

**Austwick Parish Council
Meeting 1 2018-2019 - Monday 9th April 2018
draft Minutes**

Present: Cllrs Peter Goold (Chairman), Kate Smith, David Dewhirst and Barbara Tibbatts.
In attendance: District Cllr and YDNPA Chairman Carl Lis, Marijke Hill (Parish Clerk) and two members of the public.

The Parish Council allocated a reasonable period of time at the start of the meeting to allow registered electors the opportunity to ask questions and / or make statements that relate to the work of the Council.

Public Participation: Mrs Sally Edwards raised concerns about planning application C/04/148L: full planning permission for erection of 8 dwellings on land adjacent to Well Spring Cottage, Pant Lane in Austwick. The Council agreed to bring all planning application discussions forward on future agendas. Mrs Edwards' concerns were discussed at item 1.9.a.4.

1.1 Apologies for absence: Cllr Ian Smith.

1.2 Code of Conduct and Declaration of Interests

- a. Councillors did not record any Disclosable Pecuniary Interests (DPI) or other interests in relation to items on this Agenda.
- b. No requests were made for dispensation in connection with items on this Agenda.

1.3 Police, District and County Councillors' and YDNPA Reports:

PCSO Grace had sent a written police report for the period of 19th February to 7th April 2018 and reported eight incidents: three RTCs and two broken down vehicles on the A65; one administrative surrender of a weapon; one theft and one domestic incident.

District Cllr Lis reported that CDC has launched a campaign to clean grass verges from litter this spring and the A65 from Skipton to Ingleton form part of this Waste Management programme.

As Chairman of the YDNPA, Cllr Carl Lis reported that The Authority has entered into discussions on a possible increase by the district authorities of council tax on second home owners and that Cumbria District Council and South Lakeland District Council had voted both in favour, but Richmond District Council had voted against the proposal.

The YDNPA is looking into possibilities of improving broadband as well as apprenticeships with a view to attracting working families to live in the Park.

There was no report from the County Councillor.

1.4 Minutes of the Parish Council Meeting 8 2017-2018 (19th February 2018)

The Council **resolved** that the minutes of the Austwick Parish Council Meeting held on 19th February 2018 should be confirmed and signed by the Chairman, Cllr Peter Goold, as a true and accurate record.

1.5 Matters from previous meetings not otherwise included on the Agenda

No matters from previous meetings not otherwise included on the Agenda were reported.

1.6 Parish matters other than maintenance

- a. new donated bench for the village
Cllr Dewhirst **informed** the Council that the bench has been installed at Chapel on The Green. Mrs Tuckwell's donation has been received, as well as the invoice from Timberworks. The Chairman will write to Mrs Tuckwell, whose pen-name is Margaret Bacon, with grateful thanks.
- b. Ward Member Grant – Austwick Litter Picking Group: grant monitoring form completed

Cllr Kate Smith **informed** the Council that the Ward Member Grant has enabled the Parish Council to purchase eight sets of litter picking equipment to be used by volunteers of the Austwick Litter Picking Group. The Group has since held one very successful group litter picking event, on 18th February, which resulted in 9 bin bags of litter being collected from the verges along two roads in the parish. Further similar events are planned along to roads and bridleways in the parish, with local volunteers also carrying out ad hoc litter picking between events. CDC will provide Cllr David Ireton with a copy of this form, and the Parish Council would pass on its thanks to him for supporting this work.

- c. reported fly tipped materials on Holm Lane
The Council was **informed** that the fly tipped materials, such as gas cylinders and building rubble, has been reported and is awaiting action from CDC. The Council **agreed** it would review any progress on this matter at the Parish Council meeting in July.
- d. stories in stone – grants for restoration of milestones and boundary markers
The Council has **received** information that potential funding could be available to restore milestones and boundary markers in the parish through the Stories in Stone scheme from the Yorkshire Dales Millennium Trust. The Council **agreed** that Councillors should respond with any suggestions for such a project before the deadline of 26th April 2018.

1.7 Parish maintenance matters

- a. potholes on the Helwith Bridge Road
The Council **agreed** that it should give NYCC Highways more time to fill in the many potholes in Austwick parish and that it should review the situation at the Parish Council meeting in September.
- b. blocked drains between Helwith Bridge and Dry Rig Quarry
The Council was **informed** that NYCC Highways had recently carried out jetting works to the offending gullies and that there are severe blockages in the majority of the pipework. This work had been forwarded to one of the Highways' engineers who will provide an assessment for the work required. The Council **agreed** to monitor the situation and report back at the next Parish Council meeting.
- c. Sycamore saplings on the road bridge near Wharfe
The Council was **informed** that a reply from NYCC Highways has not been received. The clerk was asked to contact the Highways Authorities again and request that, now that the saplings have grown into full trees, this work is carried out without delay.
- d. damaged verges and mud obstruction on Clapham Road
Cllrs Dewhirst and Goold **reported** concerns from residents about damage caused to a number of grass verges around the village and of substantial deposits of mud on several roads in recent weeks, caused by heavy vehicles. The Council **agreed** to consider the viability and cost of remedial work to the verges once dryer spring weather arrives.
- e. other issues relating to NYCC Highways
No other issues relating to NYCC Highways were reported.
- f. state of disrepair of The Weaving Shed, Graystonber Lane
The Council had **received** a letter from the owner of The Weaving Shed stating that repairs to the windows will commence as a priority and that the plans to complete all improvements and repairs by the end of the summer of 2018. The Council **agreed** to monitor the situation and review the matter at the Parish Council meeting in September.
- g. Oxenber and Wharfe Woods: update on outstanding maintenance work and creation of a baseline of the floral habitats
The Council has not received a response from the Area Ranger, Mr Rob Ashford, in connection with the outstanding maintenance work: the proposed blackthorn hedge to block

off the path to Jop Ridding; a temporary sign there to prevent people using 'the path' down the hill; and the resiting and replacing of waymarkers. The Council **agreed** to contact Mr Ashford and request an update.

The Council had **received** a response from Mr Ashford, who has contacted the former Area Ranger, in relation to the contact details of local conservation groups or charities that may undertake the creation of a baseline of the floral habitats as a study. The Council **agreed** to wait for a further response before the next Parish Council meeting.

- h. Clapham Road Conservation Verge
Cllr Dewhirst **reported** that the lengthsman, Mr Ben Shanks, had carried out the preliminary work on the Clapham Road Conservation Verge by pruning overhanging trees, clearing road drains and strimming the verge. The Council **agreed** to await the summer growth on the verge before it would consider further action. The grant for £1,000.00 from YDNPA has been received. Mr Graham Cleverly asked the Council if it would consider the installation of an interpretation board on both the Graystonber Lane and Clapham Road Conservation Verge. The Council **decided** to consider this, and also a planting programme at the Parish Council meeting in September.
Cllr Goold had **redesigned** the review report for lengthsman services in order to make clear that work on conservation verges is fully grant aided.
- i. maintenance on Austwick to Clapham bridleway
Cllr Dewhirst **reported** that the Area Ranger, Mr Rob Ashford, would intend on conducting a site visit in order to assess the need for improvements on the Austwick to Clapham Bridleway. The Council **agreed** to await his assessment report and to review the matter at the next Parish Council meeting.
- j. other issues relating to YDNPA
Cllr Tibbatts **reported** the progressively deteriorating state of the footpath/right of way that runs from Austwick to Wood End Farm at Wharfe. The Council **agreed** to contact the Area Ranger and request an inspection visit and report of his assessment to the Council.
- k. other lengthsman duties or parish maintenance matters
Cllr Kate Smith **reported** the encroaching vegetation on the road that runs from Wharfe Bow Bridge to Newfield House in Wharfe. The Council **agreed** that this work should be attended to under the 'outlying areas' of the lengthsman services. Cllr Dewhirst will ask Mr Shanks to carry out a survey of the road prior to carrying out the necessary work.

1.8 Finance

- a. The total balance of the HSBC current account on 31st January 2018 as £10,166.51 comprising £8,566.36 parish council monies and £1,600.15 AED funds was **noted**.
- b. The Council **resolved** to approve the Annual Accounts and the expenditure above £100.00 for the Finance Year 2017-2018. The Council **noted** that the Accounts showed a surplus of receipts over payments for the year of £3,655 but this included £1,000 of grant received from YDNPA which would be spent in the current finance year, a donation of £790 towards the cost of a new bench which would be spent in the current finance year and a grant from the Transparency Fund of £461 which would not reoccur, together amounting to £2,251 of the surplus.
- c. Cllr Tibbatts **verified** the bank reconciliation for the 4th quarter of the Finance Year 2017-2018 and no issues were reported.
- d. The Council **resolved** to approve payment of £35.00 to Charlotte Wilkinson for 7 weeks of bus shelter cleaning.
- e. The Council **resolved** to approve payment of £199.00 to YLCA for membership 1 April 2018 – 31 March 2019
- f. The Council **noted** receipt of a donation of £790.00 for a village bench from Mrs Tuckwell.
- g. The Council **resolved** to approve payment of £948.00 to Timberworks for the donated bench.
- h. The Council **resolved** to approve payment of £30.00 to Austwick Parish Hall for hall hire on 15 January and 19th February 2018.

- i. The Council **resolved** to approve payment of £486.50 to Craven Garden Care for work on Clapham Road Conservation Verge in February 2018.
- j. The Council **noted** receipt of a grant for £1,000.00 from YDNPA for restoration of road verge on Clapham Road.
- k. The Council **resolved** to approve payment of £201.98 per month to the clerk for salary for February and March 2018 and £70.29 for expenses for Q4 (January to March 2018).
- l. The Council had reviewed the parish clerk salary and it **resolved** to increase this to NJC scale SCP 21 to £209.34 per month with effect from 1st April 2018, in recognition of the very satisfactory way in which Mrs Hill has carried out her duties and responsibilities in the past year.
- m. There were no other financial issues to consider.

1.9 Planning

a. Applications

1. C/04/683B and 683C/LB consent and listed building consent for removal of cement-based render and replace with lime-based render to east facing gable end of dwelling, Stockdale Cottage, Kiln Hill Lane, Austwick.
The Council had asked the clerk to inform YDNPA that it had **no comments** to make.
2. C/04/612E full planning permission for erection of agricultural building, Silloth House, Austwick. Time extension for submission of comments had been agreed.
The Parish Council **resolved** to not object to the application, but to request the Authority, when determining whether to grant consent, to consider whether the proposed building would be intrusive and detrimental to the character and appearance of the landscape in this rural location. The proposed building is substantial in scale and would be isolated from any other buildings. The proposed site is not at present effectively screened by trees, shrubs or hedges and it is highly visible from the highway and from a number of PROWs and bridleways, several on elevated land. The Council also requested that a condition be made that there should be no external lighting on the application site, should the Planning Authority decide to grant planning consent.
3. C/04/91C full planning permission for use of garage as an annexe to main dwelling; alteration of doors; insertion of new opening and construction of stone chimney stack, Garage at Limestoneber, Austwick. Time extension for submission of comments had been agreed.
The Parish Council **resolved** to not object to the application. However, the Council requested the Authority to consider whether this application is, as described on the Authority's website 'use of garage as annexe to main dwelling' or whether the existing garage, a free-standing building, is proposed to be converted into a new detached residential unit. If so, this would require either the Authority's Policy C1 (Housing in settlements) or Policy C4 (Sub-division) to be applied to consideration of the application and to the terms of any planning consent granted.
4. C/04/148L full planning permission for erection of 8 no. dwellings, land adjacent to Well Spring Cottage, Pant Lane, Austwick
The Council **resolved** to not object to the application and it agreed that the initiative to progress this site is welcome for the social and economic benefit of the parish. However, the Council also agreed it would request The Authority to take some matters into account when deciding on the terms and conditions of any planning consent that may be granted. These matters relate to requests for the greatest possible number of the proposed houses to be 'affordable' and/or 'local occupancy'; a surface water drainage scheme that can be demonstrated to deal adequately with the issue of persistent flood problems on Pant Lane; a detailed scheme for all hard surfaces and landscaping compatible with its rural location and with the requirements for adequate surface water drainage; and the submission by the applicant of a comprehensive and detailed proposal for all proposed alterations to the dry stone boundary walls. The Council has also received concerns from Pant Lane residents about the disruption and disturbance that may arise during the inevitably lengthy period of construction of the proposed development and would request The Authority to impose

conditions to mitigate against such disruption.

b. Decisions

The Council **noted** that the following application has **not** yet been **decided**:

1. C/04/685 amended description of development: full planning permission for conversion of barn to form one local occupancy dwelling or holiday let; change of use of agricultural land to form domestic curtilage; works to the vehicular access and provision of a new mini sewage treatment plant, White Sike Barn, Far End Farm, Wharfe.

The Council also **noted** that the following application has been **decided**:

2. C/04/65H full planning permission for erection of single storey rear extension to provide office and ground floor toilet facility, Greystonber Barn, Pant Lane, Austwick. **Approved conditionally.**

c. Additional planning matters

No additional planning matters were received.

1.10 Correspondence:

- a. The Council **noted** the cyclo sportive events, reported by YDNPA.

1.11 Items of information

- a. The Council had **received** notification for the consultation on the YDNPA draft Management Plan for 2019-2024, and it **agreed** that it would not make any additions to previously forwarded comments.
- b. The Council **noted** the YDNPA confirmation and agenda of the Spring Parish Forum Meeting on 25th April 2018 in Grassington and it **agreed** that Cllrs Kate Smith and Barbara Tibbatts should attend.
- c. The Council **noted** the Toolkit for Local Councils and Parish Meetings and the Data Audit Pro Forma and training sessions on GDPR by YLCA
- d. The Council **noted** the cancelled joint meeting with the Police Crime Commissioner.
- e. The Council **noted** The Practitioners' Guide for 2018/19 and Schedule of Amendments by YLCA.
- f. The Council had **received** the draft Service Level Agreement for the Data Protection Officer service from CDC and it **agreed** that it is content with the wording of the draft SLA. The Council had also **received** plans for GDPR implementation and the clerk was asked to keep the Council informed.
- g. The Council was **informed** that Mr Derek Coultherd has resigned from providing parish news to the local newspapers and that Mr Alec Deary has agreed to take on this service.
- h. The Council had **received** the Notice of Uncontested Parish Elections and noted that there will be one ordinary vacancy. The Council **agreed** that an informal advert will go up on the notice board. The Chairman, Cllr Peter Goold, thanked Cllr Kate Smith for the twelve years of dedicated service. Cllr Kate Smith' participation in debate will be missed.

1.12 Date and time of the next meeting

The Council **confirmed** the date of the Annual Meeting of the Parish Council as Monday 21st May 2018, 8pm at Austwick Parish Hall, immediately followed by the ordinary Meeting of the Parish Council.

Marijke Hill
Clerk to the Council