



# Sutton-in-Craven Parish Council

Minutes of the Annual General Meeting of Sutton-in-Craven Parish Council held in the Park Pavilion, Sutton Park, Main Street at 6.45pm on Monday 18th May 2015

## Present

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

## 51/05/2015 Apologies for Absence

Cllr. Morrell (meeting), Cllr Hart (holiday), Cllr. Marchant (holiday), Cllr. Barrett (North Yorkshire County Councillor).

## 52/5/2015 Election of Chairman

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

## 53/05/2015 Election of Vice Chairman

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

## 54/05/2015 Declarations of Acceptance of Office of newly-elected councillors.

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

## 55/05/2015 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.

## 56/05/2015 Appointment of Chairman/members of Committee's & Appointment of representatives to outside bodies

Finance: signatories – Cllr. Smith and Cllr. Hawkins  
Village Hall Committee- to be advised.  
Planning – Cllr. Hart  
Craven Branch Yorkshire Local Councils Association – Cllr. Bretan, Cllr. Hawkins

## 57/05/2015 Declarations of Member's Interest in Matters on the Agenda

None

## 58/05/2015 Minutes of the Previous Meeting

It was **resolved** that the minutes of the Council Meeting held on Monday 13th April 2015 (circulated to all members) were agreed as a correct record and signed by the Chairman. Proposed Cllr. Bretan, seconded Cllr. Parsons

## 59/05/2015 Public Participation

A member of the public voiced the following concerns and issues:

- Raw sewerage is being tipped into the River Aire from a development at Silsden.
- Yorkshire Housing are looking to sell off all unoccupied properties. Stating they are too costly to refurbish. They are looking to build 90 affordable homes. If they are selling off properties where is the land coming from to build these new properties?
- With regard to the Local Plan, Craven District Council have no dates for anything and have hired Planning Consultants.
- Why can Craven not look at other Local Plans which have been passed and use those as a template to tweak, saving time and costs.

## 60/05/2015 Planning Applications

Application Number: 66/2015/15387  
Proposal: Conversion of Outbuildings into Bedrooms and Lounge Area  
Location: Wood Vale Farm, Ellers Road, Sutton-in-Craven  
Applicant: Mr Graham Atkinson  
**No Objections**

Application: 66/2015/15668  
Proposal: Proposed Two Storey Side Extension  
Location: Thorn Croft, Bent Lane, Sutton-in-Craven  
Applicant: Ann Whitaker

**No Objections**

Application Number: 66/2015/15679  
Proposal: Alteration of Existing Window to Patio Door and Alteration of Existing Door to become a Window.  
Location: 4 Holmfield Farm, Holme Lane, Sutton-in-Craven  
Applicant: Mr Michael Dale

**No Objections**

Application Number: 66/2015/15729  
Proposal: Proposed Single Storey Rear Lean-To Extension  
Location: 11 Rowan Garth  
Applicant: Mr & Mrs David Harrison

**No Objections as long as materials used are in keeping.**

**Tree works**

Application Numbers: 66/2015/15745 – 66/2015/15746  
Proposal: Crown Reduce and Thin 1 No. Walnut; Reduce Height of 2 No. Hollies By Approximately 6 inches.  
Fell 1 No. Walnut Tree

Location: Elm House, Elm Road, Sutton-in-Craven

**No Objections**

**Street Naming Request: West Lane-Sutton-in-Craven**

Proposed Names for Development:

- Lund Clough
- Lund Tower Way
- Ayrdale View
- Boyville Close
- Copley Way
- Hitching Croft
- Lumb Croft

It was **resolved** that the Parish Council would prefer Copley Close (Way is not appropriate in this case) failing that Lumb Croft.

**61/05/2015 North Yorkshire County Council Report**

None

**62/05/2015 Craven District Council Report**

None

**63/05/2015 Clerks Report & Correspondence**

- a) Letter to Sutton Cricket Club informing them that their application for a grant was successful.
- b) Letter to Sutton's Green Hut Theatre Company informing that their application for a grant was successful.
- c) Letter of support to Village Committee for Temporary Road Closure Order for Funday 21<sup>st</sup> June 2015
- d) The clerk acquired further quotes for a new door for the Park Lodge the original quote of £980 including fitting and VAT was deemed to be the best value for money and from a local supplier.
- e) **Traffic – High Street**  
*Residents letter with regard to traffic travelling down the High Street at unsafe speed.*  
The matter was referred to Highways and was assessed by Ken Martin on the 23/04/2015.  
His report stated speeds were not above 20-25 mph so 20mph signs would make no difference.  
It was **resolved** that the clerk inform the resident of the assessment by North Yorkshire County Council Highways.
- f) **Black Bull Inn**  
*Residents letter with regard to the unsightly unseasonal Christmas signs from the building on the Black Bull Inn.*  
The clerk contacted Punch Taverns who agreed to have the signs removed.
- g) **Pinfold**  
*Residents letter about the pinfold and the present state of the site.*  
It was **resolved** that the clerk write back informing that the tenant has been notified of the resident's concerns and will address them.

**h) Lunds Tower – Pinnacle**

*Request from a group from Cowling to use the Pinnacle as part of a Creature Trail.*

The clerk advised the Council that the group are newly formed and as yet have not acquired any Public Liability Insurance. Also it would be in their interests to carry out a Risk Assessment.

It was **resolved** that permission be granted subject to the group acquiring Public Liability Insurance and carrying out a risk assessment.

No artwork to be fitted to Lunds Tower itself.

**i) Sutton Park – Dogs**

*Letter from a lady who disagrees with the decision to exclude dogs from the large playing field and other grassed areas in the park.*

It was **resolved** the clerk reply with the following statement:

Sutton Park play area and sports field is constantly used by children, schools, and football clubs for training, matches and events.

The decision not to allow dogs on the playing field was taken in 2010 following many complaints from residents, schools, and various groups and clubs about the increasing amount of illegal dog fouling on the playing fields.

Various other measures were tried in the first instance including warning signage but to no avail.

The Council takes its responsibility seriously to work with the community to keep children's play areas free from dog mess. We are being ruled by a minority of inconsiderate dog owners and unfortunately the majority have to put up with it.

As stated in your email there is concern about toxocariasis, a disease which can spread through dog faeces, BUT NOT JUST THAT, dog mess is dirty unpleasant especially where young children are not always discriminating about what they touch or pick up, on sports pitches where players are often young people, frequently sliding on the surface and to grounds staff when mowing.

The decision was not taken lightly and consideration was given to the number of other sites in Sutton where dogs can be walked i.e. Lumb Clough, Lyndhurst Wood, Alvic Field, Beckside, Crag Nook Delph and many other footpaths has defined on the definitive map.

Many Councils have banned dogs from sports fields and play areas to keep the areas free from dog mess. The National Playing Fields Association guidelines state areas which should be dog free (except for guide dogs); all equipped playgrounds, sports pitches and outdoor sports facilities such as courts and greens, school playing fields and grounds, and recreational land which is primarily used by schools, areas intended for, or commonly used by, children.

With reference to the comment regarding the main park path. Owners are in plain sight and if dog fouling occurs it is usually picked up and is easily noticed. Previously some dog owners would go further into the field and not pick up and that is when it becomes dangerous for the reasons stated above.

Dogs can be tied to the outside of the toddler play area railing or tables on the grass (sited near the main path). There are other areas of hard standing with benches if preferred to eat a picnic.

Since 2010 we have not had any issues with the measures put in place and as previously stated the decision was on behalf of the residents of Sutton who voiced their complaints of the increased dog fouling and their children coming home with it on their shoes etc.

**1. Local Plan**

Information from David Smurthwaite, Strategic Manager, Craven District Council

“The development of the Local Plan is a huge task that requires every decision on the strategy, individual policies and every single site, whether in or out of the Plan, to be justified through the use of sound evidence and consultation. It then needs the broad agreement of communities, developers, government agencies and our neighbouring local authorities and this is not necessarily easy. Each decision is open to challenge through a public examination so we need to be confident that all aspects of the Local Plan will be found sound.

The last consultation generated many comments from Government Agencies which required further evidence and then consultation and that is what we are undertaking at present. A Discussion paper is now being drafted that will focus on justifying the preferred strategy. This will address comments from the last consultation, in particular from statutory consultees, by considering all reasonable alternative strategies and methodologies underpinning the distribution of new homes based on the most up to date evidence.

The discussion paper will also relate the overall housing target to the latest population and household growth forecasts as well the local plan strategy for employment growth. We must use the latest government figures and we hope as many people as possible will be engaged with that discussion.

In addition there are a range of new sites that should improve the Plan including Yeadon House in Sutton that have now been included.”

The Latest report on the completion of the Plan is that the final draft should be completed in September 2015.

## 2. Park / Pavilion Report

### Scarifier

The Bowling Club have donated £500 towards the cost of a new Scarifier for the Bowling Green. Letter sent thanking the Bowling club for their generous donation.

### Putting Green Mower

The Park Keeper has informed that the putting green mower is broken and will cost £500 to fix with no guarantee how long the engine will last. The mower is 20 years old and they do not make the engine any more.

Following April's meeting further quotes were obtained

Olympic Golf 10 blade £1,029.99 plus VAT, Olympic Golf 10 blade £1,167.00 plus VAT, Olympic Golf 10 blade, £1,041 plus VAT, delivery and setting up.

It was **resolved** that an Olympic Golf 10 blade mower be purchased at the cost of £1,029.99 plus VAT.

## 3. Urban Grass Cutting

Complaints have been received about the uncut grass on Park Avenue, North Road, Boundary Avenue, Hall Way, North Avenue, Crofters Mill and Hazel Grove Road. The grass was previously cut by North Yorkshire County Council. Due to budget cuts they will no longer be cutting it.

The land is not owned by NYCC but they do have access rights.

The grass has grown a considerable length. Dog fouling and litter is increasing.

Quotations received: £1960, £1000, £1500 and £485 per year.

It was **resolved** that the quotation of £485 be accepted and reviewed after one year subject to a copy of Public Liability Insurance being supplied to the Council. Cllr. Smith abstained.

## 4. Parliamentary, District and Parish Elections – 7<sup>th</sup> May 2015

### **Election of a Member of Parliament for Skipton and Ripon**

Name of Candidate Description (if any) Number of Votes

BELL, Jacquie Dianne Liberal Democrats 4,057

BIRKS, Malcolm James Labour Party 9,487

BROWN, Andrew Kenneth Green Party 3,116

HENDERSON, Alan UK Independence Party (UKIP) 7,651

**SMITH, Julian Richard, The Conservative Party Candidate 30,248 ELECTED**

### **Election of District Councillor for Sutton Ward**

DAVIES, Stephen, Green Party 423

**MORRELL, Stephen David, Independent 1,046 ELECTED**

PARSONS, Brian Kenneth John, Labour Party 483

### **Parish Council Elections for Sutton – uncontested**

**BRETAN Anna Halla**

**GREEN Maureen**

**HART Ken**

**HAWKINS Betty**

**JOY Leslie**

**MARCHANT Margaret**

**MORRELL Stephen David**

**PARSONS Brian**

**SMITH Barbara**

## 5. Craven District Council's Planning Decisions

Date of Application: 19 March 2015

Proposal: Garage Conversion to Games Room

Location: 11 Crofters Mill, Sutton-in-Craven

Date Decision issued: 30 April 2015

Permission Granted

Date of Valid Application: 16 March 2015

Proposal: Application for Listed Building Consent To Construct Pitched Roof Over Existing Stone Single Storey Garage

Location: East Lodge, Hall Drive, Sutton-in-Craven

Date Decision issued: 01 May 2015

Permission Granted subject to conditions

## 6. Public Footpaths – Diversion Order

Public Footpath Nos. 05.39/5 & 05.39/13 Crag End, Sutton-in-Craven Diversion Order 2015

The above Diversion Order has recently been sealed by North Yorkshire County Council.

Footpath No. 05.39/5 commencing at Grid Reference (GR) SD9863 4351 and running generally south-west for approximately 193 metres to GR SD9853 4337, shall be diverted onto a new route commencing at GR SD9866 4353 and running generally south-west for approximately 232 metres to the same end point.

Footpath No. 05/39/13: a 52 metre section commencing at its junction with Footpath No. 05.39/5 at GR SD9861 4347 shall be stopped up so that the footpath shall now commence at its junction with Footpath No. 05.39/5 at GR SD9866 4346.

**64/05/2015** **Members Reports from Meetings and Community Reports**

**Tour de Yorkshire**

The village came out in force to support the cyclists on the day.

The fundraising event was unfortunately cancelled due to the amount of rain in the morning and the affect this had on the park field.

**65/05/2015** **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.

**66/05/2015** **Annual Return**

The 2014/15 years Accounts have been reconciled and inspected by the Internal Auditor.

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.

All present agreed that the accounts for the 2014/15 should be accepted.

**Resolved:** 2014/15 accounts approved.

**Resolved:** The Annual Governance Statement was read to members and accompanying documents were approved by the Council unanimously and signed by the Chairman and the Clerk (Responsible Financial Officer (RFO)).

Review of Effectiveness of Internal Audit Procedure, Statement of Internal Control for 2014/15.

**Resolved:** That everything is in order and the review of the Internal Audit Procedure and Statement of Internal Control be adopted and signed.

**Resolved:** The Annual Return and accompanying documents to be submitted to the External Auditors, PKF LittleJohn for approval.

**67/05/2015** **Future Agenda Items**

None

**68/05/2015** **Date and Time of Next Meeting**

The Meeting closed at 7.40pm. The next meeting of the Council will be on the 6<sup>th</sup> July 2015 at 6.45pm.

Spc18	B. K. Growers	36.00	Viola Mixed - plants
Spc19	Viking Direct	284.00	Printer & Stationery
Spc20	Chubb Fire	247.40	Fire Check & Extinguishers
Spc21	North Yorkshire Pension Fund	955.34	Pension Contributions
Spc22	HM Revenue & Customs	841.12	Tax & Nat Ins
Spc23	Staff (6 members)	4091.78	Salaries
Spc24	Jacs	23.99	Emulsion paint
Spc25	City Electrical Factors	99.74	Park Lamps
Spc26	Yorkshire Water	269.03	Park/Pavilion Water
Spc27	M Apreda	576.36	Notice Board, Wall repairs, gates, signs