.35	Salaries
SPC23	NYCC Pension Fund	1187.95	Pension Contributions
SPC24	HM Revenue & Customs	889.27	Tax & National Insurance
SPC25	British Telecommunications	150.00	Line Rental/calls/internet Feb-May
SPC26	GB Plumbing & Heating	165.00	3 taps and 2 toilet seats
SPC27	Fenand Leisure products Ltd	214.20	2 Swing chains for Junior swings
SPC28	Jacs	183.30	Paint for shelters/bowling green edge

Chairman Signature _____

Date _____