

**Austwick Parish Council
Meeting 3 2018-2019 – Monday 2nd July 2018
Minutes**

Present: Cllrs Peter Goold (Chairman), Barbara Tibbatts, David Dewhirst, Ian Smith and Sarah Wiltshire.

In attendance: Marijke Hill (Parish Clerk) and one member 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: no issues were raised

3.1 The Chairman welcomed Sarah Wiltshire to her first meeting as Parish Councillor. Cllr Wiltshire submitted the completed declaration of acceptance of office form.

3.2 Apologies for absence: none received.

3.3 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.

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

PCSO Stringer had sent a written police report for the period of 28 May to 20 June and reported five incidents: two reports relating to vehicles (one broken down; and one with damaged tyres); one report of an abandoned call; and two reports of received information. There were no reports from the County Councillor and the District Councillor.

3.5 Minutes of the Annual Meeting and the Parish Council Meeting 2 2018-2019 (21st May 2018)

The Council **resolved** that the minutes of the Austwick Annual Meeting and the Parish Council Meeting, both held on 21st May 2018 should be confirmed and signed by the Chairman, Cllr Peter Goold, as a true and accurate record.

3.6 Matters from previous meetings not otherwise included on the Agenda

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

3.7 Planning

a. Applications

1. C/04/117F full planning permission for removal of existing window and double doors on north east of conservatory and replace with new double doors with full length side, glazed window under one structural opening, Starting Haw, Low Street, Austwick. The Council had **agreed** that the clerk should inform YDNPA that it had no comments to make.
2. C/04/663C/LB listed building consent to replace two doors and replacement of ground floor windows on front elevation with timber "heritage" double glazed units, The Old Post Office, Austwick. The Council **agreed** that the clerk should inform YDNPA that it had no comments to make.
3. C/04/117G full planning permission for internal alterations to existing garage to create a back hall, cloakroom and store; demolition of existing greenhouse and erection of new potting shed, Starting Haw, Low Street, Austwick. The Council **agreed** that the clerk should inform YDNPA that it had no comments to make.

b. Decisions

1. C/04/612E full planning permission for erection of agricultural building, Silloth House, Austwick. **Not yet decided.**

2. 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. **Not yet decided.**
3. C/04/148L full planning permission for erection of 8 no. dwellings, land adjacent to Well Spring Cottage, Pant Lane, Austwick. **Not yet decided.**
4. C/04/643C and D/LB: full planning permission and listed building consent for alterations to, and extension of single storey wing, Harden House, Austwick; and C/04/643E: listed building consent for internal alterations to dwelling; insertion of new window to east elevation and housing of 4 no. ground source heat pump units in basement, Harden House, Austwick. **Not yet decided.**
5. C/04/611H and J/LB: full planning permission and listed building consent for alterations to barn/garage to incorporate garaging, store, home office, art studio and a guest bedroom suite to be used in conjunction with the main dwelling and installation of photovoltaic roof covering, with glazed lantern roof light, installation of flue pipes and air source heat pump, Harden House, Austwick. **Not yet decided.**
6. C/04/622B: full planning permission for erection of garden room extension to south-east elevation; replacement of existing outbuilding to north-east corner of dwelling with new utility room; extension and alteration of existing garage, Harden Coach House, Clapham Road, Austwick. **Approved conditionally.**

c. Additional planning matters

1. to receive information regarding General Permitted Development Order (GPDO) notifications. It had been noted that C/04/673A/GPDO Notification under part 6 of the Town & Country Planning (General Permitted Development Order) (England) 2015 for change of roof covering, Cat Holes Barn, Feizor had appeared on the YDNPA's planning portal. The Council was **informed** that YDNPA do not usually consult parish councils on GPDO notifications, and that the application has been approved.

3.8 Parish matters other than maintenance

- a. to consider organisational membership of Settle Area Swimming Pool and attend its AGM. The Council had **received** a letter from the Settle Area Swimming Pool charity inviting the Council to become an organisational member of that charity and attend the first AGM on 12th July 2018. The Council **decided** that the clerk should fill in the application form for membership.
- b. North Yorkshire Community Messaging: experience of the service to date. The Council resolved at its last meeting to register to the Community Messaging Service and since then 21 messages have been received; none relevant to the parish. The Council **decided** that it should keep monitoring the Service and report back to the Parish Council meeting in September.

3.9 Parish maintenance matters

- a. issues relating to NYCC Highways. The Council had **received** concerns from a number of parishioners that the vegetation at the junction of Clapham Road and the A65 is overgrown and that the extent of the growth on the verge of the A65 now makes this junction dangerous for vehicles exiting from Clapham Road onto the A65. The Council **agreed** that the clerk should report this to NYCC Highways and request that the trees and saplings are cut back to improve the obscured visibility.
- b. Oxenber and Wharfe Woods: arrangement of site visit in connection with the creation of a baseline of the floral habitats. Cllr Wiltshire **informed** the Council that she had a conversation with Judith Allinson, a local botanist, who is also a member of Craven Conservation Volunteers about the possibility of creating the baseline of the floral habitats in the Oxenber and Wharfe Woods. A site meeting has been arranged for 18th August with Ms Allinson to discuss what work is needed to create such a baseline. Cllrs Tibbatts and Wiltshire as well as Ms Kate Smith had agreed to attend.

- c. other issues relating to YDNPA
No other issues relating to the YDNPA were reported.
- d. other lengthsman duties or parish maintenance matters
Cllr Dewhirst **reported** on the Clapham Road Conservation Verge and **informed** the Council that the grass has been cut back and a good number of wild flowers are appearing. The lengthsman has been asked to remove a dead tree and natural re-seeding of wild flowers will take place. Mr Graham Cleverly asked the Council if it would consider the planting of primroses in the Spring of 2019. The Council **agreed** that it would revisit this matter at the Parish Council meeting in September with an aim to set up a firm plan to proceed.

3.10 Finance

- a. The total balance of the HSBC current account on 31st May 2018 as £14,008.34 comprising £12,408.19 parish council monies and £1,600.15 AED funds was **noted**.
- b. The Council **noted** the receipt of the VAT reclaim of £500.20 for the Finance Year 2017-2018.
- c. The Council **noted** the Annual Internal Audit Report 2017-2018
- d. The Council **resolved** to approve payment of £95.00 to J. Bownass – Accountancy Services for completing the internal audit for the finance year 2017-2018
- e. The Council **noted** the dates on the Notice of Public Rights and Publication of unaudited Annual Governance and Accountability Return as 11th June to 20th July 2018
- f. The Council **resolved** to approve payment of £30.00 to Charlotte Wilkinson for 6 weeks of bus shelter cleaning
- g. The Council **resolved** to approve payment to Craven Garden Care of £373.50 for village verges; of £409.50 for village greens; of £92.03 for miscellaneous maintenance work and of £66.96 for Clapham Road conservation verge maintenance
- h. The Council **reviewed** the updated Lengthsman Services Report – comparison of budget vs actual costs and **noted** an underspend for the grass cutting of the village greens by £196.00, due to the very dry weather.
- i. The Council **resolved** to approve payment of £30.00 to Austwick Parish Hall for hall hire on 9 April and 21 May
- j. The Council **resolved** to approve payment of £10.00 to Austwick Parish Hall for use of electricity to defibrillator
- k. The Council **resolved** to approve payment of £213.52 per month to the clerk for salary for May and June 2018 and of £70.80 for expenses for April to June 2018
- l. The Council **considered** one other financial issue: the Council **resolved** to approve payment to Craven Garden Care of £328.50 for village verges; of £54.00 for village greens; of £41.04 for outlying areas work and of £13.50 for Clapham Road conservation verge work.

3.11 Correspondence:

- a. The Council noted the Annual Review 2017 – 2018, issued by YLCA.

3.12 Items of information

- a. The Council **noted** the Water Cycle Challenge on 14 July, organised by Yorkshire Water and Wateraid.
- b. The Council **noted** the White Rose Update June 2018 Edition by YLCA.
- c. The Council **noted** the YDNPA uncontested election as Parish Representative for the Western Area
- d. website security
Cllr Smith **informed** the Council that he has upgraded the Council's website account to 'Website Builder' which incorporates SSL, so that it reads as a secure, encrypted https website address. The Council **noted** that this was achieved without incurring extra expenditure.

- e. **Settle and District Aid in Sickness Fund**
The Council has **received** a letter from the Chairman of the Settle and District Aid in Sickness Fund to update its appointed Trustees' records and inform parish councils with its plans for the future. For some time the charity has been unable to distribute the annual income of approximately £1,300.00 and one of the options could be to 'wind up' this charity and distribute the money to good causes that relate to the charity's objectives. The Council **agreed** that the clerk should fill in the Trustees form and send this back to Mr Gareth Adams.

3.13 Date and time of the next meeting

The Council **confirmed** the date of the Parish Council Meeting as Monday 3rd September 2018 at 8.00pm at Austwick Parish Hall.

Marijke Hill
Clerk to the Council