

# NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

## MINUTES OF A PARISH COUNCIL MEETING

**DATE:** Tuesday 19<sup>th</sup> January 2016  
**TIME:** 19.30 hrs  
**LOCATION:** North Stainley Village Hall  
**PRESENT:** Councillors Glenys Bailey (Chair), Margaret Goddard (Vice-Chair), David Bryant, Dawn Levine, Steve Tordoff and Steve Taylor.  
**IN ATTENDANCE:** Iona Taylor (Clerk)

1-16	<p><b>Disclosures of an interest in relation to any matter under consideration at this meeting (financial or otherwise) &amp; requests for dispensations.</b></p> <p>a) Councillor Bailey declared a non-pecuniary interest in item 17-16 as she is Trustee of North Stainley Sport and Recreation Trust.</p> <p>b) Councillor Bryant declared a pecuniary interest in items 4-16, 11-16 and 14-16 as the landowner of sites identified for possible future development and on which permissive paths are sited.</p> <p>c) Councillor Goddard declared a pecuniary interest in item 22-16 as she owns a property located adjacent to the pond in North Stainley.</p>
2-16	<p><b>Representations from members of the public (for information only).</b></p> <p>There were no members of the public present.</p>
3-16	<p><b>To receive apologies and approve reasons for absence.</b></p> <p>Apologies were received and accepted from Councillor Alston due to another commitment.</p>
4-16	<p><b>Minutes from the last meeting held on 15<sup>th</sup> December 2015.</b></p> <p>The minutes of the last meeting held on 15<sup>th</sup> December 2015 will be approved at the next meeting in view of two necessary amendments being identified.</p>
5-16	<p><b>2016 Elections</b></p> <p>a) <b>Date of elections - 5th May 2016.</b></p> <p>b) <b>Nomination packs.</b></p> <p>Nomination papers were made available to Councillors wishing to stand for re-election.</p>
6-16	<p><b>Dog fouling in North Stainley.</b></p> <p>The ongoing issue of dog fouling in North Stainley was considered.</p> <p>It was noted that the village has benefitted from significant attention from Harrogate Borough Council's dog wardens. Members of the public will be encouraged to report incidents of dog fouling to them.</p> <p>It was agreed that a reminder should be included in the Council's next newsletter and that dog poo bags should be given sent out at the same time.</p>
7-16	<p><b>Tree Maintenance and inspection.</b></p> <p>After considering the quotations received it was resolved that BHA Trees Ltd be appointed to inspect all the Council's trees located on and near Watermill Lane. This will be at a cost of £380+VAT which includes provision for tagging all trees and plotting their locations on a map.</p>
8-16	<p><b>Parish caretaker.</b></p> <p>It was noted that the caretaker will be asked to carry out routine maintenance works in the playground.</p> <p>They have also been asked to review a gate installed on the public right of way behind Quarry House, West Tanfield.</p>

# NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

## MINUTES OF A PARISH COUNCIL MEETING

9-16	<p><b>Changes to the External Audit Regime.</b></p> <p>Changes to the audit arrangements were brought into force by the Local Audit and Accountability Act in 2014 (the Act). The Act is relevant to 'smaller authorities' and for the purpose of the requirements the definition of this is a council or parish meeting that has income or expenditure less than £6.5 million per annum.</p> <p>The Audit Commission ceased to exist on the 1 April 2015 and a new company called Smaller Authorities' Audit Appointments Ltd, has been created very recently to take over the appointment of external auditors and to deal with the setting of audit fees for smaller authorities from 2017. The board of the new company has had its first meeting and agreed that for authorities requiring an audit, i.e. those with an annual turnover over £25,000, the intention is that fees will not exceed those charged for external audit in the 2014/15 financial year. The board has not yet made a decision of fees for councils with a turnover of less the £25,000.</p> <p>Every council and parish meeting now needs to make a decision on whether it will remain automatically opted in or out of the new Sector Led Body (SLB) audit regime.</p> <p>After considering advisory information, it was resolved that this Council will not opt out of the new arrangements.</p>
10-16	<p><b>Playground</b></p> <p><b>a) Annual inspection report.</b></p> <p>The report, prepared by Wicksteed Leisure Ltd, was considered. It was noted that there are no major items of concern.</p> <p>The caretaker will be asked to carry out general maintenance works such as soiling and seeding areas of wear around equipment.</p> <p><b>b) Works to aerial runway.</b></p> <p>It was noted that the works to the aerial runway are imminent. The chippings have been ordered and a local farmer has kindly agreed to move them from their delivery location to the playground.</p>
11-16	<p><b>Permissive path around Dunkirk's Field.</b></p> <p>A discussion was held in response to reports that a section of fence, near to the River Ure, has recently fallen down.</p> <p>It was noted that members of the public use the path at their own risk and should take appropriate safety precautions when walking near to the river.</p> <p>The Clerk also commented that the permissive agreement for this, and other nearby paths, is coming to an end.</p>
12-16	<p><b>Vehicle Activated Signs.</b></p> <p>It was noted that the signs were affected by inclement weather during their recent rotation in North Stainley, however these issues had been resolved promptly and efficiently by North Yorkshire County Council.</p>
13-16	<p><b>Allotments.</b></p> <p>It was noted that the first Working Group meeting will be held on 16<sup>th</sup> February 2016 at 6.30pm in North Stainley Village Hall.</p> <p>It was resolved that the Parish Council should cover the cost of the Working Group's first year of meetings being held in the Village Hall. It is expected that this will be no more than 12, 1 hour meetings.</p>
14-16	<p><b>Development in North Stainley.</b></p> <p>It was noted that Harrogate Borough Council has published information about locations submitted in response to their 'call for sites' in 2015. Harrogate Borough Council has advised that it important to note the following:</p> <ul style="list-style-type: none"><li>• Inclusion of a site in the list should not be taken as an indication of whether the council would consider the site suitable for development or nor suitable for development.</li></ul>

# NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

## MINUTES OF A PARISH COUNCIL MEETING

	<ul style="list-style-type: none"><li>• Inclusion of a site in the list does not mean that a site will be allocated for development in the new Local Plan. Further detailed site assessment work will be undertaken and sites allocated in accordance with the Local Plan's growth strategy and site selection methodology.</li><li>• Inclusion of a site in the list should not be taken to imply that planning permission would be granted.</li></ul> <p>The initial list of sites, relevant to North Stainley, has been displayed on the Parish Council's website.</p> <p>The Clerk reported that the planning agent acting for North Stainley Estate has asked to meet with the Parish Council to discuss the development proposals and arrangements for consultation with North Stainley village. It was noted that this has been arranged for the Council's next meeting in February 2016.</p>
15-16	<p><b>Consultations on planning applications.</b></p> <p>a) <b>15/04893/FUL   Erection of training support building and green latrine, formation of access road and parking, relocation of fencing and installation of concrete wall and cattle grid.   OS Field 429571 475393 North Stainley North Yorkshire HG4 3HR</b></p> <p>It was resolved that the Parish Council should submit the following response to the consultation on this application:</p> <p>"The Parish Council has found it difficult to assess this proposal due to the quality of the plans submitted with the application.</p> <p>The location plan is unclear due to the large expanses of blue which seem to show flood locations in places which have never flooded.</p> <p>The application title refers to a concrete wall, but Councillors were unable to determine the location or extent of this wall."</p>
16-16	<p><b>Updates and decisions on applications, appeals and enforcement investigations received from planning authorities since the last meeting (for information only).</b></p> <p>a) <b>15/03644/FUL   Retention of decking in replacement of parking space to extend garden.   Parricus Cottage North Stainley Ripon North Yorkshire HG4 3HT</b></p> <p>Application refused.</p> <p>b) <b>15/04530/FUL   Installation of solar PV panels and associated infrastructure.   Potgate Farm Water Lane North Stainley Ripon North Yorkshire HG4 3JN.</b></p> <p>Application permitted.</p> <p>c) <b>15/04968/FUL   Retention of porch.   Old Mill Court 6 Watermill Lane North Stainley North Yorkshire HG4 3BF</b></p> <p>Unconditional permission to retain porch granted. No further action in respect of enforcement investigation due to regularisation through planning permission.</p>
17-16	<p><b>North Stainley Sport &amp; Recreation Trust.</b></p> <p>Councillor Bailey reported that the Village Hall is very busy. The main hall has now been painted.</p>
18-16	<p><b>Correspondence.</b></p> <p>The Clerk reported on items received, including:</p> <p>a) <b>Changes to 159 bus service from April 2016.</b></p> <p>North Yorkshire County Council has written to advise that changes will be made to the 159 bus service's timetable, with effect from 1<sup>st</sup> February 2016.</p> <p>The Clerk reported on correspondence with a parishioner concerned at the proposed changes.</p> <p>b) <b>2016/17 Yorkshire Local Councils Associations (YLCA) subscriptions.</b></p> <p>It was noted that there will be a 4.9% increase to the cost of subscribing to the Associations in 2016/17. The Clerk recommended that the Council continues its membership despite the increase in cost.</p>

# NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

## MINUTES OF A PARISH COUNCIL MEETING

	<p><b>c) Citizens Advice Bureau (CAB) - Craven and Harrogate Districts.</b>                  A copy of the Bureau's 2015/16 annual report has been received.                  A letter from the CEO has been received advising that:</p> <ul style="list-style-type: none"> <li>• This year the CAB has helped over 1200 people across the area with problems ranging from simple requests for information to complex debt, benefits, housing and employment issues.</li> <li>• Notification has been received of a reduction in the CAB's grant from Harrogate Borough Council. This presents a major challenge to their service across the district.</li> <li>• The Ripon office will be moving out of Sharow View, Allhallowgate in the next few months.</li> </ul> <p><b>d) Neighbourhood Water</b>                  A copy of the 'Look Out' newsletter has been displayed on the Council's website.</p>																																																																					
<b>19-16</b>	<p><b>Financial report.</b>                  It was resolved that the following report be approved and recorded:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr style="background-color: #e0e0e0;"> <th colspan="3" style="text-align: left; padding: 2px;"><i>Bank Balances as at 4/1/16:</i></th> </tr> <tr> <td style="width: 70%; padding: 2px;">Santander Business Current a/c - ****7955 (Day to Day Banking)</td> <td style="width: 20%;"></td> <td style="width: 10%; text-align: right; padding: 2px;">£652.80</td> </tr> <tr> <td style="padding: 2px;">Santander Business Reserve a/c - ****8255</td> <td></td> <td style="text-align: right; padding: 2px;">£11,489.01</td> </tr> <tr> <td style="padding: 2px;">HSBC Current a/c - ****9511</td> <td></td> <td style="text-align: right; padding: 2px;">£0.00</td> </tr> <tr> <td style="padding: 2px;">HSBC Savings a/c - ****2358</td> <td></td> <td style="text-align: right; padding: 2px;">£250.64</td> </tr> <tr style="background-color: #e0e0e0;"> <td style="padding: 2px;"><b>TOTAL</b></td> <td></td> <td style="text-align: right; padding: 2px;"><b>£12,392.45</b></td> </tr> <tr style="background-color: #e0e0e0;"> <th colspan="3" style="text-align: left; padding: 2px;"><i>Payments to be approved and recorded:</i></th> </tr> <tr> <td style="width: 40%;"><i>Payee</i></td> <td style="width: 30%;"><i>Details</i></td> <td></td> </tr> <tr> <td style="padding: 2px;">Wicksteed Leisure Ltd</td> <td style="padding: 2px;">Playground Inspection</td> <td style="text-align: right; padding: 2px;">£72.00</td> </tr> <tr> <td style="padding: 2px;">MHS Countryside Management</td> <td style="padding: 2px;">Grasscutting, Invoice 1015283</td> <td style="text-align: right; padding: 2px;">£592.80</td> </tr> <tr> <td style="padding: 2px;">Iona Taylor</td> <td style="padding: 2px;">Clerk's Wages - November 2015</td> <td style="text-align: right; padding: 2px;">£181.60</td> </tr> <tr> <td style="padding: 2px;">Iona Taylor</td> <td style="padding: 2px;">Clerk's Expenses - November 2015</td> <td style="text-align: right; padding: 2px;">£112.62</td> </tr> <tr> <td style="padding: 2px;">Iona Taylor</td> <td style="padding: 2px;">Clerk's Wages - December 2015</td> <td style="text-align: right; padding: 2px;">£201.19</td> </tr> <tr> <td style="padding: 2px;">Iona Taylor</td> <td style="padding: 2px;">Clerk's Expenses - December 2015</td> <td style="text-align: right; padding: 2px;">£38.96</td> </tr> <tr> <td style="padding: 2px;">HMRC</td> <td style="padding: 2px;">PAYE, November 2015</td> <td style="text-align: right; padding: 2px;">£35.20</td> </tr> <tr> <td style="padding: 2px;">HMRC</td> <td style="padding: 2px;">PAYE, December 2015</td> <td style="text-align: right; padding: 2px;">£40.00</td> </tr> <tr> <td style="padding: 2px;">DTMS Ltd</td> <td style="padding: 2px;">Caretaker (November 2015), Invoice 6981</td> <td style="text-align: right; padding: 2px;">£250.80</td> </tr> <tr> <td style="padding: 2px;">DTMS Ltd</td> <td style="padding: 2px;">Caretaker (December 2015), Invoice 7341</td> <td style="text-align: right; padding: 2px;">£148.50</td> </tr> <tr style="background-color: #e0e0e0;"> <td style="padding: 2px;"><b>TOTAL</b></td> <td></td> <td style="text-align: right; padding: 2px;"><b>£1,422.87</b></td> </tr> <tr style="background-color: #e0e0e0;"> <th colspan="3" style="text-align: left; padding: 2px;"><i>Receipts to be recorded:</i></th> </tr> <tr> <td style="width: 40%;"><i>Received From</i></td> <td style="width: 30%;"><i>Details</i></td> <td></td> </tr> <tr> <td style="padding: 2px;">HMRC</td> <td style="padding: 2px;">VAT 1/10/15 - 31/10/15</td> <td style="text-align: right; padding: 2px;">£152.80</td> </tr> <tr style="background-color: #e0e0e0;"> <td style="padding: 2px;"><b>TOTAL</b></td> <td></td> <td style="text-align: right; padding: 2px;"><b>£152.80</b></td> </tr> </table>	<i>Bank Balances as at 4/1/16:</i>			Santander Business Current a/c - ****7955 (Day to Day Banking)		£652.80	Santander Business Reserve a/c - ****8255		£11,489.01	HSBC Current a/c - ****9511		£0.00	HSBC Savings a/c - ****2358		£250.64	<b>TOTAL</b>		<b>£12,392.45</b>	<i>Payments to be approved and recorded:</i>			<i>Payee</i>	<i>Details</i>		Wicksteed Leisure Ltd	Playground Inspection	£72.00	MHS Countryside Management	Grasscutting, Invoice 1015283	£592.80	Iona Taylor	Clerk's Wages - November 2015	£181.60	Iona Taylor	Clerk's Expenses - November 2015	£112.62	Iona Taylor	Clerk's Wages - December 2015	£201.19	Iona Taylor	Clerk's Expenses - December 2015	£38.96	HMRC	PAYE, November 2015	£35.20	HMRC	PAYE, December 2015	£40.00	DTMS Ltd	Caretaker (November 2015), Invoice 6981	£250.80	DTMS Ltd	Caretaker (December 2015), Invoice 7341	£148.50	<b>TOTAL</b>		<b>£1,422.87</b>	<i>Receipts to be recorded:</i>			<i>Received From</i>	<i>Details</i>		HMRC	VAT 1/10/15 - 31/10/15	£152.80	<b>TOTAL</b>		<b>£152.80</b>
<i>Bank Balances as at 4/1/16:</i>																																																																						
Santander Business Current a/c - ****7955 (Day to Day Banking)		£652.80																																																																				
Santander Business Reserve a/c - ****8255		£11,489.01																																																																				
HSBC Current a/c - ****9511		£0.00																																																																				
HSBC Savings a/c - ****2358		£250.64																																																																				
<b>TOTAL</b>		<b>£12,392.45</b>																																																																				
<i>Payments to be approved and recorded:</i>																																																																						
<i>Payee</i>	<i>Details</i>																																																																					
Wicksteed Leisure Ltd	Playground Inspection	£72.00																																																																				
MHS Countryside Management	Grasscutting, Invoice 1015283	£592.80																																																																				
Iona Taylor	Clerk's Wages - November 2015	£181.60																																																																				
Iona Taylor	Clerk's Expenses - November 2015	£112.62																																																																				
Iona Taylor	Clerk's Wages - December 2015	£201.19																																																																				
Iona Taylor	Clerk's Expenses - December 2015	£38.96																																																																				
HMRC	PAYE, November 2015	£35.20																																																																				
HMRC	PAYE, December 2015	£40.00																																																																				
DTMS Ltd	Caretaker (November 2015), Invoice 6981	£250.80																																																																				
DTMS Ltd	Caretaker (December 2015), Invoice 7341	£148.50																																																																				
<b>TOTAL</b>		<b>£1,422.87</b>																																																																				
<i>Receipts to be recorded:</i>																																																																						
<i>Received From</i>	<i>Details</i>																																																																					
HMRC	VAT 1/10/15 - 31/10/15	£152.80																																																																				
<b>TOTAL</b>		<b>£152.80</b>																																																																				
<b>20-16</b>	<p><b>Dates of the Council's next meetings.</b></p> <p>a) 16<sup>th</sup> February 2016 (planning).</p> <p>b) 15<sup>th</sup> March 2016 (Full Council).</p>																																																																					
<b>21-16</b>	<p><b>Items to be considered at the next meeting (for information only).</b></p> <ul style="list-style-type: none"> <li>• Updated Code of Conduct.</li> </ul>																																																																					

# NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

## MINUTES OF A PARISH COUNCIL MEETING

22-16	<p><b>Pond &amp; Watercourse Maintenance.</b></p> <p><b>a) Blocked stream beyond Barton Way.</b> It was noted that the reports that this watercourse is blocked have been forwarded to the landowner.</p> <p><b>b) Correspondence about commissioning of maintenance works.</b> The Clerk reported that DTMS have been instructed to carry out maintenance works, as agreed in the recent site visit, to the pond and outflow stream as confirmation has been received from the Environment Agency and North Yorkshire County Council that land drainage consent is not required. The works are expected to be carried out as soon as possible.</p> <p><b>c) Exclusion of the press and public for consideration of agenda item 22-16d.</b> It was resolved that the press and public be excluded for consideration of item 22-16d.</p> <p><b><i>PARISH COUNCIL IN PRIVATE SESSION:</i></b></p> <p><b>d) To consider correspondence in respect of complaint about pond maintenance.</b> Correspondence between the Parish Council and its insurance company was noted.</p>
-------	--

Meeting closed at 21.20 hrs.

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

**SIGNED:** ..... (Chairman)

**DATE:** .....