

**Austwick Parish Council
Meeting 3 2019-2020 – Monday 15th July 2019
Minutes**

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

In attendance: Parish Clerk Marijke Hill 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:

Mr Graham Cleverly asked to participate at item 3.8f.

3.1 Apologies for absence: none.

3.2 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.

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

PCSO Stringer had sent a written police report, containing 8 incidents, for the period between 10th June and 10th July, notably two road related offences on the A65 and one RTC, damage only. The Chairman, Cllr Goold, **informed** the Council that the last incidents report covered a period between 1st April and the 15th May. The Council **agreed** to ask NYP to provide an incidents report for the period between 16th May and the 10th June so that the Council's records are complete.

There were no reports from the District Councillors, the County Councillor and the YDNPA.

3.4 Minutes of the Annual Meeting of the Parish Council and Meeting 2 2019-2020 (both held on 20th May 2019)

The Council **resolved** that the minutes of the Annual Meeting of the Parish Council and Meeting 2, both held on 20th May 2019 should be confirmed and signed by the Chairman, Cllr Peter Goold, as a true and accurate record.

3.5 Matters from previous meetings not otherwise included on the Agenda

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

3.6 Planning

a. Applications

The Council **agreed** to inform YDNPA that it has no comments to make on the following planning applications:

1. C/04/663D and C/04/663E/LB householder planning permission for creation of first floor terrace to rear of property and insertion of french doors, The Old Post Office, Main Street, Austwick.
2. C/04/607Q householder planning permission to convert part of existing garage into hobby room at Laneside Cottage, Townhead Lane, Austwick.
3. C/04/643H/LB listed building consent for restoration of existing inglenook fireplace at Harden House, Holm Lane, Austwick.
4. CL339 proposal to erect temporary fencing on The Allotment (West Riding), Austwick: Section 38 of the Commons Act 2006. The Council **agreed** to inform the authority that it has no comments to make on this Commons Land planning proposal.

b. Decisions

1. 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.**
2. C/04/611K and 611L/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 (Section 73 application for variation of Condition 2 of planning permission ref: C/04/611H to allow the addition of solar PV slates to the barn roof), Harden House, Holm Lane, Austwick. **Not yet decided.**
 3. C/04/693 full planning permission for Swarth Moor restoration and interpretation project comprising construction of peat bunds for re-wetting of raised mire; excavation of three mitigation ponds for great crested newt; construction of viewing platform and associated boardwalk; and siting of one bench seat and two interpretation panels on the viewing platform, Swarth Moor, Helwith Bridge, Ribblesdale. **Approved conditionally.**
 4. C/04/688A householder planning permission for erection of single storey rear extension, Mulberry Cottage, Austwick. **Approved conditionally.**
 5. YDNPA: removal of one limb, or to fell one Whitebeam, located in the front garden at 7, Hall Close, Austwick and covered by TPO No. 1 (Austwick) 1980. **Given consent.**
- c. Additional and other planning matters
1. C/04/694 householder planning permission to replace existing timber windows and doors with uPVC and to alter existing openings on south east elevation to create 2 No. patio doors and enlargement of raised patio area, Low Bank, Main Street, Austwick. The Council **agreed** to inform YDNPA that it has no comments to make to this additional planning matter.
 2. Planning Appeal - APP/C9499/W/19/3224518 C/04/643C and Planning Appeal: APP/C9499/Y/19/3224505 - C/04/643D/LB full planning permission and listed building consent for alterations to, and extension of single storey wing, Harden House, Austwick. The Council **agreed** to inform the YDNPA that it has no additional comments to make to the Secretary of State, Planning Inspectorate, other than those it submitted to YDNPA at the planning application stage.

3.7 Parish matters other than maintenance

- a. Chairman's report on implications of installing a new CCTV camera in the centre of the village
The Chairman, Cllr Goold, **informed** the Council on the implications of the installation and management of CCTV camera equipment by a parish council. Councils usually install CCTV equipment to deal with vandalism or public disorder problems. The Council **considered** all the necessary legislation, which includes The Protection of Freedoms Act 2012, The Surveillance Camera Code of Practice 2013, The Data Protection Act 2018 and the General Data Protection Regulation. In addition, the Council is subject to the Freedom of Information Act 2000. The Information Commissioner's Office is responsible for enforcing all legislation. The Council **agreed** that at the present time, there is insufficient justification for taking this matter further.
- b. follow up report received from CDC on dog fouling issues
The Council **noted** the report by Mr Wayne Gray, Environmental Health Officer at CDC, in which enforcement options on dog fouling and littering were explained. Proactive measures included a proposal by CDC to produce A5 sized signs to inform parishioners and visitors of the location of the nearest bin. The Council **reiterated** its decision to provide free dog waste bags from the village shop only. The Council **agreed** to monitor the situation regarding the frequency of waste bins emptying by CDC and report back if the situation justifies a further review.
- c. Settle and District Aid in Sickness Fund – Trustees' meeting held on 22nd May 2019
The Chairman, Cllr Goold, **reported** that the Trustees have reviewed the future of the Settle and District Aid in Sickness Fund and have agreed to continue in the present way for the time being. The Trustees have awarded four grants in the six months since the last Trustees' meeting and any remainder of the annual income will probably be donated to Manorlands

Hospice in Keighley and Martin House Children's Hospice in Boston Spa in equal shares at the end of the year.

3.8 Parish maintenance matters

- a. blocked drains between Helwith Bridge and Dry Rigg Quarry
The Council was **informed** that it had not received a progress report from NYCC Highways regarding the jetting and surveying of the gullies on this stretch of road. The Council **agreed** to contact NYCC Highways again and request when this work can be carried out.
- b. other issues relating to NYCC Highways
The Council **noted** correspondence, received from a parishioner that NYCC Highways has successfully unblocked the drain outside Springroyd on Clapham Road to allow spring water from Spoutcroft field to flow under Clapham Road.
- c. Oxenber and Wharfe Woods: outstanding maintenance issues and dog control problem
The Council was **informed** that it had not received a reply from the Area Ranger regarding the installation of the waymarker posts and removal of the substantial fallen wood at the eastern access gate as well as the Area Ranger's advice in connection with regulations to control dogs or attach leads to dogs in SSSIs and to consider new and clearer signage at the access points concerning dog control. The Council **agreed** to contact the Area Ranger again and ask for a response.
- d. collapsed fingerpost on Wharfe Road
The Council was **informed** that the post has been replaced.
- e. other issues relating to YDNPA.
There were no other issues relating to YDNPA reported.
- f. Graystonber Lane and Clapham Road conservation verges
Cllr Dewhirst **informed** the Council that the claim for a further grant from the YDNPA's Parish Wildlife Project for £400 has been submitted for future maintenance work on the two conservation verges. An amount of approximately £150 is still available to spend from previous grants received, and Cllr Dewhirst will discuss with the lengthsman what maintenance is necessary in the Autumn. Mr Cleverly asked the Council if it would consider that he purchased a further batch of wild flower seeds from the compensation fund that was established with Mr and Mrs Cleverly in January 2018 and the Council **agreed** to accept this gratefully. Mr Cleverly also asked for volunteers to help collect some wild flower seeds now and sow them back in designated areas in the verges in the Autumn.
- g. overgrown vegetation and the removal of waste materials at the junction of Townhead and Townhead Lane
The Council had instructed the lengthsman to cut back the shrub at the junction of Townhead and Townhead Lane and the Council **noted** the correspondence from the affected parishioner to thank the Council for its prompt response. The Chairman, Cllr Goold, had reported that the pruning of the shrub had revealed a number of building material bags on the roadside verge and the Council had decided to write to the owner of the adjoining property to remove these. The Council was **informed** that all the bags have been removed.
- h. grass cutting on village play area
The Council was **informed** that it had not received a reply from the Chairman of the Playing Fields Association regarding the coarse wood chippings that have been used under one of the items of play equipment, posing a significant problem with the grass cutting as well as a broken off post at one of the other items of play equipment. The Council **agreed** to contact the PFA again and ask for a response. The Council also **agreed** that Cllr Dewhirst will liaise with the lengthsman how best to cut the grass for the time being.

- i. request for grass cutting on Brunton Road
Following representations at the last Parish Council meeting by two parishioners, the Council considered the request to cut the verges on Brunton Road. The Chairman, Cllr Goold, **informed** the Council that two Councillors have surveyed this road from the A65 to the 'triangle' junction of Brunton Road and Kiln Hill Lane and have not found excessive overhanging vegetation. The road would benefit from a verge cut of 1 metre but this would require a tractor and blade as our lengthsman does not have the necessary equipment. The Council **agreed** that it would monitor the situation alongside lengthsman spending for the current year.
- j. state of disrepair of The Weaving Shed, Graystonber Lane
The Council was **informed** that the property has gone on the market for sale at the end of June 2019. The Council **agreed** that there is no further action to consider at the present time pending news of a sale of the property.
- k. other lengthsman duties or parish maintenance matters
Cllr Dewhirst **reported** on an overgrown ivy from a garden at Norber on the Townhead/Wharfe road junction. The Council **endorsed** Cllr Dewhirst's instruction to the lengthsman to cut back and tidy this important small area.

3.9 Finance

- a. The total balance of the HSBC current account on 30 June 2019 as £17,721.74 comprising £16,121.59 parish council monies and £1,600.15 AED funds was **noted**.
- b. The bank reconciliation for the 1st quarter of the Finance Year 2019-2020 was **verified** by Cllr Dewhirst and no issues were found.
- c. The notification of Exempt Status from the External Auditor for the Finance Year 2018-2019 was **noted**.
- d. The Internal Audit Report 2018-2019 was **noted** and the Council **resolved** to approve payment of £100 to J. Bownass Accountancy Services for carrying out the Internal Audit.
- e. The notice of Public Rights and Publication of AGAR 2018-2019 as 1st July to 9th August 2019 was **noted**.
- f. The Council **resolved** to approve payment of £40.00 to Charlotte Wilkinson for 8 weeks of bus shelter cleaning.
- g. The Council **resolved** to approve payment of £45 to Austwick Parish Hall Council for hall hire on 8th April; 20th May; and 15th July.
- h. The Council **resolved** to approve payment of £3,427.20 to F. Kitchen Ltd. for removal, cleaning and re-fixing of railings to the bus shelter. The Council **agreed** the total amount to be added to the insured value of the bus shelter and land as £2,856 (F. Kitchen) plus £325 (M. Pettiford), both invoices exclusive of VAT, plus £50 (Craven Garden Care) to £3,231. The Council **resolved** to contact its insurers to amend the Property Damage section of the Aviva policy with this amount.
- i. The Council **resolved** to approve payment to Craven Garden Care of £383.40 for grass cutting on village verges; of £363.60 for grass cutting on village greens; of £178.74 for maintenance on outlying areas; of £227.30 for miscellaneous maintenance and of £123.20 for miscellaneous repairs, all for May.
- j. The Council **resolved** to approve payment to Craven Garden Care of £338.40 for grass cutting on village verges; of £275.40 for grass cutting on village greens; and of £63.72 for maintenance on outlying areas, all for June.
- k. The Council **reviewed** the Lengthsman Services Report – comparison of budget vs actual costs and **noted** that spending in all sections is within budget.
- l. The Council **resolved** to approve payment of £228.90 per month to the clerk for salary for May and June 2019 and of £64.13 for expenses for April to June 2019.
- m. The Council **noted** that there were no other financial issues reported.

3.10 Correspondence

The Council had not **received** items of correspondence.

3.11 Items of information

- a. The Council had **received** notification that NYCC are seeking written feedback about the renewal of subsidised local bus services, notably bus service 581 between Settle and Ingleton and notices have been published on the notice boards and in the village shop. The Council **agreed** that Cllr Wiltshire should canvass parishioners' responses and provide a draft response to NYCC to inform them of this crucial facility for the community.
- b. The Council **noted** the YLCA White Rose Newsletter for May, June and July 2019.
- c. The Council **noted** the YLCA Annual Review 2018-2019.
- d. The Council **noted** the Settle Area Swimming Pool Newsletter for May and AGM in July.

3.12 Date and time of the next meeting

The Council **confirmed** the date of the next Parish Council meeting as Monday 2nd September 2019 at 7.30 pm at Austwick Parish Hall.

Marijke Hill
Clerk to the Council