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**GRANTLEY, SAWLEY, SKELDING AND EAVESTONE PARISH COUNCIL**  
**MINUTES OF A PARISH COUNCIL MEETING**

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DATE: Thursday 17<sup>th</sup> January 2013  
TIME: 19.30 hrs  
LOCATION: Sawley Village Hall  
PRESENT: Councillors John Scannell (Chairman), Martin Kirbitson (Vice-Chairman), June Learoyd, Mike Lumb and Martin Soley.  
IN ATTENDANCE: Iona Taylor (Clerk)  
District Councillor Margaret Atkinson  
Ted Flexman  
Peter Hull (Tanfield Parish Council)

**1. WELCOME**

Councillor Scannell welcomed all those present to the meeting.

**2. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – none.**

**3. PUBLIC QUESTIONS OR STATEMENTS – none.**

**4. APOLOGIES**

It was resolved that Councillor Kitchen's apologies (due to work commitments) be accepted.

**5. MINUTES OF THE LAST MEETING**

It was resolved that the minutes of the last meeting held on 27<sup>th</sup> November 2012 be confirmed as a true record. They were signed on behalf of the Council by Councillor Scannell.

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

**6.1 Feedback on website.**

Councillors praised the Clerk for her work on the Council's new website ([www.gssepc.btck.co.uk](http://www.gssepc.btck.co.uk)). Suggestions were made for ways to improve the 'About the Parish' page.

**6.2 Consultation meeting with Harrogate Borough Council.**

The Council received the notes of this meeting held on 3<sup>rd</sup> December 2012, at which it had been represented by Councillor Learoyd.

Councillor Learoyd commented on the issues raised by other Councils. The responses to this Council's questions about highways issues are included in item 11 below.

**6.3 Grantley & Sawley Oil Club**

The Clerk reported that the Club now has six members and that the first order will be placed on 11<sup>th</sup> February 2013. The Club will be re-advertised in the Parish Council's next newsletter.

**6.4 Provision of a noticeboard in Grantley.**

Councillor Lumb reported that the noticeboard is being manufactured and should be completed within the next three weeks.

**7. VACANCY ON PARISH COUNCIL**

The Clerk reported that Harrogate Borough Council has advised that the Parish Council is free to co-opt a new member.

It was resolved that the vacancy be advertised in the Parish Council's next newsletter, on the parish noticeboards and by word of mouth.

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**8. RECREATION**

**8.1 Playground annual inspection reports.**

The Council received the annual inspection reports prepared by Digley Associates Ltd. The reports' contents and a summary prepared by the Clerk were noted.

It was resolved that the following actions be undertaken:

- The caretaker will be asked to undertake the maintenance type jobs identified in the reports.
- Playscheme will be asked to rectify the issues with the new equipment at Grantley.
- The Clerk will investigate options for the replacement of the swings in Grantley, although it was noted that this is not an urgent item.
- Councillors Scannell and Kirbitson will undertake weekly inspections of the sites in their respective villages.

**8.2 Sawley trail schemes.**

Proposals and quotations from four playground supply companies were noted.

It was resolved that these should form the basis of further public consultation, to be organised by the Clerk and Ted Flexman in conjunction with Councillor Kirbitson.

**9. MAINTENANCE**

**9.1 Trees on Sawley Village Green.**

It was resolved that Blakey Tree Surgery be commissioned to carry out a tree survey of the trees on Sawley Village Green and draw up a schedule of works at a cost of £75.

The Clerk was asked to investigate whether this also needs to be undertaken at Grantley Playing Field.

**9.2 Tasks to be undertaken by the Parish Caretaker.**

There were no tasks to be added at the time of this meeting.

Councillors were asked to notify the Clerk of any tasks that they identify between now and the next meeting.

**9.3 Review of 2013/14 caretaker contract.**

The Council considered a report prepared by the Clerk detailing the reasons for, and suggested method of reviewing the caretaker contract in advance of awarding the 2013/14 contract.

It was resolved that the position be advertised in the parish and local press so that interviews can be carried out in early March and an appointment made at the next Council meeting.

**9.4 2013 grasscutting.**

After considering the quotation received it was resolved that Farm & Land Services Ltd be reappointed as the Council's grasscutting contractor at a cost of £1,236 + VAT.

**10. EMPLOYMENT ISSUES**

**10.1 Payroll system.**

The Clerk reported that Core Accountancy Solutions have now set up, and are running, the Council's new payroll system.

**10.2 Payment of PAYE tax liability.**

It was resolved that the Council should pay the tax due to the end of December 2012, of £306.20, to HM Revenue & Customs.

**10.3 Report from Clerk's 2013 appraisal.**

It was resolved that this item be deferred until the Council meeting in March 2013 as the appraisal has not yet been carried out.

**10.4 Financial contribution to cost of Clerk undertaking CiLCA qualification.**

It was resolved that this Council should make a contribution of £25 towards the cost of the Clerk undertaking the CiLCA qualification.

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**11. HIGHWAYS ISSUES**

**11.1 Progress with previously reported faults.**

The contents of the Clerk's report, as summarised below, were noted.

<i>Fault Reference</i>	<i>Description</i>	<i>Progress Report</i>
G&S 1-12	Poor condition of road surface in Grantley.	Selected patching works to be undertaken by 1 <sup>st</sup> April 2013.
G&S 4-12	Request for road narrows sign near Old Hall Farm, Grantley.	Highways Authority has no objection in principle and will conduct further investigations.
G&S 5-12	Incorrect distance to Sawley on sign at junction in Grantley.	Distance now changed. Fault resolved.
G&S 6-12	Flooding caused by blocked gully in Risplith.	Highways Authority is aware of problem, has cleaned the gully and is in discussion with local landowner.
G&S 1-13	Potholes near Horsleygate Farm, Low Grantley to B6265.	Reported to Highways North Yorkshire.
G&S 2-13	Fallen sign at St. Michael's Mead, Sawley.	Reported to Highways North Yorkshire.

**11.2 New faults.**

It was resolved that the following issues should be reported to Highways North Yorkshire:

- Potholes on Hebden Bank.
- Erosion of road surface between Sawley and Pinfold House.
- Potholes on road from B6265 to Smaden Head Farm.

**11.3 Maintenance of Back Lane, Grantley.**

It was noted that Mrs Frankland of Low Grantley Farm has been unwell in recent weeks and therefore unable to respond to the Council's letter regarding maintaining her hedge adjoining Back Lane.

North Yorkshire County Council has advised that as the Highways Authority it has a statutory duty to keep highways passable. This is balanced against all their other duties and responsibilities which are prioritised according to their Highways Network Categorisation system. Back Lane has been identified as a Category 6 road, which is the lowest category and as such receives an appropriate level of maintenance. They have advised that they will endeavour to undertake the verge maintenance required to maintain safe passage, but cannot confirm when this may be undertaken.

Councillors expressed the view that safe passage had not been maintained during 2012. It was therefore resolved that Councillor Scannell should conduct further investigations into how a Parish Council can encourage a Highways Authority to fulfil its statutory obligations.

**12. CORRESPONDENCE**

The Clerk reported on items received, including:

**12.1 Broadband provision within North Yorkshire.**

A briefing note from Harrogate Borough Council on this subject had been circulated to Councillors prior to the meeting.

Councillors asked that the County Council's broadband demand tracker tool be advertised in the next newsletter so as to provide information about the requirement for high speed broadband in this area.

**12.2 Increased frequency in public liability claims.**

An advice note from the Council's insurer was considered by the Council.

It was noted that this Council is aware of and meeting its responsibilities through the regular inspection of its assets.

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12.3 Effect of local council tax reduction scheme.

The Council received a letter from Harrogate Borough Council advising that, for the 2013/14 financial year, it will provide a grant to mitigate where there has been a reduction in Council tax raised for parishes, as a result of a reduced tax base brought about by the Government's local council tax reduction scheme and technical reforms to empty property discounts.

Councillors asked the Clerk to provide them with further, explanatory information on this subject.

**13. FINANCIALS**

13.1 Bank balances as at 11<sup>th</sup> January 2013.

• HSBC Current a/c .....	£537.50
• HSBC Savings a/c.....	£11,442.98
• HSBC Special Projects a/c .....	£505.97
• HSBC Parish Room Current a/c.....	£0.00
• HSBC Parish Room Savings a/c .....	£29,090.36
• HSBC Sawley Small Grants Scheme a/c.....	£2,744.88
• Cambridge Building Society Bond.....	£32,750.00
• Santander High Interest Bond .....	£50,000.00
• Skipton Bond .....	£32,750.00

13.2 Payments made prior to, or at this meeting.

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

• Walled Garden Scheme (Invoice 1023, Caretaker – October 2012).....	£144.00
• Walled Garden Scheme (Invoice 1068, Caretaker – November 2012) .....	£180.71
• Walled Garden Scheme (Invoice 1071, Caretaker – December 2012) .....	£144.00
• Grantley Village Hall (Revised invoice for hall hire in 2012).....	£37.50
• Digley Associates Ltd (Playground Inspections).....	£120.00
• Time Assured (Final Invoice for works to Sawley Church Clock) .....	£1114.00
• Iona Taylor (Clerk, November 2012) .....	£481.15
• Iona Taylor (Clerk, December 2012) .....	£258.29

13.3 Monies received prior to or at this meeting.

It was resolved that the following receipts be recorded:

• North Yorkshire County Council (LEADER Grant Instalment).....	£159.41
• North Yorkshire County Council (Grasscutting Reimbursement) .....	£630.79
• Harrogate Borough Council (Grounds Maintenance Grant).....	£754.45
• HM Revenue & Customs (VAT Reimbursement, 1/6/12 – 31/8/12) .....	£392.42
• HM Revenue & Customs (VAT Reimbursement, 1/9/12 – 30/11/12) .....	£133.56
• Iona Taylor (Reimbursement of Income Tax, April – October 2012).....	£171.20

**14. PLANNING APPLICATIONS**

14.1 Consultations on applications.

*Application 6.42.66.LB 12/04605/LB – Listed building consent for the conversion of dwelling to form lettable rooms in association with Hotel with internal alterations to include installation of new door openings and stud walls at East Lodge, Grantley Hall, Grantley.*

It was resolved that the following response be submitted to Harrogate Borough Council:

“The Parish Council has no objections to the principle of this development, but considers that a condition should be included in any planning permission so as to ensure that it is developed in conjunction with the main hotel complex.”

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*Application 6.51.13.H.FUL 12/04843/FUL – Erection of detached garage at Ruffe House, Sawley.*

It was resolved that the Parish Council should submit a response of ‘no objections’ to the consultation being carried out on this application.

**14.2 Comments on applications sent to Harrogate Borough Council since the last meeting.**

The Council noted that a return of ‘no objections’ had been made on its behalf in response to the consultation carried out on 6.42.36.H.FUL 12/04376/FUL.

It was resolved that this action be approved.

**14.3 Decisions and updates on applications, appeals and enforcement investigations.**

The following information, received from Harrogate Borough Council, was noted:

Reference	Proposal	Update / Decision
6.51.12.M.FUL 12/03964/FUL	Erection of 1 detached dwelling and installation of package treatment plant at the Coal Stock Yard, Sawley Moor Lane, Risplith.	Application refused.
6.42.36.G.LB 12/03931/LB	Listed Building application for the conversion of outbuilding to form additional accommodation including re-roofing and installation of 1 roof light and 2 replacement doors at Old Hall, Grantley.	Application permitted.
6.51.8.A.FUL 12/03518/FUL	Erection of single storey extension, installation wall and alteration to existing garden room including installation of bi-folding doors at Green Farm, Sawley.	Application permitted.
6.51.31.L.DVCON	Deletion of Condition 7 of planning permission 6.51.31.B.PA to allow the dwelling to be used, sold or let off separately to the public house at The Sawley Arms, Sawley.	Application permitted.
6.42.12.N.FUL 12/00789/FUL	Retention of extension to lake with use for fly fishing and erection of club house and fishing platforms at Old Home Farm, Grantley.	Application permitted.
12/01681/CLEUD	Application for certificate of lawfulness for existing use of barn as garage and games room at Old Hall Farm, Grantley.	Certificated permitted.
12/01682/FUL	Retention of the conversion of pole barn to stable at Old Hall Farm, Grantley.	Application permitted.

**15. NEXT MEETING**

The next meetings (Parish Council meeting and Grantley ward annual parish meeting) were confirmed as being on 12<sup>th</sup> March 2013 at 19.30hrs in Grantley Village Hall.

**16. ITEMS TO BE CONSIDERED AT THE NEXT MEETING – none.**

The meeting was closed at 21.32 hrs.

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

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

**DATE:** .....