

NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

MINUTES OF A PARISH COUNCIL MEETING

DATE: Tuesday 26th November 2013
TIME: 19.30 hrs
LOCATION: North Stainley Village Hall
PRESENT: Councillors Glenys Bailey (Chair), Margaret Goddard (Vice-Chair), David Bryant, James Stuart-Mills and Stephen Taylor.
IN ATTENDANCE: Iona Taylor (Clerk)
Peter Staincliffe and Robert Staveley

1. DECLARATIONS OF INTEREST

Councillor Bailey declared a personal interest in agenda item 13 as she is a member of North Stainley Sport & Recreation Trust.

2. CO-OPTION OF STEPHEN TAYLOR AND SIGNING OF HIS DECLARATION OF ACCEPTANCE OF OFFICE AND AGREEMENT TO ABIDE BY THE MODEL CODE OF CONDUCT

It was resolved that Stephen Taylor be co-opted on to the Parish Council and his completed Declaration of Acceptance of Office was duly received.

3. NEIGHBOURHOOD PLANNING

It was noted that Councillors, together with James and Robert Staveley, had met with Gill Ritchie who is one of Harrogate Borough Council's Principal Planners to discuss whether a Neighbourhood Plan would be suitable for North Stainley.

It had become apparent that because a Neighbourhood Plan is required to be in general conformity with the Local Planning Authority's Development Plan, it is highly unlikely to be a suitable vehicle for delivering a scheme such as the one recently proposed by North Stainley Estate.

Ms Ritchie has agreed to investigate whether Community Right to Build Orders or Neighbourhood Development Orders may be more suitable tools.

It was noted that Harrogate Borough Council are starting a process to review their Core Strategy. This is the central document of their Local Development Plan and contains the restrictive policies which mean that there is currently little scope for housing and other development in North Stainley. A consultation about the Core Strategy is being carried out with Parish Councils who must respond by 10th January 2014. The consultation documents have been circulated to Councillors who agreed to submit their comments, if any, to the Clerk as soon as possible. The review process is likely to take several years.

It was agreed that, in the meantime, a draft document should be drawn up with a view to carrying out a preliminary consultation with local residents. This will help to determine whether further development and provision of additional community facilities is desired by the residents of the parish, thereby giving the Parish Council a mandate to follow.

4. PLANNING AND DEVELOPMENT

4.1 Consultations on applications.

Reference	Proposal	Comments Agreed
6.12.22.Q.FUL 13/04283/FUL	Installation of a 240kw solar PV system in 10x ground mounted arrays at Ure Valley Aggregate, Potgate Quarry.	No objections.
6.12.80.BB.FUL 13/04317/FUL	Installation of solar PV system in 15 ground mounted arrays at Lightwater Valley.	No objections subject to conditions requiring completion of screening bunds to shield view of panels from nearby Public Right of Way.

NORTH STAINLEY WITH SLENGFORD PARISH COUNCIL

MINUTES OF A PARISH COUNCIL MEETING

6.12.62.G.LB 13/03859/LB	Listed building application to allow installation of fire detection system including smoke detectors at every entrance and heat detectors in kitchen at Middle Parks Farm, Park Lane, North Stainley.	No objections.
6.12.181.TPO 13/04229/TPO	Lateral reducing of 1 yew tree, tree T1 of TPO 15/2010 at The Old Vicarage, North Stainley.	Objections due to insufficient evidence for Parish Council to arrive at informed decision on proposals.

4.2 Decisions and updates on applications, appeals and enforcement investigations.

It was noted that the Parish Council has been notified of a planning enforcement investigation in to the alleged construction of an outdoor riding school with lights, conversion of out buildings to stables and use as livery yard at Lightwater Farm, North Stainley.

5. **APOLOGIES**

Apologies were received and accepted from Councillors Alston and Tordoff as they were on holiday and from District and County Councillor Margaret Atkinson.

6. **MINUTES FROM THE LAST MEETING**

The minutes of the last meeting held on 17th September 2013 were approved and signed.

7. **ITEMS CARRIED FORWARD FROM THE LAST MEETING**

7.1 Winter weather toolkit.

It was agreed that information about Rural Action Yorkshire's winter weather toolkit should be passed to Frank Bailey who maintains the North Stainley Emergency Plan.

It was also agreed that a reminder about looking after vulnerable neighbours should be included in the Parish Council's next newsletter.

7.2 Man in lay-by near The Walled Garden.

P.C. Gareth Jones has advised that North Yorkshire Police are aware of the man who sometimes sleeps in his car in the lay-by near The Walled Garden but do not intend to take any action in this matter.

8. **MAINTENANCE**

8.1 Control of invasive weeds in Watermill ponds.

James Staveley advised that the recent application of UV dye did not work. It is planned to remove the majority of the weed using a boat and then re-apply the dye. The ponds may need to be temporarily damned to control water levels during treatment. It is proposed that both ponds will be tackled again in 2014.

It was noted that control of the crassula helmsii remains the responsibility of North Stainley Estate until such time as the Environment Agency confirms in writing that it has been eradicated.

8.2 Report from site meeting with Farm & Land Services Ltd.

The following points were noted / agreed:

Grasscutting

- It was agreed that the same specification of 16 cuts (cut and drop) per year be used again in 2014. The Clerk stressed that this will *not* achieve a lawn type finish and that Councillors must be reasonable in their expectations of this service.
- It was agreed that a letter should be sent appointing Farm & Land Services Ltd as the Council's grasscutting contractor for 2014. The letter will highlight the Council's recent concerns and request a further site meeting early in the 2014 cutting season.

NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

MINUTES OF A PARISH COUNCIL MEETING

Ponds

- Councillors agreed that they are generally satisfied with the current appearance of the ponds and grassed areas around them.
- It was therefore agreed that it is not necessary to increase the caretaker's hours in 2014/15 as the previously agreed maintenance specification will be continued.
- The caretaker has now carried out the autumn maintenance on the island and it was agreed that a satisfactory job has been carried out. This took 14 hours.
- The outflow from the larger Watermill pond has been cleared.
- Continuing intervention by neighbouring residents was noted and it was agreed that this should stop, to prevent a two tier approach to the maintenance and prevent further spread of the invasive weeds in the ponds. James Staveley will be asked to address this issue when he meets residents to discuss the UV dye application.

8.3 Inspection of Council's trees.

It was agreed that Farm & Land Services Ltd are competent to carry out the inspection of all the Council's trees in the communal areas of North Stainley, but that the Council does not require the trees tagging and mapping.

8.4 Annual play area inspection report.

The findings of the annual inspection, carried out by Wicksteed Leisure Ltd, were noted. A number of maintenance type tasks have been included on the caretaker's task list. It was noted that after further damage which compromised its structural integrity the spinner has now been removed from the playground. It was agreed not to replace the spinner at this time but to restore the area to grass. The Clerk may look in to obtaining grant funding to replace it with a more dynamic item.

8.5 Tasks for inclusion on caretaker's task list.

There were no new issues raised.

9. **TOUR DE FRANCE**

Councillor Bailey reported on the endeavours of the Steering Group who are preparing for the Tour de France coming through North Stainley on 5th July 2014.

The Parish Council agreed that it should help to prepare for an influx of visitors and so the following actions were agreed:

- Front Field will be booked for use as a car park. It was noted that a maximum of 10 Euros can be charged for car parking which will help to compensate the Parish Council for other expenses (see below).
- Three skips will be booked. These will be placed at strategic locations along the main road through the village and will be available for use as litterbins. A first quotation has indicated that this will be £95 + VAT per skip.
- The Parish Caretaker will be booked to carry out a complete litter pick of the village on 7th July.

10. **FINANCIALS**

10.1 Report on current financials.

It was resolved that the following report be approved and recorded:

<i>Bank Balances as at 21/11/13:</i>	
Santander Business Current a/c - ****7955 (Day to Day Banking)	£10,416.12
Santander Business Reserve a/c - ****8255	£50.00
HSBC Current a/c - ****9511	£100.00
HSBC Savings a/c - ****2358	£250.28
TOTAL	£10,816.40

NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

MINUTES OF A PARISH COUNCIL MEETING

<i>Payments to be approved and recorded:</i>		
<i>Payee</i>	<i>Details</i>	
PKF Littlejohn LLP	External Auditor	£36.00
Farm & Land Services Ltd	August Caretaker, Invoice 3956	£144.00
Farm & Land Services Ltd	Cradle Swings Parts, Invoice 3957	£173.35
Farm & Land Services Ltd	Grasscutting, Invoice 3955	£406.80
Farm & Land Services Ltd	Grasscutting, Invoice 3989	£135.60
Farm & Land Services Ltd	October Caretaker, Invoice 3990	£265.50
Farm & Land Services Ltd	September Caretaker, Invoice 3965	£153.00
Core Accountancy Ltd	Payroll Services 2012/13	£108.00
Iona Taylor	Clerk, September 2013	£134.23
Iona Taylor	Clerk, October 2013	£152.63
TOTAL		£1,420.48
<i>Receipts to be recorded:</i>		
<i>Received From</i>	<i>Details</i>	
Harrogate Borough Council	Precept 2nd Part	£4,475.00
North Yorkshire County Council	Grasscutting Contribution	£237.04
HMRC	VAT reclaim (Sept & Oct) applied for.	£651.92
TOTAL		£5,363.96

10.2 Donation to Ripon CAB.

It was agreed that a donation of £110 be made.

10.3 Mid-year balance analysis and monitoring against budget reports.

The mid-year balance analysis report showed the Parish Council currently has unallocated reserves of £4130.94. These are slightly on the low side as best practice suggests that, based on the 2013/14 budget, the Parish Council should be holding £5291.37. The Clerk noted that this figure was arrived at using a budget which included increased expenditure on grasscutting.

The monitoring against budget report showed that half-way through the financial year the Parish Council was approximately £466.61 under budget. It was noted that this figure will change before 31st March 2014.

It was noted that the Parish Council is in a generally healthy financial position.

10.4 2014/15 budget.

The previously circulated draft budget was considered.

It was agreed that £250 be included for expenditure on costs incurred as a result of the Tour de France coming through the village in 2014 (see item 9).

10.5 2014/15 precept.

It was resolved that a precept of £9200 be requested. This is an increase of £250 on 2013/14.

11. **HIGHWAYS**

11.1 Vehicle Activated Sign (VAS).

It was noted that, further to the Parish Council's invitation to take part in the trial scheme, a single VAS sign has now been installed in the village. This sign will be in situ until 8th January 2014.

NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

MINUTES OF A PARISH COUNCIL MEETING

As agreed during a site visit with North Yorkshire County Council engineers, three sockets have been installed along the A6108 main road through the village. The sign will be located in each of the remaining sites during its next visits scheduled for 3rd April 2014 – 14th May 2014 and 4th August 2014 – 15th September 2014.

The cost of participating in the scheme will be met by the funds previously accrued by the Parish Council through the Rural Safety Scheme (held by North Yorkshire County Council). There is, as yet, no guarantee that the scheme will continue beyond this first trial year.

11.2 Parish Consultation Meeting with Harrogate Borough Council.

It was noted that Councillor Bailey had represented this Parish Council at the meeting held on 11th November 2013.

It was reported that a number of local issues, particularly concerning wheelie bins and collections from litterbins, were discussed. The minutes of the meetings have been circulated to Councillors.

12. **REPORT FROM CLERK'S APPRAISAL**

It was noted that this had taken place on 10th October 2013 and had been conducted by Councillors Bailey and Stuart-Mills.

The appraisal form is currently being finalised. It is not known where the completed form from 2012 is.

13. **NORTH STAINLEY SPORT & RECREATION TRUST**

13.1 Update on work of the Trust.

Councillor Bailey reported that three new Trustees have recently been appointed and a fourth is expected to join in the New Year.

Councillor Alston is now Chair of the Trust.

13.2 Provision of community shop in Village Hall.

North Stainley Sport and Recreation Trust has advised that it does not consider the provision of a shop in the hall to be a viable proposition.

14. **DOG FOULING IN NORTH STAINLEY**

Recent correspondence with local resident Barry Lumley about his concerns regarding dog fouling in the village was noted. Mr Lumley has been advised to contact Harrogate Borough Council's Dog Warden Service, however it was agreed that a reminder article should also be included in the Parish Council's next newsletter.

15. **EMERGENCY CONTACT FOR POST OFFICE VAN**

It was noted that the landlord at The Staveley Arms has agreed to display a notice at the shop site if and when the post office van is unable to attend. It was agreed that he should be thanked for doing this.

16. **CORRESPONDENCE**

The Clerk reported on items received, including:

16.1 Household Waste Recycling Centres (HWRC's).

A consultation on proposals to charge for accepting soil and rubble waste at HWRCs was noted. It was agreed that this Parish Council should object to the proposals on the basis that they are likely to cause an increase in fly-tipping.

NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

MINUTES OF A PARISH COUNCIL MEETING

16.2 Harrogate District Local Plan - Consultation on Community Infrastructure Levy (CIL) charging schedule and Revised Statement of Community Involvement.

This consultation was noted. It was agreed that the Parish Council should respond by stating its belief that any funds secured through CIL should be ring-fenced for use in the parish from which they are generated.

16.3 Settlement survey.

This annual survey of facilities and services in North Stainley, carried out by Harrogate Borough Council, was completed.

16.4 Harrogate Borough Council's District Panel.

Harrogate Borough Council is setting up a District Panel of local residents, over the age of 18. All members have to do is agree to be consulted on a number of issues.

This consultation usually takes the form of an online survey but members may also be invited to attend focus groups or become a mystery shopper. Out of pocket expenses would be covered.

Members of the district panel will be asked for their opinions about the services provided by Harrogate Borough Council and how they can be improved. This may include such things as waste collection, leisure activities and community safety and the council's budget.

More information is available at <http://www.harrogate.gov.uk/pages/Join-our-District-Panel.aspx>

17 NEXT MEETINGS

The next meetings were confirmed as being on 17th December 2013 (planning) and 21st January 2014 (ordinary).

18 2014 SCHEDULE OF MEETINGS

The proposed schedule was considered and approved.

19 ITEMS TO BE CONSIDERED AT THE NEXT MEETING – none.

20 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC – none.

Meeting closed at 21.59 hrs.

These minutes were recorded and prepared by Iona Taylor, Clerk to the Parish Council.

SIGNED:(Chairman)

DATE: