

**Austwick Parish Council
Meeting 6 2017-2018 - Monday 27th November 2017
Minutes**

Present: Cllrs Peter Goold (Chairman), Kate Smith, David Dewhirst, Ian Smith and Barbara Tibbatts.
In attendance: CD Cllr Lis, PCSO Grace, 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 issue was raised.

6.1 Apologies for absence: none received.

6.2 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 dispensations in connection with items on this Agenda.

6.3 Police, District and County Councillors' Reports:

PCSO Grace had sent a written police report for November and reported two incidents. One report of an unknown vehicle parked in the village which was checked and found in order. One RTC on the A65 near the Orcaber Lane junction whereby one vehicle was involved resulting in two fatalities. The Chairman asked PCSO Grace if the Council could have the missing NYP report from October, when two walls had been knocked down on the A65: one at the Clapham Road junction and one near the Cross Streets. The Council would like to maintain a complete record of any RTCs on the A65 between the junction for Feizor and Clapham as it has great concerns for the safety on the A65. In relation to reporting any RTCs to NYCC Highways, PCSO Grace informed the Council that it should report speeding and driving concerns to NYCC at northyorks.gov.uk/roadsafety and/or report to the '95 Alive' partnership Speed Management Protocol and send the filled in form to North Yorkshire Police Traffic Bureau, PO Box 809, York or telephone 101, choose option 2 and ask for the traffic bureau or email to: speedconcerns@northyorkshire.pnn.police.uk.

Cllr Lis asked to speak as Chairman of the YDNPA and reported on the Annual Forum Meeting, held on 23rd November. The current YDNP Management Plan expires in 2018, and is under review by the National Park Management Steering Group. The Annual Forum was set up to give parish councils and other smaller organisations the opportunity to discuss any issues relating to the future of the area. The Chairman added that the discussions had been very useful.

The Council **agreed** that the heading of this item on the agenda would include reports from YDNPA.

6.4 Minutes of the Parish Council Meeting 5 2017-2018 (16th October 2017)

The Council **resolved** that the minutes of the Austwick Parish Council Meeting held on 16th October 2017 should be confirmed and signed by the Chairman, Cllr Peter Goold, as a true and accurate record.

6.5 Matters from previous meetings not otherwise included on the Agenda

- a. NYCC street lighting improvement programme
The Council had **received** information from NYCC Highways that, as a result of large increases in energy costs and EU legislation, NYCC has commenced a programme to replace all its standard street lighting with LED technology by 31st March 2020. The affected lights in the parish are situated at Hall Close.
- b. Notification of external auditor appointments for the 2017-18 financial year
The Council was **informed** that there are various changes to the legislation regarding external auditing taking effect from 2017-2018, most notably the potential for authorities where the higher of income or expenditure for the year was £25,000 or less, to declare themselves as 'exempt' from a limited assurance review by an external auditor if they meet certain qualifying

criteria. However, all authorities, even if they declare themselves 'exempt', will still need to fully complete and publish an annual return in accordance with the Transparency Code and must still have a named appointed external auditor to deal with questions or objections from local electors about the accounts.

- c. Cllr Kate Smith **reported** that the Austwick Litter Group has received the 8 sets of litter picking kits, purchased through a CDC Cllr Ireton Ward Member Grant of £400. The monitoring form with a statement of how this grant has been spent and how it has benefited the local community will be completed within 12 months of this grant being awarded.
- d. In relation to the bus shelter railings, Cllr David Dewhirst **reported** that D & R Clements, blacksmiths of Settle, will provide two quotations: one for the repair of the existing railings and one for the complete replacement of the railings.

6.6 Village matters other than maintenance

- a. possible donation for new bench for the village
Cllr Dewhirst **reported** that the order for a new bench has been placed with Timberworks and that the inscription has been agreed with Mrs Margaret Tuckwell, who would like to see this bench placed facing the village green at 'Chapel on the Green'. The Council **agreed** that it would discuss a new location for the existing bench at the next meeting.
- b. Listed Building Status awarded to K6 telephone kiosk on The Green
The Council was **informed** that the review submission to the Department of Culture, and the Department's instruction to Historic England that the refusal decision should be reconsidered due to the new evidence (that Ivy Cottage was Austwick Post Office until 1983) has resulted in the outcome that the K6 telephone kiosk on The Green has been awarded Listed Building Status. The Chairman further **informed** the Council that a specialist team from BT will repaint the kiosk in due course. Further maintenance to the kiosk is not scheduled at this time.
- c. Bob Evans' service as bus shelter cleaner discontinued
The Council had **received** notice that Bob Evans is unable to continue his service as bus shelter cleaner, due to other commitments. Councillors **expressed** their thanks to Bob for all the work he has done over the years. The Council **agreed** it should advertise the vacancy on its notice boards in Austwick and Feizor and also at the primary school. It also **agreed** that the remuneration for this work should rise to £5.00 per half hour.

6.7 Parish maintenance matters

- a. Sycamore sapling on road near Wharfe
The Council has **received** a response from NYCC in relation to the sycamore saplings on the road bridge near Wharfe. The saplings were placed on the annual order for clearance of saplings from highways verges, but unfortunately, these saplings were missed from this order. NYCC Highways will raise an order for the removal of these saplings within three months. The Council **agreed** to monitor the situation until the spring of 2018.
- b. improvements to Graystonber Lane lay-by
There was no further report on this matter.
- c. drainage and flood problem at Wharfe Road
The Council was brought up to date with the situation regarding the drainage and flood problem at Wharfe Road. NYCC Highways had deduced that the problem lays with a culvert and open ditch which ultimately discharges into Austwick Beck. However, Highways had disputed maintenance responsibility as the culvert under the highway is the only element of this drainage arrangement and the ditch adjacent to the Playing Fields Sports ground needs clearing of silt and vegetation.
On behalf of the Playing Fields Association, Mr Edward Hird has had a site meeting with Mr Atkinson of NYCC Highways and the ditch has been cleaned. It seems likely that this has not resolved the problem, in which case Mr Hird will arrange another site meeting with Mr Atkinson in order to get a drain camera through the large drain pipe from the culvert on the road.

The Council **agreed** that it would await further reports from Messrs Hird and Atkinson and monitor the situation.

- d. damaged section of Wharfe Road
The Council was **informed** by NYCC Highways that, although there is a deterioration of the highway at this location, at present there is no defect that would require any immediate action. This area will be monitored and may be considered for inclusion on Highways' Patching Repair Programme in the future. It was also informed by NYCC Highways that, as regards the reinstatement of the B4RN trenches, Highways' Streetworks Officer is content with the standard of reinstatement. The Council **agreed** that it will monitor the situation.
- e. potholes on the Helwith Bridge Road
The Council was **informed** that NYCC Highways will survey this road and repair any potholes which are at an intervention level. The Council **agreed** that it will await the assessment undertaken by Highways and report further at the next meeting.
- f. other issues relating to NYCC Highways
 - Cllr Dewhirst **informed** the Council in relation to the parked cars blocking access to High Street that a site meeting with Mr David Cairns of NYCC Highways has taken place. The Council **agreed** that a 'keep clear' notice, painted on the road, as proposed by Mr Cairns, would be the best option. This work will be carried out in the spring of 2018.
 - In relation to the unsafe junction of Townhead Lane and Wharfe Road, a concern raised by Mrs Addy of 'Hobarn House', the Council was **informed** by Mr David Cairns of NYCC Highways that, if vehicles are obstructing the visibility out of the junction, then the only appropriate markings would be double yellow lines. However, this location would be a relatively low priority at the moment as inconsiderate parking seems to be infrequent and NYCC Highways are constrained by financial and staff resources.
The Council was further **informed** that PCSO Grace is collaborating with the primary school by taking steps with regards to parked cars near the school and, in view of this current action by the school, it **agreed** to monitor the situation.
- g. Wash Dub wall damage
The Chairman **reported** that the dry stone boundary wall at the Wash Dub has collapsed. The Council is **concerned** that a further section may fall, and also that the present state is hazardous to those crossing the clapper bridge. The Chairman had contacted YDNPA Ranger Rob Ashford and he has agreed that the Southern Area volunteer walling team will carry out the repairs in due course. Councillors **expressed** their gratitude for the assistance offered by The Ranger Service.
- h. Graystonber Lane conservation verge
Mr Graham Cleverly **informed** the Council that YDNPA has agreed to provide a grant to the Council of £180 for further wild flower seeds and that these have been purchased and planted along the bank on Graystonber Lane and that a good flower show is expected in the spring and summer.
- i. issues relating to YDNPA
There were no further issues relating to YDNPA to report.
- j. other lengthsman duties or parish maintenance matters
The Chairman **informed** the Council that the householder at the corner of Townhead Lane and Wharfe Road has acknowledged the maintenance responsibility for the overhanging vegetation and will cut back the foliage in due course. The Council **agreed** to monitor the situation.

6.8 Finance

- a. The total balance of the HSBC current account on 31st October 2017 as £11,062.58 comprising £9,392.58 parish council monies and £1,670.00 AED funds was **noted**.

- b. Receipt of £400.00 as grant from CDC Cllr Ireton for purchase of litter picking kits was **noted**.
- c. Receipt of £400.00 as grant from YDNPA for maintenance on Graystonber Lane verges was **noted**.
- d. The Council **resolved** to approve payment of £24.00 to Bob Evans for 6 weeks of bus shelter cleaning.
- e. The Council **resolved** to approve payment of £497.84 to Seton for 8 sets of litter picking kits.
- f. The Council **resolved** to approve payment of £74.99 to CDC for 3 boxes of dog waste bags.
- g. The Council **resolved** to approve payment to Craven Garden Care of £135.00 for verges grass cutting and strimming; of £153.00 for Greens grass cutting; and of £165.95 for miscellaneous duties, all for October 2017 and of £198.36 for conservation verges.
- h. The Council **reviewed** expenditure for grass cutting and lengthsman duties and **noted** that most of the 'autumn clear-up' work has been carried out by the lengthsman. The Council had overspent the budget by £72.20. The Council **agreed** that it would consider maintenance matters in a wider area within the parish but that this would increase the budget. The budget for lengthsman duties was further discussed under item 6.8.i.
- i. The Council **resolved** to approve payment of £30 to Austwick Parish Hall for hall hire on 4th September and 16th October.
- j. The Council **resolved** to approve payment of £215.70 to Cumbria Wildflowers for plug plants on Graystonber Lane verge.
- k. The Council **resolved** to approve payment of £201.98 per month to the clerk for salary for October and November 2017.
- l. The Council considered the draft budget and **agreed** that, in order to enable the Council to have the ability to respond to maintenance issues in other areas in the parish and to respond to unexpected requests for maintenance and repair work as these arose, it would need to raise the precept. The Council **decided** that it should hold further discussions with the lengthsman and determine the precept for the Finance Year 2018-2019 at the next Parish Council meeting.
- m. To consider other financial issues
 - The summarised cash book was **noted**.
 - The Council **resolved** to approve payment of £1,788.00 to YDNPA for the Washdub interpretation panel as soon as it has noted receipt of £1,490.00 as grant from YDMT.
 - The Council **resolved** to approve payment to Craven Garden Care of £90.00 for verges grass cutting and of £40.35 for miscellaneous duties, both for November 2017.

6.9 To consider and approve Parish Council meeting dates for 2018

The Council had **received** clarification on the dates between which the Annual Meeting of the Parish Council and the Annual Parish Meeting must be held in an election year and it **resolved** to approve the following dates.

January 15th

February 19th

April 9th

May 21st

Parish Council Meeting and Annual Meeting of the Parish Council

July 2nd

Parish Council Meeting and Annual Parish Meeting

September 3rd

October 15th

December 3rd

The clerk was asked to inform the Parish Hall Council of these dates.

6.10 Planning

a. Applications

The Council had not received any planning applications.

b. Decisions

The Council **noted** that the following applications have **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.
2. NYCC: Commons Act 2006 - Application to correct the Register (CA10); application reference number: CA 10 006, Oxenber, Austwick (CL84).
 - c. Additional planning matters
 1. NYCC: Common Land Register update under the Commons Act 2006 CL 84 and CL 291
The Council **noted** the information provided by NYCC regarding a copy of the records and the register map for CL 84 (Oxenber otherwise Austwick Wood) and CL 291 (Oxenber Wood (sometimes known as Austwick Wood) and **decided** that no further action is required.

6.11 Correspondence:

- a. NYCC Highways: parish portal registration confirmation
The clerk **reported** that NYCC Highways had confirmed the parish portal registration.

6.12 Items of information

- a. YLCA Membership Subscription Fees 2018/2019
The Council had **received** information that the YLCA membership fee for the Finance Year 2018-2019 will be £172.00.
- b. Settle Area Freight Quality Partnership Driver, including Quarry Action Line
The Council **noted** the information on the poster from Settle Area Freight Quality Partnership to help reduce the impact of HGVs on the local community and to record the quarry action telephone line to enable members of the public to report any instances of dangerous or irresponsible driving. The Council **agreed** to put this poster up its notice boards in Austwick and Feizor.
- c. YDNPA Management Plan: Annual Forum meeting on 23rd November
The Chairman **reiterated** the successful Annual Forum Meeting where key facts and figures, relevant national and local policies; and some of the key issues that the new Management Plan may need to tackle, were discussed.
- d. Settle and District Aid in Sickness Fund meeting on 22nd November
The Chairman **reported** on the most recent meeting of the Settle and District Aid in Sickness Fund where the annual review of income and outgoings had been discussed.
- e. NALC Chief Executive Bulletins 39 and 40 and L08-17 and L09-17 all relating to GDPR
The Council **noted** receipt of information relating to the General Data Protection Regulations and the impact of GDPR on parishes. Legal Briefing L08-17 explains GDPR's requirements concerning privacy notices and the criteria to make the processing of personal data lawful. Legal Briefing L09-17 covers a person's right to access and modify information.
- f. Community care services for people living in Craven (including the future of Castleberg Hospital)
The Council **agreed** to have further discussions at the next Parish Council meeting regarding the two service options for the future of community care services for people living in Craven (including the future of Castleberg Hospital) and it **noted** the three-month consultation period until 27th February 2018.
- g. The Battle's over – a Nation's Tribute 11th November 2018
The Council **noted** receipt of further information regarding the beacon lighting to commemorate the 100th Anniversary of the end of World War I. The clerk was asked to contact the Church Wardens to inform them of proposals for Church bell-ringing as part of this event.

6.13 Date and time of the next meeting

RESOLVED: the date of the next Parish Council meeting was **confirmed** as Monday 15th January 2018, 8pm at Austwick Parish Hall.

Marijke Hill
Clerk to the Council