

**Austwick Parish Council**  
**Meeting 7 2017-2018 - Monday 15<sup>th</sup> January 2018**  
**Minutes**

**Present:** Cllrs Peter Gould (Chairman), Kate Smith, David Dewhirst, Ian Smith and Barbara Tibbatts.  
**In attendance:** 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:** Ms Sarah Wiltshire enquired if the issues that were raised regarding the Oxenber and Wharfe Woods site meeting on 16<sup>th</sup> September could be discussed. The Chairman confirmed the Council's decision to discuss this item at its meeting on 19<sup>th</sup> February.

**7.1 Apologies for absence:** District Cllr Lis

**7.2 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.

**7.3 Police, District and County Councillors' and YDNPA Reports:**

PCSO Preston had sent a written police report for December 2017 and January 2018 and reported two incidents. One Animal Incident of a sheep stuck on a ledge and the Cave Rescue was called; and one Road Traffic Disruption when a vehicle was parked on the A65 in a dangerous position.

There was no report from District and County Councillors or the YDNPA.

**7.4 Minutes of the Parish Council Meeting 6 2017-2018 (27<sup>th</sup> November 2017)**

The Council **resolved** that the minutes of the Austwick Parish Council Meeting held on 27<sup>th</sup> November 2017 should be confirmed and signed by the Chairman, Cllr Peter Gould, as a true and accurate record.

**7.5 Matters from previous meetings not otherwise included on the Agenda**

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

**7.6 Village matters other than maintenance**

- a. new donated bench for the village  
Cllr Dewhirst **reported** that Timberworks has commenced the making of the bench. Two possible new locations for the existing bench at 'Chapel on the Green' were suggested, one on Graystonber Lane and one at the Wash Dubs. The Council **agreed** that a decision will be taken at a future meeting.
- b. community care services for people living in Craven (including the future of Castleberg Hospital)  
The Council **noted** the two alternative proposals considered by the CCG and it **agreed** that option1 (continue to provide in-patient care in the community and repair or restore Castleberg Hospital) is the strongly preferred outcome from the consultation. The Council decided it should write a letter to Care in Craven Consultation, and send a copy to MP Julian Smith as well as County Cllr Ireton and District Cllr Lis, explaining its strongly held views that it is essential that Castleberg Hospital is reopened to provide in-patient care to those recovering from illness as well as to those requiring 'end of life' and palliative care in our rural community. The Council will also explain in its letter that in case the decision is made to close Castleberg Hospital the Council feels strongly that both the real and the intrinsic values should be ring-fenced effectively to support the provision of care at home in this area.

- c. appointment of Charlotte Wilkinson as new bus shelter cleaner  
The Chairman **informed** the Council that Charlotte Wilkinson has been appointed the new bus shelter cleaner and that her remuneration has been confirmed at £5 per week of cleaning.
- d. Austwick PC Litter Picking Group  
Cllr Kate Smith **informed** the Council that all equipment is in place and a basic risk assessment-informed set of guidelines has been drawn up to be used at each event for the volunteers to carry out litter picking, using the Council's equipment. The Council **agreed** that the Litter Picking Group is a Parish Council sponsored activity and as such, the volunteers are covered automatically under the Employers' and Public Liability Insurance section of the Council's insurance policy.

## 7.7 Parish maintenance matters

- a. improvements to Graystonber Lane lay-by  
The Council was **informed** that Mr and Mrs Cleverly of Beck House have purchased the Graystonber lay-by from NYCC and that the terms of the purchase include a restrictive covenant limiting its future use to that of a private garden. Mr and Mrs Cleverly would wish to fully compensate the Council for the costs incurred in the autumn of 2016 in clearing, tidying and securing the land. These costs amounted to £382.00 and Councillors thanked Mr Cleverly for this generous offer. Mr Cleverly suggested that a suitable way for this compensation to be made would be to donate towards the costs of a future landscape improvement project in the parish. Councillors **accepted** this proposal and it was **agreed** that the matter would be discussed further with Mr Cleverly at the appropriate time in due course.
- b. potholes on the Helwith Bridge Road  
The Council has **not received** information that NYCC Highways had surveyed this road and the clerk was asked to contact Mr Atkinson again to enquire if this assessment has taken place.
- c. other issues relating to NYCC Highways  
Cllr Tibbatts **reported** that most of the drains between Helwith Bridge and the entrance to Dry Rig Quarry are blocked with dust turned mud after recent rain. Silt and other material is collected in the drains and this slurry is deposited onto the road, creating a hazardous, slippery situation. The clerk was asked to contact Mr Atkinson at NYCC Highways to request clearing out these drains as soon as possible.
- d. issues relating to YDNPA  
Cllr Ian Smith **enquired** if the dry stone boundary wall at the Wash Dub has been repaired. The Council **agreed** it should put this item on the agenda at the meeting on 9<sup>th</sup> April.
- e. other lengthsman duties or parish maintenance matters  
Cllr Dewhirst **reported** that the litter bin near the Chapel on the Green had been missing. It appeared from Mr Neil Meakins, Clean Neighbourhood Officer at CDC that the bin had been picked up from the road after it had come disconnected and he will reposition it soon. Cllr Dewhirst suggested to reposition it a little further away from the bench and to fix it onto a paving slab.

## 7.8 Finance

- a. The total balance of the HSBC current account on 31<sup>st</sup> December 2017 as £ 11,505.73 comprising £ 9,835.73 parish council monies and £1,670.00 AED funds was **noted**.
- b. The bank reconciliation for the third quarter of Finance Year 2017-2018 was **verified** by Cllr Dewhirst and no issues were found. The summarised cash book was **noted**.
- c. The Council **resolved** to approve payment of £280.00 to Came and Company for the annual renewal of the parish insurance.
- d. Receipt of £180.00 as grant from YDNPA for the purchase of plug plants for the Graystonber Lane conservation verge was **noted**.
- e. The Council **resolved** to approve payment of £30.00 to Charlotte Wilkinson for 6 weeks of

- bus shelter cleaning.
- f. Receipt of £1,490.00 as grant from YDMT for Wash Dub interpretation panel was **noted** and payment to YDNPA of £1,788.00 was **confirmed**. The difference is VAT and this will be reclaimed in due course.
  - g. Receipt of £2.30 as wayleave from Electricity North West was **noted**.
  - h. The Council **resolved** to approve payment of £201.98 to the clerk for salary for December and of £74.57 for expenses for the third quarter of Finance Year 2017-2018.
  - i. The Council **resolved** to approve payment of £15.00 to Austwick Parish Hall for hire of Hall on 27<sup>th</sup> November 2017.
  - j. Cllrs Goold and Dewhirst have had further discussions with the lengthsman with a view to extending his workload to carry out maintenance issues in outlying areas in the parish, mainly those which were previously maintained by NYCC and Mr Shanks has responded positively. The Council **agreed** to raise the budget for lengthsman duties to a total of £6,000. The Council further **agreed** that the budget for expenditure for 2018-2019 be set at £12,486. The Council **resolved** to precept its Billing Authority for £12,500.
  - k. To consider other financial issues
    - The Council **noted** receipt of HMRC correspondence regarding the updating of some of HMRC's older IT systems which will affect the VAT claims using form 126. The Council will be issued with a new reference number.
    - The Council **resolved** to approve payment of £169.18 to Craven Garden Care for miscellaneous work for December 2017 and the review of expenditure for grass cutting and lengthsman's duties was **noted**. Cllr Dewhirst **informed** the Council that, in order to contain lengthsman costs, Mr Shanks will trial a system of not collecting grass cuttings in the upcoming season.

## 7.9 Planning

### a. Applications

1. C/04/664C: full planning permission for erection of garden store lean-to, in position of former lean-to, Townhead Barn, Austwick.  
The Council **agreed** that the clerk should inform YDNPA that it had **no comments** to make.

### 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.

### c. Additional planning matters

No additional planning matters were received.

## 7.10 Correspondence:

No items of correspondence were received.

## 7.11 Items of information

- a. letter from CDC and NALC Legal Briefing L10-17 regarding GDPR  
The Council had **received** correspondence from CDC in relation to 'the applied GDPR' which requires all public authorities that handle personal data, irrespective of size, to appoint a Data Protection Officer (DPO), whose role is to carry out a number of specific tasks in order to ensure compliance with the legislation. CDC is offering to provide the Parish Council with the services of its DPO as described in Article 39 of the Data Protection Bill. The Council **resolved** that it should accept CDC's offer to appoint a DPO to act on its behalf for an annual fee, payable to CDC.  
The council **noted** NALC's position in its Legal Briefing L10-17 that clerks and responsible financial officers of local councils cannot be designated as the DPO of the council for whom they work.

- b. YLCA: White Rose Update Newsletter December Issue  
The Council **noted** the information on page 3 of the YLCA White Rose Update Newsletter December Issue regarding the GDPR, also received separately.
- c. YLCA: Raising awareness of the potential for bird flu  
The Council **noted** the information from YLCA for the potential for bird flu and the posters were put up on the notice boards in Austwick and Feizor.

**7.12 Date and time of the next meeting**

The Council **confirmed** the date of the next Parish Council meeting as Monday 19<sup>th</sup> February 2018, 8pm at Austwick Parish Hall.

Marijke Hill  
Clerk to the Council