

MELSONBY PARISH COUNCIL

MELSONBY PARISH COUNCIL MEETING HELD ON WEDNESDAY 1ST APRIL 2015 AT 7.30PM IN MELSONBY PRIMARY SCHOOL

PRESENT: Cllr Angus Stokoe (Chairman); Cllr V. Elrington (Vice-chair), Cllr W Nixon; Cllr Terry Sutton; Cllr Lisa Pratt; Jill Welham (Clerk); Cllr Jimmy Wilson-Petch; Cllr Michael Heseltine; John Hiles RDC Planning Policy and residents.

Item	Covering	Summary	Detail/Action	Action/By Who
1.	Apologies	Apologies received from Cllr J Hawksby; PC Wilbor.		
2.	Declarations of Interest	Cllr V Elrington; G Stokoe and T Sutton are members of the Allotment Association. G Stokoe works for Westgarths.	Recorded	
3.	Local Plan settlement development limits and land use allocations	John Hiles from RDC Planning Policy gave a presentation about the next stage of the Local Plan.	The Core Strategy has identified development targets for the District and the next stage is to decide where developments will go within each settlement. A map of Melsonby showing existing development limits; Conservation Area; flood zones; areas of mining disturbance and potential areas for future development was presented. There is little land within existing development limits available for future development in Melsonby so an area 250m from the existing development limits was marked out for consideration. The Parish Council was invited to consider the proposals and make comments and a public meeting for residents of the village has been arranged for 10 th June 2015 from 3.30-7.30pm in the School. Cllr Nixon questioned the suitability for further development in Melsonby particularly highlighting the existing problems with flooding and sewage in the village and the lack of facilities for existing residents. He questioned if the reduction of services in the village since the production of the Core Strategy would be reviewed. The next review is not due to take place for another two years by	Parish Council to consider the proposals and send comments to John Hiles.

			which time decisions will have been made regarding the size and location of any future developments in the village. John Hiles suggested that the Parish Council consider producing a Neighbourhood Plan which, once completed and agreed would provide a framework for the consideration of any future development in the village. This is a long process and could take a year or more to complete. He would be happy to come back and give a presentation on the production of a Neighbourhood Plan at a future date. Currently no other Parishes in the District have produced a Neighbourhood Plan.	
4.	Police update	PCSO Loughran had sent a Crime Update for Melsonby.	Clerk read out report - several incidents had been investigated but no serious crimes had been reported. There had been an incident of vandalism of one of the dog fouling posters outside the School which was an ongoing enquiry. Details of a new Community Speedwatch initiative had been provided which is currently on trial in selected sites in North Yorkshire.	
5.	Minutes of last meeting	The Minutes of the last meeting were agreed.	Signed by Cllr A Stokoe	AS
6.	Progress Reports			
6a	Play Parks	1. Cllr Pratt gave an update of work by the Play Parks sub-committee. 2. A resident attended the meeting to ask permission from the Parish Council to place a bench in the Moor Road Playing field in memory of Debbie Simpson who had recently passed away at a young age. She was very involved with the Sports Day Committee and the School	1. The Birds Nest Swing and picnic tables have been installed. The COF grant application from RDC had been successful and new equipment has been ordered and is due to be installed week commencing 13/20 th April 2015. An Open Day is being planned once the equipment has been installed possibly 9 th May 2015. Another Charity Car Wash has been organised for 11 th April 2015. It is planned to apply for an Awards for All grant for some outdoor Sports equipment for Moor Road playing field. Awaiting a quote for updates to St James Play park and hope to apply for a Yoreventure grant the next deadline for this application is June. The Clerk advised that as part of the COF agreement the	1. LP/ Play parks Sub-committee 2. Clerk to check if funds still available and advise resident and PC.

			<p>Parish Council would have to provide a plaque at the playing field acknowledging the grant. The Clerk had completed monitoring forms for the picnic tables and Birds nest swing.</p> <p>2. The Parish Council approved the request for a bench and Cllr Wilson-Petch suggested that some money may still be available in the Area Partnership fund towards the cost of purchase.</p>	
6b	Telephone box	There had been no further updates about the telephone box	Cllr Nixon to speak to Tom Phillips about what work is required to renovate the Telephone Box once the weather improves. He has some board suitable for a noticeboard which he is happy to supply. The Telephone Box is still being used as a Newspaper collection point and is starting to look shabby. Cllr Stokoe to email his contacts for volunteers to do the work.	WN AS
6c	Footpath repairs	The meeting had been held with Ian Beighton from NYCC Highways. He had agreed to undertake some repairs in St James Close and repaint white lines around the village.	There had been no further information from Ian Beighton about timescales but he had said it would be in the new financial year and after Easter for better weather. Awaiting further information.	Ian Beighton/NYCC Highways.
6d	Village grass cutting	<p>1. A meeting had been held with Mac Plant; Cllr Stokoe; Cllr Elrington and the Clerk to discuss the grass cutting requirements.</p> <p>2. NYCC Highways have reviewed their grass cutting payment and they will now pay the Parish Council £262.00 to cut the highways verges in 2015/16.</p>	<p>1. Quotes had been received from Mac Plant and RDC to cut the areas they are already responsible for and Mac Plant provided a new quote for cutting all areas of grass within the village. The quote was much higher than expected, Mac Plant would charge a total of £4845 +VAT per year for 12 cuts. Staying with the existing arrangement with RDC and Mac Plant would total £1350 + VAT. It was agreed to stick with the current arrangement but the Clerk is to contact Gary Hudson at RDC to request that the grass be cut more frequently as it had only been cut 9 times last year.</p> <p>2. The Clerk had notified the Parish Council of the new proposal prior to the meeting as the deadline for</p>	Clerk

			confirmation of acceptance was 31 st March. The Parish Council will continue with the existing highways grass cutting and accept the revised payment from NYCC.	
6e	Speed calming measures	The Clerk had contacted Hurworth PC about their speed matrix boards and emailed details to Parish Councillors prior to the meeting.	The information from Hurworth was interesting and the Clerk had been contacted by the company who had provided the matrix boards. It was agreed that the Clerk would arrange a meeting with the company and Parish Councillors to find out more about the options available and get quotes for purchasing a couple of speed matrix boards for the village. Cllr Heseltine suggested contacting Tracy Horseman at RDC/HDC Safer Richmond to find out if they had any grants available or could offer any help with electricity costs.	Clerk
6f	Christmas tree	Cllr Hawksby had emailed details of some lights for the Christmas Tree.	The Clerk had made enquiries about an electrical connection, it may be possible to get an unmetered supply from Northern Powergrid, whereby the Parish Council would be billed for the electricity used only when the lights are connected. A quote can't be obtained until a decision has been made about which lights will be connected as details of wattage are needed for the application form. It was decided that further enquiries needed to be made about other tree lights and power sources available.	Clerk
6g	Dog fouling	1. The dog fouling posters had been purchased and some have been displayed around the village. 2. RDC had sent a Dog Fouling information pack.	The poster outside the School had been vandalised and the School had taken it down after it had been targeted three days in a row. The police are investigating. It was agreed that an item should be included in the Newsletter and advertised on the website; Facebook and noticeboard advising residents that the posters are the property of the Parish Council and were purchased to try and help reduce the dog fouling problem in the village and that they are trying to improve the village environment. Anyone caught damaging or defacing the posters and anyone caught not picking up after their dogs will be reported.	Clerk.

			2. RDC have sent a pack to assist in identifying people who regularly allow their dogs to foul public areas and also to identify hotspots so that the dog warden can target these areas for extra patrols. The Clerk is to report hotspots on the Village Green; Church Row; West Road; and High Row.	
6h	Emergency Planning	No further progress on the document.	Clir Stokoe	AS
6i	Primary Engineer	Clir Sutton gave an update.	The School had completed an engineering project.	
6j	NRCP meeting update	Clir Hawksby is standing down at the next election and someone is required to go to the meetings.	Clir Wilson-Petch advised that anyone can go to the meetings and the Clerk is to contact Chloe Lewis at RDC for dates and details of forthcoming meetings which she will circulate to Councillors.	Clerk
6k	Additional drain request on High Row	The Clerk provided an update.	A drainage ditch had been dug across the grass by NYCC Highways but complaints had been received from residents. The Clerk had met with Steve Barker from Area 1 who agreed that the ditch was a safety hazard and would take action to provide a more suitable solution. The day before the meeting Area 1 workers had installed a drain grate and underground pipe to drain into the stream. Hopefully this should resolve the problems.	No further action required.
6l	Street lighting	Request for new street light on West Road.	The Clerk had contacted NYCC and RDC requesting an additional street light on West road outside the School. NYCC had replied saying there were currently no funds available for a new street light. RDC have still not responded. Clerk to send reminder to RDC.	Clerk
6m	Proposed development west of Moor Road	Northumbrian Water had sent a reply to the enquiry about existing sewage problems in the Village. The Clerk had received photos from a resident of standing water after heavy rain in the Moor Road Playing Field.	The reply gave information about existing problems that have been investigated but no further action can be taken until the Planning Application has been submitted. The photos will be added to the evidence file to be used when responding to the formal submission of the planning application.	No further action until formal submission of planning application.

6n	Replacement of electricity pole St James Close garages	Cllr Stokoe had spoken to Northern Powergrid after a resident contacted him with concerns that the pole was more unstable after recent high winds.	The pole was due to be replaced/moved on 2 nd February 2015 but this had still not been done. Cllr Stokoe to contact Northern Powergrid again and copy Cllr Wilson-Petch into email as the garages belong to RDC.	Cllr Stokoe
6o	Repairs to fence at new burial ground	The Clerk had met with Rob Skelton to inspect the fence.	Rob Skelton suggested that the fence posts should be retained they are not rotten and are made of oak. Some of the rails need replacing and a third rail needs to be added along the run of the fence. He will try to source some larch but this could be expensive. Awaiting quote.	Rob Skelton
6p	Allotmens	1. The new allotment lease had been received from RDC. It had been signed by Cllr Stokoe and Cllr Elrington. 2. There is a problem with cars parking on the grassed area at the entrance to the allotments and playing field on Moor Road.	1. There will be a £75 legal fee to pay for the re-writing of the lease which covers a period of 3 years. Councillors asked if it would be possible to extend the period of the lease to 5-10 years. Clerk to write to RDC to request this. Cllr Elrington requested a copy of the lease for the Allotment Society AGM. Clerk to forward. 2. Councillors to look into putting up no parking signs.	1. Clerk 2. Councillors
7.	Number missed out on Agenda			
8.	Transparency Code	New regulations are due to come onto effect on 31 st March requiring Parish Councils with a turnover of less than £25000 to make financial records available on a website available to everyone.	The Clerk had attended an YLCA branch meeting where this had been discussed. The Clerk read out the details of the requirements most of which are currently available on the website. The Clerk is to make available all of the other required information by the scheduled dates.	Clerk
9.	Election	The Clerk gave a report on the election procedure which includes an increase to the number of Parish councillors for Melsonby from 6 to 7.	Five of the existing Councillors had completed nomination papers, Cllr Hawksby is standing down at the election. The election notices had been posted on the noticeboard and on the website but Councillors did not want to advertise on Facebook. The Clerk to return nomination papers to RDC by 4pm on 9 th April 2015 and notification of nominees to be provided by RDC by 4pm on 10 th April. If 7 or less nominations are received	Clerk

			then the Councillors will be re-elected unopposed on 11 th May 2015 and two new Councillors will need to be co-opted by 25 th June 2015.	
10.	Polling Station	The Polling Station is to be in St James Church this time. RDC are providing Portaloos for election staff.	The Parish Council had raised concerns about lighting near the Church which the Clerk had notified to RDC. They asked that if any comments are received about this to copy them in for future reference.	Clerk to notify RDC if any complaints/ comments received.
11.	Tree Survey of Village Green	The clerk had checked the date of the tree survey and it was due in November 2014.	This item was deferred from the last meeting and was deferred again to the next meeting as Cllr Nixon had to leave early and the meeting was over-running.	Clerk
12.	Burial Fees	1. There had been a recent burial in the Churchyard and some problems had been experienced regarding burial fees as the undertaker had not conducted a burial in Melsonby before and this was the Clerk's first burial. 2. The Burial fees need to be advertised on the website as part of the Transparency Code. Review fees and ratify the definition of a resident for burial purposes.	1. The undertaker had queried the burial fees as being very high and on making enquiries with the previous Clerk and RDC the Clerk had been incorrectly advised regarding Exclusive Rights of Burial. This had resulted in incorrect information being provided to the undertaker. The problem had been resolved when the Clerk contacted YLCA for guidance. The Clerk is to provide an Exclusive Rights of Burial certificate to families of those already buried and anyone who has reserved a plot. RDC have provided a copy of their template which the Clerk will amend accordingly. 2. RDC had provided an update of their current prices which have increased in the 3 years since the Parish Council reviewed their fees. Some minor adjustments were agreed. The definition of a resident needs to be included on the price list and there is some query over who would be classed as a resident. The Clerk had been contacted by the family of an elderly resident who was having to move out of the village to live with family but wishes to be buried in the Churchyard. It was agreed that anyone who has lived in the village for half their life will be classed as a resident. Anyone who	Clerk

			lived here immediately before being taken into care will be classed as a resident. Non-residents can be buried in the Churchyard at the discretion of the Parish Council but double fees would be applied. Clerk to update Burial fees list and advertise on website.	
13.	Common Land Register	NYCC is updating the Common Land Register including Village Greens. The Parish Council need to identify any Common Land including the Village Green so that the Clerk can check the register.	Item deferred to next meeting.	
14a.	Defibrillator	The Parish Council is to receive a defibrillator funded by Hambleton Richmondshire & Whitby Clinical Commissioning Group. This is to be located at Central Villa, the unit requires electricity connection. To agree amount to be paid by Parish Council to Mr & Mrs Nixon for electricity usage estimated at £5.00 per year.	Item deferred to next meeting	
14b.	Planning Applications	No planning applications had been received. The application for an extension at 80 Moor Road had been granted.		
15.	Finance	<ol style="list-style-type: none"> 1. The Clerk had emailed the budget report to Councillors prior to the meeting. 2. The new budget form for 2015/16 had been emailed to Councillors prior to meeting. 3. To agree if the Clerk can be given third party access to the bank account. 	<ol style="list-style-type: none"> 1. The end of year budget was not quite complete. Expenditure had exceeded income but there is still a healthy balance in the current account. 2. The new budget form was discussed the expenditure and income is due to be much higher in the next year due to grants agreed with RDC and purchase of new play park equipment. 3. The Clerk currently receives the bank statements after 24th of each month. It would be helpful to have on-line access to check when payments have been 	Clerk

			cleared as otherwise one of the signatories has to contact Barclays by telephone to check. This would be particularly useful for checking when grants have been paid and for end of year accounts. The Clerk would not be able to make payments just view balances. Councillors agreed this could be arranged. Clerk to complete necessary forms.	
16.	Correspondence	Clerk had circulated details of correspondence dealt with to Councillors prior to the meeting.	Clerk had received notification from auditors PFK Littlejohn for end of year accounts to be completed. Clerk to complete this by 8 th June 2015	Clerk
17.	Public Participation	This had been dealt with earlier in the meeting.		
18.	Items for future Agenda	Cllr Sutton requested an item to be added for provision of bus stop signs. There are no signs at the Bus Stop going south on Moor Road.	Deadline for final notification of items Wednesday 6th May 2015.	Clerk/Cllrs
18.	Date of next meeting	The date for the next meeting was confirmed as 25th May 2015. This will start at 7pm with the Annual Village Meeting followed immediately afterwards by the Parish Council AGM.		

The meeting closed at 9.55pm.