

| <b>MELSONBY PARISH COUNCIL</b>   |                                 |  |  |                      |
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| <b>MELSONBY PARISH COUNCIL MEETING HELD ON WEDNESDAY 20<sup>th</sup> January 2016 AT 7.30PM IN MELSONBY PRIMARY SCHOOL</b>   |                                 |  |  |                      |
| <b>PRESENT:</b> Cllr Angus Stokoe (Chairman) arrived at 8.25pm; Cllr V Elrington (Vice-chair); Cllr T Sutton; Cllr L Pratt; Cllr E Harrison; Jill Welham (Clerk); and residents. |                                 |  |  |                      |
| <b>Item</b>  | <b>Covering</b>                 | <b>Summary</b>   | <b>Detail/Action</b>   | <b>Action/By Who</b> |
| <b>1.</b>  | <b>Apologies</b>                | Cllr A Stokoe to arrive late; Cllr D Dixon; Cllr Wilson-Petch, Cllr Heseltine, PC Wilbor.  | Meeting started by VE  |                      |
| <b>2.</b>  | <b>Declarations of Interest</b> | A Stokoe, V Elrington and T Sutton are members of the Allotment Association.   | Recorded.  |                      |
| <b>3.</b>  | <b>Police Update</b>            | Police crime report had been received.   | No crimes had been reported since the last meeting.  |                      |
| <b>4.</b>  | <b>Minutes of last meeting</b>  | The Minutes of the last ordinary meeting were agreed.  | Signed by Cllr V Ellrington  | AS                   |
| <b>5.</b>  | <b>Progress Reports</b>         |  |  |                      |
| <b>5a</b>  | <b>Play Parks</b>               | 1. Outdoor gym – installation started 20 <sup>th</sup> Jan, concrete bases prepared. Insurance needs to be updated quote for additional equipment £50.16.<br>2. Letter received from Kompan in reply to complaint about delay in repairing Galaxy Saturn.<br>3. Play Parks Committee update. | 1. Cllrs unhappy that installation started on such a cold day. Concrete should not be used below 3°C. Clerk to note this and advise Streetscape of concerns. WN advised that the installer had driven his van into the field and got stuck, he had to pull him out. Clerk to report this to Streetscape. Completion of installation would be next week. Matthew Day had advised that no fence is required for the gym equipment as it is more than 25m from existing play equipment.<br>2. Apologies received from Kompan about delay in repair but equipment now OK and no further action required.<br>3. LP reported next meeting of play parks sub-committee due next week to discuss possible fund raising activities also plans to apply to Yoreventure for | 1. Clerk<br>3. LP    |

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|           |   |  | grant towards new equipment in St James Close play park.  |       |
| <b>5b</b> | <b>Telephone box</b>                        | Clerk had obtained quotes for new signs for Telephone box.   | Replacement TELEPHONE signs cost £15.20 + VAT each. Signs for Melsonby Info Centre quote from IMEX £40 + VAT each. There are currently signs on all 4 sides. WN suggested getting a Graphics company to provide stick on signs possible wording Melsonby on two sides and Info Box/Centre on front facing green. WN to get quote.           | WN    |
| <b>5c</b> | <b>Burial ground<br/>Damage to wall</b>     | Clerk had contacted PC Wilbor and he had spoken to the 4 boys involved. The parents had agreed that the boys should assist in the repair. The Clerk was concerned that a builder would not be happy to have young boys on site for safety and insurance reasons. | One of the parents had said he knew someone who may be able to do the job. Clerk to contact parent concerned for details.   | Clerk |
| <b>5d</b> | <b>Damage to headstone in burial ground</b> | A reply had been received from Mac Plant accepting part of damage caused by them but rest by stonemason removing headstone for new inscription. They had offered £100 towards cost of repair/replacement of headstone base.                                      | Clerk had advised the grave owner of the offer. He had originally not been happy but had since spoken to Stonemason who had agreed that they caused part of the damage and that they would provide a replacement base for £100 + VAT so the offer was to be accepted. Clerk to get payment from Mac Plant and then pay outstanding invoice. | Clerk |
| <b>5e</b> | <b>Speed calming measures</b>               | A letter had been received regarding the speed survey conducted on West Road.  | The level of recorded speed was within required limits and therefore no further action to be taken. No response had been received regarding Aldborough Road. Clerk to chase this up.  | Clerk |
| <b>5f</b> | <b>Defibrillator</b>                        | The installation of the defibrillator is now complete. The Clerk had advised YAS.  | YAS are providing a training session in the School on 2 <sup>nd</sup> March 2016 between 7-9pm all welcome to attend. Clerk to advertise on website, noticeboard and Newsletter.  | Clerk |

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| <b>5g</b>  | <b>Dog fouling</b>                           | The dog fouling problem continues. RDC had trialled their new scheme before Christmas but the weather was very wet and the signs sprayed on West Road had been erased.                     | RDC had suggested that the weather caused the signs to be washed away but in other locations they had been visible for several weeks despite the rain. RDC had advised the clerk that Melsonby was the worst place in the District for the level of dog fouling. Clerk to advertise this fact in newsletter. | Clerk |
| <b>5h</b>  | <b>Emergency Planning</b>                    |  | Cllr Stokoe not present to give update.  | AS    |
| <b>5i</b>  | <b>NRCP meeting update</b>                   | Next meeting 16 <sup>th</sup> March  | Venue to be confirmed.   | RDC   |
| <b>5j</b>  | <b>Repairs to fence at new burial ground</b> | Clerk had still not been able to get CHS to come out to provide a quote. He had been very busy and advised that if PC wanted to get someone else in he would understand.                   | PC will wait for quote but suggested that whoever does repair to wall may be able to give a quote also. Clerk to find out.   | Clerk |
| <b>5k</b>  | <b>Request for Bench in Bus shelter</b>      | CHS had advised earliest date for work would be March/April as above. Clerk had written to resident regarding concern about vandalism if bench installed.                                  | PC agreed to wait for CHS to provide the bench. Clerk to confirm.  | Clerk |
| <b>5l</b>  | <b>Damaged walls</b>                         | Clerk had spoken to Helen Rennison regarding ownership of land where wall damaged on East Road. It belongs to Westgarths. West Road no further info received from Area 1 regarding repair. | Suggested that Clerk should write to Westgarths but to discuss with AS first.<br>Damage to wall on West Road has got worse since heavy rainfall and the road was now crumbling. Clerk to chase up with Cllr Heseltine and Area 1.  | Clerk |
| <b>5m</b>  | <b>Maintenance of old people's bungalows</b> | Cllr Wilson-Petch had contacted Colin Dales about the repairs required and Clerk had sent an email for an update. This had been received and circulated to Cllrs prior to the meeting.     | A schedule is in place to complete the required repairs.   | RDC   |
| <b>5n.</b> | <b>Grass cutting</b>                         | Clerk had obtained a quote from SE Landscaping for grass cutting as well as the quote received before Christmas from Mac Plant. Clerk had  | The new quote was higher than Mac Plant quote and Cllrs agreed that as the problem regarding damage to the headstone had now been resolved they would  | Clerk |

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|     |  | also been in touch with Tarns but had not been able to get quote in time for meeting.  | renew contract with Mac Plant for 2016. Clerk to advise SE Landscaping and Mac Plant accordingly.  |       |
|     |  | AS arrived at 8.25pm and took over as Chair of meeting.  |  |       |
| 5o. | <b>Village Hall Committee</b>            | Clerk had advertised for interested residents to join new Village Hall Committee and had received one expression of interest.  | Clerk to thank Craig Gibson and notify him when anything is arranged. To advertise again in next Newsletter.   | Clerk |
| 5p. | <b>Parking complaint School</b>          | Following the complaint about parking opposite High Row entrance near the School at the last meeting, clerk had contacted PC Wilbor and Area 1.  | PC Wilbor advised current parking restriction not enforceable outside hours on signs. Area 1 advised they could extend the parking restriction to 24 hours but would be subject to consultation. Cllrs agreed that such as restriction could cause problems for residents of West Road and decided not to take any further action. Clerk to advise Area 1. | Clerk |
| 5q. | <b>Parking – old canteen</b>             | Following residents request at last meeting the clerk had contact RDC about parking on site of old canteen as the land belongs to them. Clerk had also contacted Area 1 to enquire about signage to prevent HGV's travelling through village but they had refused saying that the existing weight restriction was in force and Police would have to deal with anyone ignoring signs. | RDC confirmed that vehicular access to this area is for play park maintenance only and resident parking would not be allowed. The clerk had advised the resident who raised the query about this.<br>Cllrs suggested asking PC Wilbor to monitor HGV's travelling through the village during A1 closures. Clerk to contact PC Wilbor.                      | Clerk |
| 5r. | <b>Neighbourhood Watch</b>               | The new logo has not yet been released so no point applying for Police Commissioners grant to promote this until it is available.  | To go on next Agenda when logo should be in place.   | Clerk |
| 6.  | <b>Adoption of Financial Regulations</b> | The clerk had attended a Finance training course and learnt that new Financial Regulations needed to be adopted by the PC. Clerk had circulated the suggested template to Cllrs prior to the meeting.  | Cllrs agreed that Financial regulations should be adopted with a few alterations to the template. Internal financial controls are also required to be put in place and it was agreed that before each meeting one of the Cllrs (not cheque signatories) would check the accounts and sign them off as checked.   | Clerk |

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|            |  |   | Clerk advised that a new internal auditor would be required as Ian Stansfield was ill and the previous internal audit was not sufficient to meet the requirements of the Financial regulations which needs a written report from the internal auditor who is supposed to check that the Financial regs are being followed. Suggested that Mike Carr or Craig Gibson may be able to offer their services. Clerk to check with them if this would be possible.   |                                    |
| <b>7.</b>  | <b>School</b>                                | <p>1. To vote on renewal of School licence to use Moor Road playing field.</p> <p>2. To discuss and vote on making a donation to the School towards cost of new IT equipment.</p> | <p>1. Clerk had spoken to solicitor and he was not aware of any reason why the PC had to charge the School for use of the playing field. Clerk to check if there is any impact on PC insurance for this use and to advise School to check with NYCC if there is a reason why it could not be provided free of charge.</p> <p>2. School wish to purchase new learn pads costing £2193 + VAT. This would encourage more pupils to come to the School. Concern raised about amount requested and EH believed that PC could not make a donation directly to the School but could support a fund raising campaign by PTA/friends of School. Clerk to send letter to headmaster advising of PC position and LP to discuss fundraising with Play parks sub-committee/Friends of Melsonby School. Suggested that Cokin Trust could help.</p> | <p>1. Clerk</p> <p>2. Clerk/LP</p> |
| <b>8.</b>  | <b>Purchase of new equipment for village</b> | To discuss purchase of new equipment for village maintenance.   | AS suggested a chain saw. Clerk concerned about insurance, health and safety. Also strimmer needs servicing/checking over. Clerk to check with insurance. Further discussion at next meeting.  | Clerk                              |
| <b>9.</b>  | <b>Standing water Moor Road play park</b>    | To discuss possible action to alleviate problem of standing water in Moor Road play park.   | AS to investigate drainage. Suggested asking developer of Limegarth if drainage from field could link in to their drainage system. To be discussed at meeting with Mulberry Homes/RDC  | AS                                 |
| <b>10.</b> | <b>Finance</b>                               | <p>1. Clerk provided budget report</p> <p>2. Precept to be confirmed</p> <p>3. Donation request from GNAA</p>   | 1. Clerk had circulated budget prior to meeting – Appendix to Agenda.  | <p>2. Clerk</p> <p>3. Clerk</p>    |

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|                                      |                                  |   | <p>2. Precept. The clerk had attended a meeting with Brian Bottle at RDC about changes to the grant that has been received as part of the precept in previous years. The grant is to be discontinued and the full amount requested for precept will be collected from parishioners. Cllrs agreed to leave precept at same level as last year. Clerk to advise RDC.</p> <p>3. Cllrs agreed a donation of £50 to GNAA. Clerk to arrange cheque.</p> |          |
| 11.                                  | <b>Planning Applications</b>     | <p>A pre-planning application had been received for erection of a mast at Harelands Farm to improve mobile phone reception.</p> <p>Planning decision 15/00739/FULL for replacement windows and doors at Parkhill Court had been granted by RDC.</p> | Cllrs had considered pre-planning consultation and had no objections.   |          |
| 12.                                  | <b>Correspondence</b>            | Clerk had dealt with a number of letters and emails – see Appendix to Agenda  | In addition notification had been received about the next YLCA Branch meeting on 11 <sup>th</sup> February at The Station in Richmond. WN and clerk to attend.  | Clerk/WN |
| 13.                                  | <b>Public Participation</b>      | J Stansfield asked if the signs at village entrance allowing high vehicles to travel down Moor Road could now be removed as the A1 bridge which was the cause of the problem has now gone.  | Clerk to check with Area 1.   | Clerk    |
| 14.                                  | <b>Items for future Agenda</b>   | VE requested that a letter be sent to resident at 7 St James Close regarding parking of old ambulance and caravan that have both reappeared in the residents parking area.  |   |          |
| 15.                                  | <b>Dates for future meetings</b> |   | The next meeting date was confirmed as Wednesday 23 <sup>rd</sup> March 2016  |          |
| <u>The meeting closed at 9.40pm.</u> |                                  |   |   |          |