

MELSONBY PARISH COUNCIL				
ANNUAL MEETING OF MELSONBY PARISH COUNCIL HELD ON WEDNESDAY 24th May 2017 AT 7.30PM IN MELSONBY PRIMARY SCHOOL				
PRESENT: Cllr Angus Stokoe (Chairman); Cllr W Nixon; Cllr T Sutton; Cllr D Dixon; Cllr E Harrison; Cllr S Priestley; Jill Welham (Clerk); District Cllr Wilson-Petch; County Cllr A Thompson and residents.				
Item	Covering	Summary	Detail/Action	Action/By Who
1.	Election	Election of the Offices of Chairperson and Vice Chairperson	DD proposed AS for Chair and VE for Vice-chair as before. Seconded by TS. VE had confirmed his willingness to be elected prior to the meeting. Both duly elected.	
2.	Apologies	Cllr V Elrington		
3.	Declarations of Interest	None		
4.	Police Update	PC Mark Wood was in attendance, it was his first meeting since taking over from John Wilbor. He introduced himself and provided an update on the last 12 months	<p>NYP have introduced Rural Task Force a new PC and PCSO are have been appointed. Danny Loughran has moved on and a new PCSO is in place. Community Messaging System now in place and residents are encouraged to sign up. Clerk to advertise again in Newsletter, website, Facebook.</p> <p>No incidents had been reported in Melsonby last month but a bike has been stolen from a garage this month. Dot peen property marking system is now available open to anyone to get items such as farm machinery, saddles, bikes marked with post code. Can be done in Melsonby if required. To advise Mark Wood if we want to organise this.</p> <p>In the general area scrap thefts have been reported. Residents encouraged to report anything suspicious to police.</p> <p>Works on A1 upgrade have led to more traffic in the village and speeding concerns continue. PC Wood has been out checking speeds and the Community Speed</p>	Clerk to advertise AS/MW to discuss ANPR

			<p>Watch is now up and running, we are the 2nd village in the area to take part in this scheme.</p> <p>Border Watch is working well.</p> <p>AS asked about provision of ANPR cameras following theft from local business recently. AS and PC Wood to discuss what is required in a separate meeting.</p>	
	Cllr A Thompson	Our new County Councillor was present and AS invited him to introduce himself.	<p>He is on the NYCC Education Committee and is currently contacting schools and hoping to visit Melsonby School shortly. He is also on the Pension Fund Committee. He is interested in speeding issues and was impressed with the Community Speed Watch scheme and pleased that Melsonby has signed up. He is willing to assist in any matters relating to this.</p> <p>Cllr JW-P asked about provision of Speed matrix signs and history of PC attempts to purchase one were explained. He had not realised that NYCC would not allow this and will make additional enquiries. Clerk to forward email relating to this issue to Cllr AT.</p>	Clerk
5.	Minutes of last meeting	The Minutes of the last ordinary meeting on 22 nd March were agreed.	Signed by Cllr A Stokoe	
6.	Progress Reports			
6a	Telephone box	Update	WN getting prices for signs, see Annual Parish Minutes	WN
6b	Well on East Road	Update	Trees and shrubs have been cut back to open out the area round the well. The brash has been removed, need to finish clearing out and then getting prices from Everards for stone work around the well. To be discussed at next meeting.	Cllrs/volunteers
6c	Speed issues	Update on Community Speed Watch progress. No response to letter sent to Julia Mulligan.	Community speed watch is up and running, 2 sessions have been held. On Fri 19 th May between 4-6pm 750 vehicles were counted using Moor Road and 10 were speeding on Wed 24 th May in 1 hour 240 cars counted, 20 speeding. Going to try West Road and Ladywell	SP Speed Watch co-ordinator/ Clerk

			Bank next. Jamie Smith from NYP coming to a session next week. More sessions planned for next week. A site on East Road has been requested but will have to get speed survey first. A resident at the meeting raised concerns and asked about other measures to curb speeding. Cllr AT advised speed bumps not recommended as cause pollution and residents in Skeeby where they are in situ not happy. Clerk had not received a reply from Julia Mulligan to the letter sent, Clerk to chase response.	
6d	Grasscrete at old canteen –	Update. RDC invoice for £2000 +VAT still outstanding waiting remedial work.	Gary Hudson from RDC had advised work was completed to standard and no further action required. Cllrs still unhappy. A site meeting to be held on Sun 28 th May with Cllrs and awaiting decision before paying invoice. Clerk advised not many residents using parking area only 2 use it regularly and allotment holders occasionally.	Cllrs
6e	Emergency Planning	Update	TS had attended NRCP meeting where Emergency Planning was discussed. Helen White from NYCC had attended. Pro forma used is good but no other villages at meeting had completed Emergency Plan. Changes required to current pro forma. TS is meeting with Helen White next week to re-work the form. The suggested kit required for the plan costs £131 per unit + VAT. Melsonby is not in recognised flood area but TS had explained about problems with flash flooding.	TS
6f	NRCP meeting update	Update from last NRCP meeting	NRCP meeting also discussed speeding issues and suggested that villages need to work together to try and overcome the issues. There is a new Community Safety Officer at RDC Joanne Butler she can be contacted regarding safety issues. The Little White Bus is going well and Melsonby is now on the timetable. Timetables are to be placed in the phone box for residents to take and displayed on Noticeboard. They still want more volunteers to drive the buses Clerk to re-advertise.	TS

6g	West Road Wall	Update	The damaged wall has been repaired and Clerk had contacted Area 1 regarding rest of wall which is in need of repointing. Steve Barker had replied saying not a priority. Clerk to arrange site meeting with PC and Steve Barker.	Clerk
6h	Grit Bin High Row	Update	The shrubs blocking the grit bin had been pruned and grit can now be accessed for refilling. To arrange before winter.	Cllrs
6i	Burial ground	Update on removal of soil/stone heap and update on action required to provide footpath to new burial ground. Removal of branches from new burial ground.	WN advised that the heap of stones/soil has now been removed. It is now clear that shrubs including elder and ivy growing into the wall behind the spoil site. Believe this area may be responsibility of RDC. Cllrs to check during site meeting on Sunday and advise Clerk if further action required. DD can't attend the site meeting but asked that Cllrs look at the beck and overgrown conifers as he believes beck is dying, full of algae.	Cllrs
6j	Play parks	Update on refuse collection problem and repair to picnic bench.	Clerk advised problem with bins not being emptied had continued and RDC had been advised each time. JW-P to take this up again with RDC and Clerk will continue to monitor. AS advised picnic bench has been repaired.	Clerk/JW-P
6k	Strimmer	Update on strimmer and decision what to do with old one.	New strimmer is working well. Decided that AS to keep the old strimmer for use if required.	
6l	Pension regulations	Update on Pension Regulations action taken.	The staging date has been brought forward and PC have written to Clerk advising of options available. Action to be taken accordingly once Clerk replies to letter.	PC/Clerk
7.	Fire brigade request to train in tunnel on village green	To discuss and vote on allowing the fire brigade to use the tunnel under the village green for confined space training.	Fire Brigade Crew Manager James Taylor had approached PC and asked if they could use the tunnel on the village green for confined space training. PC agreed that this was acceptable and Clerk to contact them to confirm. The activity will be covered under the Fire Brigade insurance and risk assessment.	Clerk

8.	Transparency Code Fund	To discuss applying to the Transparency Code Fund to purchase a lap top computer and printer.	Money is available from the fund towards purchasing equipment to be used in compliance with the Transparency Code. Clerk to attend an info session at Northallerton being arranged by YLCA and it was agreed that an application should be made. Will need to get costs of laptop and printer/scanner for application form.	Clerk
9.	Sports Day Grass cutting and port-a-loos	<p>i. To discuss and vote on paying to get grass removed from village green on Thursday before Sports Day. An extra cut has already been approved.</p> <p>ii. To discuss and vote on cost of adding port-a-loos to Parish Council insurance.</p>	<p>i. Sports Day Committee request was considered and it was agreed that Clerk to write to Mac Plant and ask if they will do it FOC on this occasion. If not PC will pay but the money would have to come out of the donation.</p> <p>ii. It was agreed unanimously that the PC will pay for the port-a-loos to be added to the insurance. It was suggested that next year we try to get the port-a-loos added to the policy on renewal so we don't incur additional fee.</p> <p>A donation to the Sports Day fund was agreed a total of £200 minus cost of insurance and cost of removal of grass clippings if necessary. Clerk to arrange payment once costs confirmed.</p>	Clerk
10.	Village Green Policy	To discuss and vote on introducing a policy of not allowing private parties on the village green.	A request had been received to erect a marquee on the village green for a private party. Clerk had contacted YLCA for guidance and it had been confirmed that this was not allowed under regulations relating to village greens. The residents concerned had been informed that it would not be allowed. YLCA had suggested that the PC adopt a policy stating that private parties will not be allowed on the village green. It was agreed that this policy should be adopted to protect the village green for lawful use by residents.	Clerk to write up policy
11.	YLCA Branch Representatives	To appoint up to two members to become representatives at YLCA Branch Meetings to attend the meetings and be permitted to vote at branch meetings.	The Clerk was nominated to attend the meetings and vote, however to check and confirm that other Cllrs could attend YLCA meetings when possible without voting rights.	Clerk

12.	Traffic issues on Moor Road	Update from the meeting held between members of the PC and A1L2B Officers, NYCC Highways and Police on 11th May regarding increase in traffic through the village as a result of current roadworks.	A number of suggestions had been discussed at the meeting and A1L2B had moved some signs. Clerk had been in touch with head master regarding A1L2B going in to School to do an assembly about road safety and possibly design signs to be displayed on Moor Road but depends on A1L2B budget. Head master interested in arranging this. Police had advised that preventing heavy vehicles coming through village was almost impossible as securing a prosecution was difficult. They had agreed to try to do more speed monitoring. Area 1 had agreed to arrange for high vehicle signs to be changed but apart from that they could only offer no waiting cones near the crossroads to try and stop people parking there. Cllrs decided they did not want the cones Clerk to advise Area 1. A1L2B had offered to write an article for the Newsletter, was suggested that they provide an electronic document that can be printed out and put on noticeboard, in pub, telephone box, website and Facebook rather than paying for additional pages in newsletter. Clerk to arrange.	Clerk
13.	Tidy gardens & Village show dates	Village show is on 19th August 2017. To agree funding prizes for Tidy Gardens Competition.	Clerk to arrange date for judging with JW-P. It was agreed that prizes would once again be funded and the prize amount should be increased £10 3 rd ; £15 2 nd and £25 1 st . Clerk to arrange funds nearer the time.	Clerk
14.	Renewal of Parish Council Insurance	The insurance is due for renewal on 3rd September 2017, the current 1 year contract with AON Insurance will end. To discuss future insurance requirements	It was agreed that Clerk should get new quotes based on existing details on policy with addition of temporary cover for port-a-loos for sports day included. Quotes to be considered at next meeting.	Clerk
15.	Best kept Village Competition	To discuss requirements of Best Kept Village Competition with a view to entering next year.	It had been agreed that we would not be ready to enter competition this year. Suggested that Clerk contact organiser for further info and to express an interest in taking part in competition next year. Intention to join in next year to be advertised to residents.	Clerk

16.	Blocked sump at the ford	To discuss action to be taken regarding blocked sump near the ford.	Clerk had written to land owner on 16/3/17 but had not received any acknowledgement or reply. Suggested that Clerk invite land owner to attend site meeting with Steve Barker as he had mentioned blocked areas of beck and it would help to explain what is required if resident could be present.	Clerk
17.	Finance	<ul style="list-style-type: none"> i. To approve by resolution the Annual Governance Statement 2016/17 for year-end accounts. ii. To approve Accounting Statements for year-end accounts for 2016/17 (Inc. asset register) iii. Clerk to provide budget report for 2017/18 to date see Appendix to Agenda. iv. To vote on request from Butterwick Hospice for a donation. 	<ul style="list-style-type: none"> i. The Annual Governance Statement had been circulated to councillors prior to meeting it was resolved to approve the Statement and the Chairman and Clerk signed the document. ii. The Accounting Statement and Asset register had been circulated to councillors prior to the meeting the Statement was approved and the Chairman and Clerk signed the document. The internal audit had been completed by Craig Gibson. Clerk to post all required documents to external auditor now completed and advertise notice of public right to inspect accounts during required period. iii. Clerk provided budget report. iv. All agreed that it was not appropriate to make a donation as it is outside of our area and would not benefit parishioners. Clerk to request removal from their mailing list. 	Clerk to send in year-end accounts to external auditor. Clerk to write to Butterwick Hospice.
18.	Planning Applications	Applications received. Appendix to agenda	A number of applications had been received and considered, Clerk had provided responses to RDC. There had been some concern about the proposed poultry housing and hatchery at East Road but the applicant had advised WN that he had made plans for dealing with the waste water and would be installing a tank to deal with this. Cllrs were experiencing difficulty with the new system and Clerk had not realised that notification of decisions would no longer be sent through. Will have to check each application to confirm if decision made or not. JW-P will advise RDC about concerns.	JW-P

19.	Correspondence	Correspondence received and dealt with by Clerk since last meeting in March. See Appendix for details.	Clerk had dealt with correspondence as per Appendix.	Clerk
20.	Public Participation	Opportunity for residents to bring matters to the attention of the Parish Council.	Resident raised concerns about speeding and vehicles not stopping at the new slip road at Barton roundabout. This is outside of the Parish Boundary. TS gave resident a report form for 95 Alive scheme and resident will report concerns to them.	
21.	Items for future Agenda	Opportunity for Councillors to bring up items to be included in next meeting's Agenda. Date for final notification of items.	DD restated concerns about trees over beck on West Road.	
22.	Dates for future meetings	To confirm the dates for meetings for the next 12 months.	Dates of future meetings were confirmed as: 19/07/17, 20/09/17, 29/11/17, 17/01/18, 21/03/18, 23/05/18.	Clerk to advertise on noticeboard.

Meeting ended at 9.15pm