

MELSONBY PARISH COUNCIL**MELSONBY PARISH COUNCIL MEETING HELD ON WEDNESDAY 26th July 2017 AT 7.30PM IN MELSONBY PRIMARY SCHOOL**

PRESENT: Cllr A Stokoe (Chair); Cllr W Nixon; Cllr T Sutton; Cllr E Harrison, Cllr D Dixon; Cllr S Priestley; Jill Welham (Clerk); Cllr Angus Thompson, residents.

| Item | Covering | Summary | Detail/Action | Action/By Who |
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| 1. | Apologies | Apologies received and accepted from Cllr V Elrington. JW-P was at an RDC planning meeting and hoped to arrive later. | JW-P was unable to join the meeting. | |
| 2. | Declarations of Interest | None | | |
| 3. | Police Update | No Police Officer attended. | Clerk read out the latest Crime update. There were no crime reports in June and the only information was that Community Speed Watch was continuing in the village. There were a number of reports of theft in surrounding villages and residents need to remain alert and notify police of any suspicious activity. | |
| 4. | Minutes of last meeting | The minutes of the last meeting were agreed. | Signed by AS | |
| 5. | | | | |
| 5a | Telephone box | Updates on signs | No update. | WN |
| 5b | Well on East Road | Update on clearance work. | Further work has been carried out at the site. Stone has been acquired which will be dug in to the sides of the well when time allows. | Cllrs and volunteers ongoing. |
| 5c | Speeding issues | Update on Community Speed Watch. To discuss 20s Plenty Campaign | SP had prepared an analysis of Speed Watch statistics from 19/5-20/7/17. This shows that 2% of drivers monitored were exceeding 34mph. Peak times 5-6pm an average of 6 vehicles per minute travelling on Moor Road. The top speed recorded was 50mph and the average speed of speeding vehicles was 38mph. Printout attached. Clerk to advertise on Facebook and website. Cllr AT advised that works at Scotch Corner | SP continuing with monitoring. Clerk to email AT |

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| | | | <p>Roundabout are due to finish at end of October and the A1 upgrade should be fully operational by 2nd week in December.</p> <p>Clerk had emailed details of 20's Plenty Campaign to Cllrs. It was agreed that Clerk should obtain further info for next meeting. Cllr AT interested in this and clerk to email link to him.</p> <p>Cllr AT also advised that the bridge at Piercebridge would be closing for 1 week he had not been informed of this as he was not Cllr at time it was notified. He had tried to get it postponed until later in the year but was unsuccessful. The closure of Gilling Bridge has been deferred until 1/10/17 and they are currently considering several options for length of closure and preferred process.</p> <p>The Parish Portal is now operational. Clerk has registered and pot holes and highways issues can be reported using this method.</p> <p>Cllr AT is going to ask if the rules regarding matrix boards in villages can be changed at the next NYCC meeting. He will keep PC informed.</p> | |
| 5d | Emergency Planning | Update from TS | <p>TS had met with Helen White from NYCC about the Emergency Plan. She had given him a map showing surface flooding areas in Melsonby. Clerk has been given copy of the map for reference. Area of highest risk is Limegarth and the beck through the village.</p> <p>Advice had been provided to TS about completing the document. Once completed NYCC will provide a free Emergency Plan kit. TS continuing to work on plan.</p> | TS |
| 5e | NRCP | Future meeting dates: Wednesdays at 6.30pm 20th September 2017, 13th December 2017, and 14th March 2018 | TS to attend | TS |
| 5f | Damaged walls West Road | Update | A meeting has been arranged for 9.30am on 27 th July. VE, WN, SP and clerk to meet with NYCC Area 1 representatives. Update at next meeting. Discussed | VE, WN, SP, Clerk |

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| | | | sump in field near ford and wall which belongs to highways. To request Area 1 contact landowner to sort out clearance of sump. | |
| 5g | Burial ground | To confirm action required to provide footpath to new burial ground. Removal of branches from burial ground. | Clerk to chase up Gary Hudson at RDC regarding boundary of RDC/Parish Council responsibility, info had been requested but not yet received. AS to get quote for mulching branches, etc. A plan of the proposed footpath route is required and decision on surfacing which is likely to be grasscrete. Dinah Icton has a plan of the old burial ground to get copy from her to mark-up route. Need to apply to Diocese for Faculty to proceed before application can be made to RDC. | Clerk/Cllrs |
| 5h | Play parks | Update on refuse collection problem. Maintenance of play equipment. | Clerk reported that bins had been emptied on the last 2 collection days. Will continue to monitor. There had been a couple of issues with RDC advising of minor repairs required to items in the play park and a maintenance plan is required for future problems. DD was to carry out the minor repairs and WN and AS suggested they would be happy to go on a list to carry out any minor works in future. It was suggested that RDC may provide a service to carry out such repairs. Clerk to contact RDC to find out. | DD to carry out repairs Clerk to email RDC |
| 5i | Benches | Update on maintenance and policy for future works. | SP has been painting/varnishing benches on the village green which have not had any maintenance for some time. 4 of the benches had been completed so far. SP, TS and WN dealing with repair to bench with missing slat and rest of benches need to be treated. | SP, WN, TS |
| 6 | Burial ground rules | To discuss and confirm action to be taken in regard to memorabilia and other items on burial plots. | An issue had been pointed out by the Church wardens relating to a grave in the new burial ground that has a number of items on it which are not allowed under burial ground rules including railings, lamps and ornaments. The Clerk had spoken to the owner of the grave who had initially agreed to remove the items. However since then they had noticed that 3 other graves have similar items and therefore did not think they should remove theirs. An inspection of the burial | Clerk |

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| | | | ground had been carried out by councillors and it was agreed that several graves have similar items and all affected should be contacted by letter and asked to remove them. Clerk to write to all parties involved. In future it was suggested that burial ground rules should be sent out to families when they are given the certificate for exclusive rights of burial. Clerk to do this in future. | |
| 7. | Village Green | <p>i. NYCC do not have a record of the village green on the register of common land and village greens. An application to register the green needs to be made and is currently free to apply. To discuss and approve application.</p> <p>ii. To discuss and vote on applying to RDC to remove some of the trees from the village green.</p> | <p>i. WN believed that the Green had been registered a number of years ago however he and Brian Hird had looked through old documents and discovered that an application was made in the 1970's but had been unsuccessful because it had not been in use as a village green for 20 years at the date of the application. It was agreed that the clerk should complete the registration application which is currently free of charge until 14th December 2017.</p> <p>ii. WN requested that tree no. 1048 on the village green trees plan should be cut down as he believes it is going to cause a problem and would be better to remove it. The tree survey showed no problem with the tree. It was agreed that a site meeting was required and to discuss this further at the next meeting. It was also discussed to remove the conifer near the Old Sunday School as it is not doing well and looks unsightly. It is currently below the size requiring an application to RDC so can be removed.</p> <p>AS advised that there is an opportunity to be given a new Christmas tree for the village green to discuss proposed location for this at site meeting which will be held on Sunday 30th July at 11am. Clerk to send email confirmation of meeting date/time to all Cllrs.</p> | <p>i. Clerk</p> <p>ii. Cllrs/Clerk</p> |
| 8. | Grant applications sub-committee | To discuss setting up a sub-committee to deal with grant applications. | WN proposed that there was no necessity for a separate sub-committee to deal with grant applications. A vote was taken and it was resolved not to proceed with this. | |

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| 9. | Rural co-operatives programme | To discuss recent correspondence relating to rural co-operatives and consider if any action required. | The programme was discussed but it was agreed that that there was no necessity for any further action to be taken. | |
| 10. | Grants | i. Transparency Fund Grant to confirm application details, next deadline is 14/08/17. ii. RDC are offering a grant of up to £1000 (max 75% of total project cost) for community projects to be completed by 31st March 2018. To consider suitable projects. | i. Clerk had attended a workshop regarding the grant and had been advised that the PC could claim for a laptop, software and a scanner/printer for PC use. Although the last 2 years turnover had been above £25k limit for transparency code, this was not normal and predicted turnover for this year was below £15k. It was agreed that clerk should complete application form requesting £350 for laptop, £120 for software and £55 for scanner/printer. Clerk would need to provide evidence of previous turnover for application. ii. No projects had been identified for this grant so no further action required. | i. Clerk |
| 11. | Ward Boundary proposed changes | To discuss response to current consultation regarding proposed changes to Ward boundaries. | Cllr AT provided some information about the proposal which is likely to go ahead regardless of consultation process. Melsonby is not greatly affected by the proposal, it is likely that the ward would acquire an extra 100 electors but this does not affect the PC. The total number of RDC Cllrs will reduce from 34 to 24, Middleton Tyas is merging with Barton and Moulton with Scorton. Changes will come into effect from 2019. Cllr AT will lose his current seat as it is merging but will be applying for another. Agreed no further action required. | |
| 12. | ANPR Camera | To discuss possibility of purchasing ANPR camera, a local business has offered to contribute towards cost. | AS had not heard anything further from PC Mark Wood. Clerk to forward PC Wood's email to AS. Defer to next meeting. | AS/Clerk |
| 13. | Local Council Administration Book | To discuss and vote on purchasing a copy of Local Council Administration by Paul Clayden at discounted price of £52.50 from YLCA. | YLCA had offered reduced price for purchase of this book. It was agreed that PC should purchase one copy for the Clerk. Clerk to order. | Clerk |
| 14. | Renewal of Parish Council Insurance | To discuss and vote on insurance provision for next year starting on | It was agreed that insurance should change to new provider who had quoted a lower price than current | Clerk |

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| | | 3rd September 2017. Quotes obtained and circulated. | insurer and that a 3 year long term agreement would be best option. Clerk to arrange. | |
| 15. | Retention of Documents | To approve policy on retention and disposal of Parish Council documents. | Clerk had circulated a template policy for retention of documents. It was agreed that some documents should be disposed of and clerk to finalise policy and sort through paperwork to dispose of items no longer required. | Clerk |
| 16. | Fireworks Display | To discuss and vote on holding a public fireworks display on bonfire night. | Clerk had circulated some information regarding requirements for holding such an event which is quite onerous. TS is to speak to a professional events organiser to get an idea of prices but it was agreed that no further action would be taken for an event this year. | |
| 17. | Pavement works | To discuss recent works to resurface pavements around the village carried out by NYCC contractors. | Pavements have recently been resurfaced and some complaints have been received. The quality is poor in places and surface has already started to come off. To discuss with Area 1 officers during meeting on 27 th July. | WN/SP/VE/Clerk |
| 18. | NY Fire and Rescue Service Consultation | To discuss Parish Council response to consultation on potential changes to NY Fire and Rescue Service. | Cllr AT provided some background information and advised that NYCC are against the proposal. Their preferred option is option 1 where the Police and Crime Commissioner becomes a member of the Fire and Rescue Authority. They do not think she should become the head of the authority. PC agreed this seemed like the best option and clerk to reply to consultation accordingly. | Clerk |
| 19. | Finance | a. Clerk to provide budget report for year 2017/18 to date see Appendix – emailed to Councillors prior to meeting. b. To discuss and vote on making a donation to St James the Great Church. | a. Clerk provided budget update see appendix to Agenda and budget report. b. The church have recently been told that they can now proceed with their application to build kitchen/toilet facilities in the church and the Faculty has been granted. They will be applying for grants and seeking additional funding. It was agreed that no donation should be given at the moment but that the Christmas event in the church is to be held again this year and all funds raised from that will be donated to the Church. To discuss this at the November meeting. | |

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| 20. | Planning Applications | See Appendix to Agenda for details. | A large number of planning applications had been received during the last couple of months, see appendix to agenda for details. | |
| 21. | Correspondence | Correspondence received and dealt with by Clerk since last meeting in May. See Appendix to Agenda for details. | Clerk had dealt with correspondence as per appendix to Agenda. | |
| 22. | Public Participation | No additional items were raised by members of the public. | No matters were raised. | |
| 23. | Items for future Agenda | Opportunity for Councillors to bring up items to be included in next meeting's Agenda. | No additional items were proposed only Christmas event as above. | Clerk |
| 24. | Date of next meeting | | The next meeting date was confirmed as 20 th September 2017 at 7.30pm. | |
| <u>Meeting ended at 9.40 pm</u> | | | | |