

Austwick Parish Council

Minutes of business conducted by Austwick Parish Council under authority delegated to the Parish Clerk/Responsible Financial Officer, in consultation with the Chairman, Cllr Goold, noted as approved by Parish Councillors by 14th July 2020

Period 3: 19th May to 13th July 2020

3.1 Cancellation of meeting and delegated powers

- a. The Council noted that the Parish Council meeting, scheduled for 13th July 2020, has been cancelled under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.
- b. The Council reviewed the decision recorded as item 2.2 in the minutes of business conducted and approved for the period ended 18th May 2020, enabling the continuing conduct of The Council's business by delegated powers and by using email for consultation. Following recently received NALC and SLCC advice to not hold a physical public meeting until a risk assessment has been conducted to determine if such a meeting is feasible and safe, The Council agreed to continue to work on the basis of delegated powers until this risk assessment is carried out, and any identified actions to reduce risk to attendees are implemented before any face to face meetings resume.

3.2 To confirm the Minutes of Period 2 of conducted business to 18th May 2020

3.3 To note monthly North Yorkshire Police incidents reports

The Council has received the incidents report from NYP and between 3rd to 31st May 8 incidents have been reported, four admin and general info calls; one report of Covid-19 travel; one report of theft of planters on Main Street; one road related offence; and one report of ASB regarding vehicles. No further incidents were reported between 1st June and 11th July.

3.4 Planning

a. To note planning applications received and actions taken

1. C/04/84C householder planning permission for porch extension, replacement and alterations to the window and door openings, conversion of garage to provide additional living accommodation, re-roofing and insertion of four velux rooflights, Victoria Lodge, Townhead Lane, Austwick.

The YDNPA has been **notified** that The Council has no comments to make.

2. C/04/698 full planning permission for siting of five shepherds huts for holiday let accommodation; creation of limestone hardcore track and parking bays, and installation of package treatment plant, Crummack Farm, Austwick.

The Council **noted** that the deadline to provide comments is on or before 24th July 2020.

b. To note planning decisions

1. C/04/609B full planning permission for the proposed continuation of the winning and working of mineral until 31 December 2034, with a lateral and deepening extension of the extraction area down to 127 metres above Ordnance Datum within the existing site and revised restoration proposals to be completed by 31 December 2035, Dry Rigg Quarry, Helwith Bridge, Horton-in-Ribblesdale.. **Not yet decided.**
2. C/04/78D full planning permission for conversion of barn to form local occupancy dwelling or holiday let and installation of package treatment plant at Sandford Barn, Wharfe, Austwick. **Not yet decided.**
3. C/04/148M amended plans to full planning permission for erection of 8 dwellings and creation of new vehicular access to site at Land off Pant Lane, Austwick. **Not yet decided.**
To **note** that The Council had written to the Planning Authority on 21st May with its concerns regarding the amended plans including the absence of any affordable housing in the scheme, no proposals for renewable energy provision, and a request for conditions in the planning

consent for preservation of all dry-stone walls, building work procedures, and future fuel storage tank location.

The Council **noted** the Planning Officer's report to YDNPA Committee. Councillors **agreed** to not submit a written statement for the planning committee meeting, virtually held on 9th June 2020.

- c. To note additional and other planning matters
No additional or other planning matters were received.

3.5 To note reports and updates on parish matters other than maintenance

- a. Community First Responder kits
The Council **noted** that the two sets of Community First Responder training equipment sets have been delivered.
- b. Covid-19 Road signs for visitors to the parish
The Council **reviewed** its previously held position regarding the erected Covid-19 road signs for visitors, erected on the 30 limit posts and Councillors **agreed** by emails exchanged on 15th June that these signs should now be taken down and stored for the time being.

3.6 To note actions regarding parish maintenance matters:

- a. dust pollution at Dry Rigg Quarry
No reports received or actions taken.
- b. other issues relating to NYCC Highways
No other issues have been reported.
- c. outstanding YDNPA maintenance issues
The Council had **received** a reply from the YDNPA Area Ranger regarding the outstanding maintenance issues, minuted in 2.7d. The effect that the Covid-19 pandemic is having on the resources of the YDNPA available for funding and carrying out work on the PROWs in the period ahead as well as the difficult and constrained circumstances in which the Ranger Teams are having to work at present mean they can undertake work on the PROW network for emergency / urgent repairs only.
The Council **agreed** to monitor the situation on each of the outstanding maintenance issues and correspond on these individually once the future situation becomes clearer.
- c. Graystonber Lane and Clapham Road conservation verges
No reports received or actions taken.
- d. lengthsman duties or parish maintenance matters
No reports received or actions taken.

3.7 Finance

- a. Councillors **noted** the total balance of the HSBC current account bank on 30th June 2020 as £15,878.56 comprising £14,278.41 parish council monies and £1,600.15 AED funds.
- b. Councillors **noted** the submission of the VAT reclaim of £992.70 to HMRC for the Finance Year 2019-2020 as well as the receipt of this sum from HMRC.
- c. Councillors **noted** the Annual Internal Audit Report for the Finance Year 2019-2020. The Council **approved** payment of £100 to J. Bownass Accountancy Services for carrying out the Council's internal audit for the year ended 31st March 2020.
- d. The Council **noted** the notification of Exempt Status by the External Auditor for the finance year 2019-2020.
- e. Councillors **resolved** that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, it has published the following documents on a public website:
- Certificate of Exemption,
- Annual Internal Audit Report 2019/2020,

- Section 1 – Annual Governance Statement 2019/2020,
 - Section 2 – Accounting Statements 2019/2020,
 - Analysis of variances,
 - Bank Reconciliation to 31 March 2020,
 - Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
- f. The Council **approved** payment of £40.00 to Charlotte Wilkinson for 8 weeks of bus shelter cleaning.
 - g. The Council **approved** payment to Craven Garden Care of £180.00 for grass cutting on village greens; £292.50 for grass cutting on village verges; and £49.50 for maintenance on outlying areas, for May.
 - h. The Council **approved** payment to Craven Garden Care of £288.00 for grass cutting on village greens; £378.00 for grass cutting on village verges; and £49.50 for maintenance on outlying areas, for June 2020.
 - i. The Council **noted** the Lengthsman Services Report – comparison of budget versus actual costs to 30 June 2020.
 - j. The Council **approved** payment of £838.56 to Yorkshire Ambulance Service NHS Trust for the purchase of two sets of Community First Responder training equipment sets.
 - k. The Council **approved** payment of £233.40 to the clerk for salary for June and £46.25 for expenses for April to June 2020.
 - l. The Council has **received** correspondence from HSBC regarding setting up Internet Banking that the bank is unfortunately unable to process the application.

3.8 To note correspondence received

a. provision of allotments

The Council had **received** correspondence from two parishioners enquiring if the Council would consider the provision of allotments. Councillors **agreed** to reply that at the present time and for the foreseeable future, the Parish Council does not have, or expect to have any land that would be suitable for allotments nor the resources to manage allotments.

3.9 To note items of information received

- a. YLCA: NALC Guidance - Compliance with The Public Sector Bodies (websites and mobile applications) (no. 2) Accessibility Regulations 2018 by 23 September 2020.
The Council **noted** that the NALC has launched a new publication on website accessibility requirements, which provides practical steps that local councils can follow to understand the new regulations, put in place an accessibility statement, and start plans to improve the accessibility of their website. Councillors **agreed** that the Chairman, Cllr Goold, and the clerk will work together on this project and will share suggestions about what actions the Council needs to take and when with Councillors for discussion and decisions in due course.
- b. YLCA: new draft member model code of conduct consultation
- c. PFCC: AJ1 Project Road Safety Fund. The deadline to make an application to this fund is 31 August 2020
- d. Settle Swimming Pool June 2020 Newsletter
- e. YLCA: White Rose Update 29 May, 5, 19 June, 3 July 2020;
- f. NYCC: Buy Local poster
- g. CDC: Covid 19 Community Mutual Aid Groups & CSOs Craven, 19 June

Marijke Hill
Clerk to the Council