

LOW CONISCLIFFE & MERRYBENT PARISH COUNCIL

Minutes of Parish Council Meeting held on 19 Sept 2017

St Edwin's Church Hall, High Coniscliffe, 7pm

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

1 Apologies: WC P Crudass, WC G Lee (at another meeting)

2 Declarations of Interest: None

3 Public Forum:

K Marshallsay was welcomed to the meeting as a representative of the Neighbourhood Plan Steering Group, and Planning Action Group.

4 Minutes of Last Meeting:

The minutes from the meeting held on the 11 July 17 were signed.

5 Matters Arising from the Minutes of the Previous Meeting:

5.1 Street lighting replacement in Low Coniscliffe. Information on street lights available from Thorn Lighting that are of acceptable appearance for a residential rural setting is being gathered by P Clark on behalf of the Parish Council. This information will be presented to DBC Highways as part of the consultation before the final decision is taken. The information is required before 25 Sep 17.

Action: P Clark to provide information on street lighting to PC by 25 Sep 17. This will then be presented to Highways for consideration.

5.2 Consolidation of current and business reserve accounts / additional signatory for cheques. Cllrs M Ellerton, L Steel and T Stuckey to visit bank on 28 Sep 17 to complete.

5.3 Inaccurate information in Conservation Status assessment report. It was reported that S Clark has sent Parish Conservation booklet to DBC Conservation Officer. The conservation status decision will be reconsidered by DBC on 9 Oct 17.

5.4 Enforcement action re untidy land in Low Coniscliffe. It was reported that some minimal maintenance of the lad had been noted during recent months. The long-term intention for the land is still not known. The Enforcement Officer has agreed to a site visit with the PC and land owner at a future date to directly hear the concerns of PC / residents and to explain the circumstances under which enforcement action can be taken.

Actions: M Bailey to request monthly progress updates from the Enforcement Officer. By 14 Oct and 14 Nov 17. M Bailey to arrange site visit with PC, Enforcement Officer and land owner by 31 Oct17.

5.5 Neighbourhood Plan (NP). Krissy Marshallsay gave an update on the way forward of the NP. It was reported that 34 responses on the draft vision and objectives had been received. Further attempts will be made by the NP committee to increase the number of responses.

A further grant of £6350 has been received, together with £6000 worth of technical support for a Housing Needs Assessment and a Design Code Assessment

Action: Cllr M Ellerton to report on progress at the PC meeting in Nov.

5.6 Merrybent noticeboard. This is now installed. The glazing in the Low Coniscliffe noticeboard has been replaced.

5.7 Nuisance parking on grass verges in Merrybent. The solutions preferred by the PC have been sent to DBC Highways. A meeting with D Pryke is to be arranged to agree a resolution of the concerns

Action: M Bailey to arrange a meeting with D Pryke to discuss further. By 8 Oct 17.

5.8 Damage in Community Forest. A report on actions required to prevent further damage to trees and saplings in the Community Forest has still not yet been received. A further follow up e-mail to enquire on progress is to be sent to P Roxby.

Action: Cllr M Ellerton to give update at next PC meeting.

5.9 Campaign to Protect Rural England. The annual subscription has been paid.

5.10 Planning application 17/0327/FUL Low Coniscliffe. It was reported that approval has not been granted for this application.

6 Finance and Accounts:

6.1 Balance in bank account as at 1 Sep 17 was £11861.78 and £45.72 in petty cash. The estimated bank balance at the end of financial year is £3175.

6.2 Expenses approved since the last meeting: Printer ink (£25.00), Printing of conservation booklet (£22.25), NP consultancy (£900.00 from grant), NP consultation summary report (£125.00 from grant), CPRE subscription (£36.00), Maintenance on Gate Lane (£150.00), Flood risk technical report (£388.80).

6.3 Expenses approved at the meeting: Printing and postage (£36.93), Merrybent noticeboard (£865.00), Clerk salary Aug / Sep 17 (£191.67), Tax on clerk salary to HMRC (£47.92), Clerk office expenses (£16.96), Parish maintenance Jul to Sep 17 (£88.64), External audit fee (£120.00).

6.4 A draft version of the PC budget and proposed precept for 2018-19 financial year was presented and discussed. This will be revised and agreed at the Nov PC meeting.

6.5 It was reported that the External audit for the 2016-17 financial year had been approved by BDO. There were no concerns raised by the auditor.

Action: M Bailey to post the notice of conclusion of the audit on PC noticeboards and website by 30 Sep 17.

6.6 An update was given on the potential costs involved in going to tribunal over the adverse possession of hedgerows on Gate Lane. It was unanimously resolved that the PC should take legal advice on the probability of success at tribunal. It was resolved that this would be progressed by a Legal Practice based in Newcastle at a cost not exceeding £800 subject to the assessment being completed by 29 Sep 17 (5 votes for and 2 abstentions). If not available by 29 Sep then the assessment would be referred to a Legal Practice in Leeds at a cost of no more than £2000.

7 Planning applications and decisions:

Approval has been granted to application 16/01231/FUL for 37 dwellings to the east of Gate Lane, subject to agreement of terms for section 106.

8 Highway Matters: Maintenance of verge adjacent to A67. The Parish Council have received correspondence from Close Thornton regarding maintenance of the verge on the A67 by the Parish Handyperson. It is stated that this is considered to be actionable trespass. The PC responded by asking for information regarding boundary lines and land ownership since it is believed the verge is adopted highway and the PC have a statutory responsibility to provide maintenance. The PC agreed a further response to Close Thornton referring the matter back to the Chair's initial letter and asking that any further contact be directed by way of the Parish Clerk.

9 Parish Matters: Insurance. The current PC insurance does not include cover for legal expenses that might be incurred as a result of land ownership / planning matters.

Action: M Bailey to obtain quote from Zurich Municipal for quote to include legal expenses in the PC insurance. By 15 Oct 17.

10 Items for future consideration:

10.1 Defibrillator. It was reported that PCs in Richmondshire have access to a Community Fund for purchase of defibrillators. This fund covers 75% of the cost with the remaining 25% paid by the PC. If it is decided to progress then it was recognised that trained individuals would be required to operate the equipment and there may be insurance considerations.

ACTION: M Bailey to ask DBC about availability of funding for defibrillators. By 15 Oct 17.

10.2 Pie and peas supper. Cllr L Steel suggested that a supper might be arranged as a means of getting the community together and to raise funds for additional consultation costs (eg advice from barristers or planning consultants). This was generally thought to be a good idea and some form of incentive might be helpful to encourage good attendance.

11 Correspondence: None

12 Feedback from meetings attended: None

13 Date of next meeting: 14 Nov 17 at 7.00pm

The meeting closed at 9.10pm.

M Bailey
14/11/17

Summary of Decisions and Actions from LC and Mb PC meeting – 19 Sep 17

Minute Ref	Decision/item	Action
5.1	Replacement street lighting in Low Coniscliffe	P Clark to provide information to PC on suitable lighting by 25 Sep 17. This would then be presented to Highways for consideration.
5.2	Consolidation of Current and Business Reserve accounts / additional signatory for cheques.	Cllrs M Ellerton , L Steel and T Stuckey to visit bank on 28 Sep 17 to complete.
5.4	Enforcement action regarding untidy land	M Bailey to request monthly progress reports from the Enforcement Officer. By 14 Oct and 14 Nov 17. M Bailey to arrange site visit with PC, Enforcement Officer and land owner by 31 Oct 17.
5.5	Neighbourhood Plan	Cllr M Ellerton to report on progress at next PC meeting.
5.7	Nuisance parking on grass verges in Merrybent	M Bailey to arrange meeting of D Pryke and PC to agree solution. By 8 Oct 17.
5.8	Community Forest	Cllr M Ellerton to provide update at next PC meeting.
6.5	External audit 2016-17	M Bailey to post notice of the conclusion of the audit on noticeboards / website. By 30 Sep 17.
6.6	It was resolved that an assessment of the probability of success at tribunal should be progressed. This would be with a legal practice in Newcastle at a cost of up to £800 subject to completion by 29 Sep 17. If not possible then the matter referred to legal practice in Leeds at cost of up to £2000.	Cllr M Ellerton to make arrangements for the assessment.
8	Maintenance of verge adjacent to A67.	PC response to recent correspondence from Clouse Thornton was agreed. Cllr M Ellerton to send letter.
9	Provision for legal expenses in PC insurance policy	M Bailey to obtain quote from ZM by 15 Oct 17
10	Defibrillator	M Bailey to ask DBC about availability of funding. By 15 Oct 17