

NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

MINUTES OF A PARISH COUNCIL MEETING

DATE: Tuesday 29th September 2015
TIME: 19.30 hrs
LOCATION: North Stainley Village Hall
PRESENT: Councillors Glenys Bailey (Chair), Margaret Goddard (Vice-Chair), Ian Alston and Dawn Levine.
IN ATTENDANCE: Iona Taylor (Clerk)

1. DECLARATIONS OF INTEREST

- Councillor Levine declared an interest in item 11.3 as she is a Watermill Lane resident who would have been affected by the proposed Tree Preservation Order.
- Councillors Alston and Bailey declared interests in items 5.1 and 13 as he they are Trustees on North Stainley Sport and Recreation Trust.

2. APOLOGIES

Apologies were received and accepted from Councillors Bryant and Tordoff as they were on holiday and from Councillor Taylor due to work commitments.

3. REQUESTS FOR DISPENSATIONS – none.

4. MINUTES FROM THE LAST MEETINGS

It was resolved that the minutes of the last meetings held on 21st July and 18th August 2015 be approved and signed by the Chairman.

5. LOCAL PLAN & DEVELOPMENT IN NORTH STAINLEY

5.1 Applications for Local Green Space.

A communication with James Staveley of North Stainley Estate was reported by the Clerk.

Mr Staveley has asked that the Parish Council considers withdrawing the application submitted to have Cockpit Green and Lavender Lane designated as Local Green Spaces. Although Mr Staveley supports the principle of having these areas designated, the boundaries as recorded by Harrogate Borough Council may interfere with the extent of the proposed new development in North Stainley.

After consideration Councillors agreed that the application should remain lodged with Harrogate Borough Council. Although Cockpit Green and Lavender Lane were proposed by members of the public, the Parish Council does not expect the application to have these areas designated to be successful and as such it was felt appropriate to allow them to run their course.

5.2 Future development proposals of North Stainley.

There was no new information to be reported.

6. HARROGATE BOROUGH COUNCIL

6.1 Elections to the Borough Council.

Proposals to hold elections for all the Borough Council seats every four years were noted. This would replace a system of electing Councillors by thirds. It was agreed that the Parish Council has no objections to this proposal, but considers it would have been more appropriate for Harrogate Borough Council to consult prior to voting on the matter.

6.2 Local Government Boundary Commission review of electoral arrangements and warding patterns.

It was noted that the Boundary Commission will be carrying out a review of Harrogate Borough Council ward boundaries. This will not affect this parish's boundaries.

6.3 Annual consultation meeting.

It was noted that the 2015 meeting will be held on 16th November at 6pm in Ripon Town Hall. There were no questions proposed for consideration at the meeting.

NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

MINUTES OF A PARISH COUNCIL MEETING

7. HIGHWAYS

Highways North Yorkshire has distributed information about their proposed capital programme of works scheduled for the 2016/17 financial year.

There are two planned schemes of carriageway surface treatment works in this parish; one on Musterfield Lane and the other between Chariswood Farm and Lightwater Farm on the A6108.

8. MAINTENANCE

8.1 Tasks to be undertaken by parish caretaker.

- Fallen tree obstructing path on Lavender Lane.
- Overhanging branches obstructing path near Lavender Lane / The Staveley Arms.
- Cutting back hedge near speed limit sign at Lightwater House.

Councillors were reminded that they can monitor the work being carried out by the caretaker via the latest task list which is always displayed on the Council's website, or on the completed sheets returned by DTMS Ltd with each invoice.

8.2 Annual playground inspections.

It was resolved that Wicksteed Leisure Ltd be appointed to carry out the annual playground inspection at a cost of £60 + VAT.

8.3 Safety surfacing around aerial runway.

Issues with the edging and depth of safety surfacing under the aerial runway were noted.

It was agreed that the Council should obtain quotes for replacing the wooden edging and replenishing the bark chippings in this area. The chippings will be sourced and purchased by the Parish Council.

8.4 Grasscutting.

The Council agreed that it is very pleased with the standard of grasscutting that has been carried out by MHS Countryside Management Ltd throughout this year. Positive feedback has been received from numerous residents. It was agreed that the Clerk should discuss the possibility of a three year grasscutting contract with MHS Countryside Management Ltd. This would run from 2016 to 2019, would reduce administration costs and provide continuity of service.

The implications and outcome of this will be considered at the Council's November meeting when the 2016/17 budget will be set.

9. CLERK'S APPRAISAL

Councillor Bailey reported on the appraisal undertaken by herself and Councillor Taylor in June 2015.

A number of issues and subjects had been covered, including a letter from the Pensions Regulator containing the following information:

"The law on workplace pensions has changed. Every employer with at least one member of staff must automatically enrol those who are eligible into a workplace pension scheme and contribute towards it...

We are contacting all employers to notify them of their duties and their staging date, which is the date when the law comes into effect for you...

The staging date for North Stainley with Sleningford Parish Council is 1st July 2017."

It is likely that the Clerk (the Council's only current employee) will be given the right to join a pension scheme provided by the Parish Council, although the Council will not be required to make contributions to it. The Clerk advised that it is not currently her intention to request that a pension scheme be provided by this Council.

At this stage the Parish Council is only required to nominate a contact to receive all future correspondence from the Pensions Regulator. The Clerk had advised Councillors Bailey and Taylor that she had registered her details in this respect.

The Council agreed that it would begin to pay the Clerk a homeworking allowance of £4 per week in line with guidance from HM Revenue & Customs.

NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

MINUTES OF A PARISH COUNCIL MEETING

10. CORRESPONDENCE

The Clerk reported on items received, including:

10.1 Good neighbours scheme.

Rural Action Yorkshire has written to inform Councils about 'Good Neighbours' schemes which offer practical support to people living in rural areas. The schemes are volunteer led by local residents.

It was agreed that this information should be forwarded to North Stainley's 50 Club who may be interested in starting such an initiative in this parish.

10.2 Yorkshire Local Councils Associations – training programme.

It was noted that the autumn / winter training programme had been forwarded to Councillors and that the Council usually covers the cost of members attending any sessions.

10.3 Garage.

An enquiry from a North Stainley resident seeking a garage to store a car in over winter was noted. This has been publicised online in recent days.

10.4 Fire services review.

It was agreed that a representative of the Fire Brigades Union should be invited to address the Council on the current proposals for changes to service provision from Ripon Fire Station.

11. PLANNING AND DEVELOPMENT

11.1 Consultations on applications.

It was resolved that the Parish Council has no objections to the following application:

- 15/04018/FUL | Erection of first floor extension. | Danlea North Stainley Ripon North Yorkshire HG4 3HT

11.2 Updates and decisions on applications, appeals and enforcement investigations.

<i>Reference</i>	<i>Proposal</i>	<i>Update / Decision</i>
15/03448/FUL	Erection of an agricultural building at Olivers Stray, Sutton Grange.	Passed
Enforcement investigation: 15/00376/BRPC	Addition of lights to an existing sign in breach of 07/03320/ADV at The Old Coach House, North Stainley.	Site was visited by HBC on 20/7/15. Due to holidays correct person couldn't be contacted. PC will be advised of outcome in due course.

11.3 Tree Preservation Order 22/2015.

It was noted that this order, affecting a number of properties on Watermill Lane and Watermill Close had not been confirmed by Harrogate Borough Council.

12. FINANCIALS

12.1 Financial report.

The following report was approved and recorded:

<i>Bank Balances as at 3/9/15:</i>	
Santander Business Current a/c - ****7955 (Day to Day Banking)	£294.47
Santander Business Reserve a/c - ****8255	£10,318.31
HSBC Current a/c - ****9511	£100.00
HSBC Savings a/c - ****2358	£250.56
TOTAL	£10,963.34

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>	
MHS Countryside Management Ltd	Grasscutting, Invoice 1014844	£907.20
MHS Countryside Management Ltd	Grasscutting, Invoice 1014988	£592.80
Iona Taylor	Clerk's Wages, July 2015	£184.28
Iona Taylor	Clerk's Wages, August 2015	£10.84
Iona Taylor	Clerk's Expenses, July 2015	£27.25
Iona Taylor	Clerk's Expenses, August 2015	£9.32
DTMS Ltd	Caretaker, Invoice 7081	£153.00
DTMS Ltd	Caretaker, Invoice 7147	£324.00
DTMS Ltd	Caretaker, Invoice 7197	£333.00
TOTAL		£1,634.49
<i>Receipts to be recorded:</i>		
<i>Received From</i>	<i>Details</i>	
North Stainley Sport & Recreation Trust	March Newsletter Contribution	£28.96
Santander	Account adjustment in respect of bounced cheque.	£75.00
North Yorkshire County Council	Grasscutting Reimbursement	£710.46
Harrogate Borough Council	Precept, 2nd Part	£4,369.00
Harrogate Borough Council	Council Tax Support Grant, 2nd Part	£106.00
TOTAL		£5,289.42

12.2 Electronic payments.

Councillors considered a proposal for the Clerk to be paid electronically. It was noted that, subject to the restrictions and protocols adopted in the Council's financial regulations being adhered to, this is an appropriate course of action and is recognised as being so by the Yorkshire Local Councils Associations.

It was therefore resolved that the following, regular, payments be made by direct bank transfer, subject to the protocols in the Council's financial regulations being adhered to:

- Iona Taylor
- HM Revenue & Customs
- MHS Countryside Management Ltd

12.3 2014/15 accounts.

The External Auditor has reported that:

"On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

There were no other matters to draw to the attention of the Council. The fully completed annual return is now displayed on the Parish Council's website, and relevant sections are currently on display on the noticeboards in the parish. It was agreed that the invoice of £120 from PKF Littlejohn LLP be paid.

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

Councillor Alston, Chairman of the Trust, reported on the following points:

- The Trust's AGM will be held on 22nd October 2010 at 7.30pm in North Stainley Village Hall.
- A working party will be held in the community garden on 24th October 2015 from 10am. Volunteers are invited to bring any useful tools such as gloves, wheel barrows, loppers etc.

14. **NEXT MEETINGS**

The next meetings were confirmed as being on 20th October 2015 (planning) and 17th November 2015 (ordinary meeting). Meetings start at 7.30pm and are held in North Stainley Village Hall's side meeting room.

NORTH STAINLEY WITH SLENGFORD PARISH COUNCIL

MINUTES OF A PARISH COUNCIL MEETING

15. ITEMS TO BE CONSIDERED AT THE NEXT MEETING

- Playground ownership.
- Trees on Watermill Lane.

16. PUBLIC QUESTIONS OR COMMENTS – none.

Meeting closed at 20.50 hrs.

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

SIGNED: (Chairman)

DATE: