

LOW CONISCLIFFE & MERRYBENT PARISH COUNCIL

Minutes of Parish Council Meeting held on 26 October 2016
St Edwin's Church Hall, High Coniscliffe, 7pm

ATTENDANCE: Cllrs: M Ellerton (Chair), L Steel, P Ellerton, T Stuckey, A Craggs,
M Bailey (Clerk).

1 Apologies: Cllrs S Gatenby, C McClay, WC P Crudass, WC G Lee

2 Declarations of Interest: None

3 Public Forum: Sue Clark attended as a representative of the recently formed Planning Action Committee and requested an update from the Parish Council.

There have been multiple requests for information from the Planning Department at DBC on the planning application for 14 dwellings in Low Coniscliffe. Unfortunately, there have been no responses and that information of value to the Parish Council / Planning Action Group may not have been fully disclosed. There is a concern that the planning application will be approved without complete and meaningful consultation with the Parish. The following actions were agreed:

Action: S Clark to make Freedom of Information request to DBC Planning for all information associated with the above planning application to be disclosed. By 28 Oct 16.

Action: Cllr M Ellerton to contact independent Planning Consultant for no-cost advice on possible ways to access additional information on above planning application. By 28 Oct 16.

Action: S Clark to raise formal complaint with DBC regarding disclosure of information and lack of meaningful consultation with the above planning application. By 28 Oct 16.

4 Minutes of Last Meeting:

The minutes from the meeting held on the 14 September 2016 were signed.

5 Finance and Accounts:

5.1 Balance at bank as at 1 October 16 was £12417.53 and £12.95 in petty cash. The estimated bank balance at the end of financial year is £4939.77. This may be further reduced in the event of a Parish Election and/or further fees for Planning Consultancy.

5.2 A draft budget for 2017-18 financial year was presented by M Bailey. This included estimated expenditure for regular outgoings, contingency for mandatory reserves (ie an election), and funds for potential improvement projects for the Parish. The budget is to be agreed at the November PC meeting and then used to determine the Precept for next financial year.

Action: All Cllrs to review the draft budget and provide suggestions for any additions or updates to M Bailey. By 18 Nov 16.

5.3 The Annual Return for the Parish Council has been approved and certified by the external auditor. The report stated on Issue Arising that relates to disclosure of trust fund holding. This information needs to be included in the Annual Return (ie the PC do not have any holdings held in trust funds).

5.4 Expenses approved at meeting: Clerk office expenses (£76.55), Clerk travel expenses for Finance training (£26.10), Quality Garden Services for hedgerow maintenance Gate Lane (£95.00). A refund of £40.00 has been received from the Land Registry.

6 Matters Arising From the Minutes of the Previous Meeting:

6.1 Speed visors. These are due to be delivered on 28 Oct 16. Insurance will be required at a cost of £50.72 until end May 2017.

Action: Cllr T Stuckey and M Bailey to install the 2 units once insurance is in place. By 14 Nov 16.

6.2 Concerns raised by David Thompson. These have now been addressed.

6.3 Applications to Land Registry (for Hedgerow ownership). The application for ownership of the hedgerow on Gate Lane to the East has not been granted. It is believed this is owned by the Highways Agency. The Parish Council may investigate further options in respect of this hedgerow. The application fee of £40 has been returned.

6.4 Conservation area status. The request for designation of Conservation Areas in the Parish has been submitted for consideration by the Chief Planning Officer.

Action: M Bailey to request an update. By 11 Nov 16.

6.5 Planning application for Grain Store, Coniscliffe Grange Farm. The decision has been submitted to approve without comment.

6.6 Planning application for 3 dwellings on former site of Nursery, Merrybent. The decision has been submitted to approve subject to the same conditions and considerations previously submitted.

6.7 Adoption of Phone Kiosk, Low Coniscliffe. The BT conditions associated with transfer of ownership, including connection to unmetered electricity supply at BT expense, were discussed and accepted.

Action: M Bailey to formally apply to start adoption process. By 18 Nov 16.

6.8 Enforcement action re untidy land in Low Coniscliffe. WC G Lee has recently written to Michael Conyard requesting the land is tidied quickly and to the satisfaction of the Parish Council. This concern has been ongoing for the past 8 years and continues to cause upset to residents. This was discussed at length and a number of other potential solutions were raised, including donation of the untidy land to the Parish Council.

Action: M Bailey to write to Michael Conyard asking for an update. By 18 Nov 16.

7 Planning applications and decisions:

These were discussed earlier in meeting. See minutes of Public Forum and points 6.3 to 6.6.

8 Highway Matters: None

9 Parish Matters:

9.1 Neighbourhood Plan. Cllr M Ellerton presented an overview of the stages involved in putting together a neighbourhood plan. It was noted that this would be led by the Parish Council with input from the community and external consultants. A grant of up to £9000 is available to fund external expenses. The PC resolved that in principle a Neighbourhood Plan should be produced and that further information on scope, costs and timescale should be assembled for discussion at a future meeting before a final resolution is made.

Action: Cllr M Ellerton and Sue Clark to assemble further information, including details of the Dishforth neighbourhood plan. By 30 Nov 16.

9.2 Christmas event. A carol concert and other festivities are being planned for 19 December. This will be publicised in a flyer and the High Coniscliffe church newsletter.

Action: Cllr M Ellerton and Cllr L Steel to publicise the event. By 15 Nov 16.

9.3 Summer event 2017. This is in the early stages of planning and will follow a similar format to the successful event this year with the possible addition of a few stalls. A bank account is being set up by the organising committee.

10 Items for future consideration:

Publication of Parish financial information. The Transparency Code requires the Parish Council to publish financial and other key information (eg minutes of meetings) on a website that is freely accessible by the public. M Bailey reported that the Piercebridge PC have recently set one up and this may be a good example for LC and Mb PC to follow. Funding is available for commissioning a web-site and the associated technology / running costs until March 2017.

Action: M Bailey to gather information on project costs and grant availability for decision at PC meeting 30 Nov.

11 Correspondence

PACT meeting minutes of Sept 2016 were read out.

12 Feedback from Meetings Attended:

Cllr P Ellerton reported on recent a DAPC meeting. An interim planning strategy has been put in place by DBC against which planning applications will be assessed. The planning strategy encourages the development of Neighbourhood Plans to give communities a greater opportunity to influence future updates of the strategy.

13 Date for next meeting: 30 November 2016, 7.00pm

The meeting closed at 8.57pm.

M Ellerton
29/11/16

Summary of Decisions and Actions from LC and Mb Parish Council Meeting – 26 Oct 2016

Minute Ref	Decision/item	Action
3	Freedom of Information request regarding planning application for 14 dwellings	S Clark to make request to DBC by 28 Oct 16
3	Contact independent planning consultant for no-cost advice on how to address concern about access to information for above planning application	Cllr M Ellerton to talk with consultant by 28 Oct 16
3	Formal complaint regarding access to information for above planning application	S Clark to raise complaint by 28 Oct 16
5.2	Draft budget for 2017 – 18 financial year	All Cllrs to review and feedback suggestions and additions to M Bailey by 18 Nov 16.
6.1	Speed visors - installation	M Bailey and Cllr T Stuckey to install once insurance is in place. By 14 Nov 16.
6.4	Application for Conservation Area Status	M Bailey to ask DBC for update. By 11 Nov 16
6.7	Adoption of phone kiosk, Low Coniscliffe	M Bailey to apply to start adoption process. By 18 Nov 16
6.8	Enforcement action re untidy land in Low Coniscliffe	M Bailey to write to Michael Conyard asking for an update. By 18 Nov 16
9.1	It was resolved that, in principle, a Neighbourhood Plan should be developed.	Cllr M Ellerton and S Clark to assemble information including scope, costs and timescales for further consideration by the PC before a final resolution is taken. By 30 Nov 16
9.2	Christmas event – carol concert and festivities	Cllr M Ellerton and Cllr L Steel to publicise the event by 15 Nov 16
10	Publication of Parish financial information to comply with Local Councils Transparency Code	M Bailey to gather information on supplier, costs and grant availability. By 30 Nov 16