



# 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 5<sup>th</sup> January 2015

## **Present**

Cllr. Morrell – Chairman, Cllr. Joy, Cllr. Hart, Cllr. Smith, Cllr. Hawkins, Cllr. Marchant, Cllr. Green, Cllr. Bretan and Cllr. Parsons

In Attendance: Mrs D Emmott – Clerk, Cllr Barrett and three members of the public.

## **01/01/2015 Apologies for Absence**

None

## **02/01/2015 Confirmation of Vice-Chairman to Chairman**

It was resolved that Cllr. Morrell be voted Chairman of the Council following the resignation of Cllr. Whitaker until the elections in May.

## **03/01/2015 Declarations of Member's Interest in Matters on the Agenda**

None

## **04/01/2015 Minutes of the Previous Meeting**

It was **resolved** that the minutes of the Meeting held on Monday 1<sup>st</sup> December 2014 (circulated to all members) were agreed as a correct record and signed by the Chairman. Proposed by Cllr. Green, seconded by Cllr. Marchant.

## **05/01/2015 Public Participation**

### **Bus Shelter Windows – Main Street**

Previously reported to North Yorkshire County Council

### **North Road**

Report of subsidence.

To inform Cllr. Barrett and North Yorkshire Highways.

### **Village Committee Funday**

A member of the Village Committee asked if confirmation of permission for the use of the Park for Funday could be given in principle as requests for pitches etc are being received.

The Chairman asked if members had any problems with the event being held next year. Permission for the event was given in principle. The Chairman requested a letter of request to be sent to the clerk for the next meeting where it will be discussed in more depth.

## **06/01/2015 Planning Applications**

None

## **07/01/2015 North Yorkshire County Council Report - written**

Invitation for members to attend Glusburn and Cross Hills Parish Council meeting which is to be held on 15<sup>th</sup> January 2015 at St Peters Church, 7pm.

Representatives of North Yorkshire County Council will be attending to discuss the future of Cross Hills Library.

The Parish Council have concerns over the Library's future.

## **08/01/2015 Craven District Council Report**

None

## **09/01/2015 Clerks Report & Correspondence**

### **a) Chairman's Resignation**

Cllr. Whitakers resignation as both Chairman and Councillor has been reported to Craven District Council

### **b) Bus Shelter**

The bus shelter outside the Village Hall, Main Street has been vandalised again. The middle pane of glass has been broken. The matter has been reported to North Yorkshire County Council and the Police.

## **1. Parliamentary and Local Elections, 7<sup>th</sup> May 2015 – Timing of Count**

The geography of the Skipton and Ripon Constituency present challenges in delivering ballot boxes from outlying polling stations to the count location at Skipton Town Hall, which will inevitably delay the verification of votes and the counts which will follow. In deciding arrangements the Returning Officer must also take into account duty of care to election staff, candidates and agents. Three possible options have been proposed and views of members sort.

**Option 1 – Verification on Thursday night, all Counts on Friday afternoon.**

Verification commences 10.00pm concludes 1.30 - 2.30am

Parliamentary Count – Noon - 2.00pm District and Parish 2.00pm – 4.00pm.

**Option 2 – Verification and Parliamentary count on Thursday night, District and Parish counts Friday afternoon.**

Verification commences 10.00pm concludes 1.30 - 2.30am

Parliamentary Count concludes approx. 3.30 – 4.30am.

Adjournment until: District and Parish Count 1.00pm - 4.00pm

**Option 3 – Verification and all counts Thursday night.**

Verification commences 10.00pm concludes 1.30 - 2.30am

Parliamentary count concludes approx. 3.30 - 4.30am

District and parish follows parliamentary concludes approx. 5.00 - 6.30am.

**Information Circulated to Members:**

**Option 1 - seems the most sensible option. By the end of the Verification following a long day for the Candidates and Workers a quicker and more accurate count will be able to be taken after a night's sleep.**

**2. Leeds and Liverpool Development Canal Access Plan – previously circulated**

a) The plan was considered to be good.

Concerns raised were: That walkers may suffer from too many cyclists. Will the path be wide enough for both? Will the local cycling clubs use it, they tend to ride 3-4 abreast. Would this be the case on the cycle path?

**3. Cross Hills Library**

**Cross Hills Library**

Response below from North Yorkshire County Council with regard to comments raised by Sutton-in-Craven Parish Council, with regard to Cross Hills Library.

**All community-managed libraries have a Service Agreement with the County Council, detailing the respective responsibilities of the Community Library Group and the Library Service. The Agreement also includes the expectations in respect of insurance, data protection etc., and various appendices include things such as Quality Standards etc.**

Will replacing a trained Librarian at Cross Hills Library with unpaid volunteers save money in the long term?

**The overall proposal that Cross Hills becomes a community managed library will save the cost of staff and premises.**

What about the cost of security checks (CRB checks etc.) and other administrative cost?

**Under the revised guidelines for CRB/DBS, checks are not required for those working or volunteering in libraries.**

What about insurance for untrained, unpaid volunteers?

**The library service would provide library related training for volunteers. The voluntary group will be responsible for taking out public liability insurance and employer's liability insurance to cover volunteers. There are insurance companies that specialise in providing insurance for voluntary organisations. Some parish councils have included volunteers in their insurance policies.**

Who will be responsible for data protection, Health & Safety and confidentiality?

**The County Council would be the "data controller" and the voluntary group the "data processor". The voluntary group would be responsible for health and safety and confidentiality. The Service Agreement with the voluntary group would detail the responsibilities.**

Will there be training if so how in depth?

**The library service will provide detailed training for volunteers in all the different aspects of running a library, followed by on-going training including on specific things such as Summer Reading Challenge. More general training would be available through the voluntary sector.**

What about adhering to the Code of Conduct?

**All community-managed libraries have a Service Agreement with the County Council outlining the expectations for all involved. Voluntary groups would be expected to work to the Library Service Quality Standards, which form part of the Service Agreement.**

How will unpaid volunteers be accountable? They will not be under the same scrutiny as paid staff?

**Volunteers will be expected to adhere to the requirements of the Service Agreement. There will be regular visits by a member of the professional team to support the voluntary group, part of which will be to discuss these requirements.**

Who will catalogue material? An untrained volunteer?

**Material will continue to be catalogued centrally by the library service.**

The unemployed are directed to libraries for help and advice?

**Most libraries currently have Library volunteer "IT buddies" who provide a lot of help completing forms and finding job vacancy web sites for the unemployed who are directed to libraries. This and similar library use will be included in the training provided for the voluntary group by the Library Service.**

Who will be responsible for the upkeep of the building?

**This would depend on the detail of the lease, which would specify the respective responsibilities of the council and the voluntary group.**

**4. Flooding Report**

It was resolved to invite a representative/s from the Environment Agency to attend a Parish Council Meeting to discuss flood issues in the village in relation to revised documents and funding.

**5. Footpath Report**

The footpath from Crag Nook Delph has been reported to North Yorkshire County Council. The gate has been blocked. Grid Reference SE00447 42887

**6. Park Pavilion/ Report**

The use of electric scooters in the Park moving at speed has been reported to the Parish Council. The matter to be put on the agenda for the next meeting.

**7. Craven District Council –Planning Decisions**

- a) **Appeal Ref: APP/C2708/D/14/2226845**  
**1 Holmefield Farm, Sutton-in-Craven, Keighley, Yorkshire BD20 8DF**

**Decision**

1. The appeal is dismissed.

**Main issues**

2. The main issues are the effect of the proposed development on the character and appearance of the appeal property and the local area and on the living conditions of the occupiers of 3 Holmefield Farm, with particular regard to outlook, light and sense of enclosure.

**9. YLCA Craven Branch Meeting**

19<sup>th</sup> January, 7pm, Otley Street Community Nursery School, Skipton.

**10. Yorkshire Water**

Ofwat has published its final determination on water companies, 'business plans and have confirmed that customers in Yorkshire will benefit from reduced water bills over the next five years. Average bills will fall by around 3% between 2015 and 2020 –taking the average annual figure paid by customers down from £373 a year to £361 before inflation.

**10/01/2015 Members Reports from Meetings and Community Reports**

- a) Cllr. Hart reported that the Christmas Carol Service in the Park raised £151.50 this was divided between the three local primary Schools. Letters of thanks were received from the Schools.

**11/01/2015 Finance**

It was resolved to authorise payments, orders and transfers listed in the report (circulated). Receipts noted. Proposed Cllr Hawkins, seconded Cllr. Smith.

**12/01/2015 Future Agenda Items**

To discuss the policy for Electric Scooters/Scooters and Cycling in the Park.

**13/01/2015 Date and Time of Next Meeting**

The meeting closed at 7.40pm. The next meeting will be on the 2<sup>nd</sup> February 2015 at 6.45pm.

Spc118	Jacs	67.37	Stone paint & brushes
Spc119	Open Spaces Society	45.00	Subscription
Spc120	Ripon Farm Services	36.00	Pin on PTO Shaft
Spc121	Npower	64.18	Pavilion Gas
Spc122	E & R Hutchinson	2184.00	Surfacing - path ways
Spc123	M Apreda	70.80	Welding goal posts /refit railing
Spc124	Npower	495.68	Pavilion Electric 22/08/14-09/12/2014
Spc125	City Electrical Factors	98.77	Christmas Lights/ Transformer
Spc126	A Spark	65.00	Faulty Christmas Lights
Spc127	RTC Safety Surfaces Ltd	7304.40	Surfacing - play area
Spc128	Staff (4 members)	2763.41	Salaries
Spc129	HM Revenue & Customs	346.20	Tax & National Insurance
Spc130	North Yorkshire Pension Fund	710.85	Pension Contributions