

MELSONBY PARISH COUNCIL				
MELSONBY PARISH COUNCIL MEETING HELD ON WEDNESDAY 23rd March 2016 AT 7.30PM IN MELSONBY PRIMARY SCHOOL				
PRESENT: Cllr Angus Stokoe (Chairman); Cllr V Elrington (Vice-chair); Cllr W Nixon; Cllr T Sutton; Cllr L Pratt; Cllr D Dixon; Cllr E Harrison; Jill Welham (Clerk); Cllr Wilson-Petch; Cllr Heseltine and residents.				
Item	Covering	Summary	Detail/Action	Action/By Who
1.	Apologies	John Hiles (RDC), PC Wilbor.		
2.	Declarations of Interest	A Stokoe, V Elrington and T Sutton are members of the Allotment Association.	Recorded.	
3.	Police Update	No Police crime report had been received.		
4.	Melsonby Settlement Development Assessment	John Hiles from RDC was due to attend to discuss the document.	JH was ill and unable to attend. Arrangements are to be made for him to attend a future meeting.	Clerk/JH to arrange new date.
5.	Minutes of last meeting	The Minutes of the last ordinary meeting were agreed.	Signed by Cllr A Stokoe	
6.	Progress Reports			
6a	Play Parks	Update on developments in village play parks	1. LP advised that plans for St James Close play park development were continuing but that the request for 6 swings is not possible due to health and safety reasons. LP had been trying to obtain amended prices but they have not yet been received. 2. New signs for play parks are still required. LP to get prices. 3. LP had received a complaint from residents of Moor Road whose properties back on to St James Close play park regarding older children causing disruption at night. The residents have been asked to log the incidents and report to Police. The residents have asked for a higher fence between the play park and their gardens. The fence at the opposite side of the	1. LP to get prices 2. LP to get prices 3. VE to speak to resident.

			play park had been replaced by RDC. The picnic bench has been relocated in an attempt to resolve some of the problems. VE is to speak to residents concerned to discuss possibilities.	
6b	Telephone box	Update on prices for new signs in top of telephone box	WN had not yet got quotes for new signs. He will get them for the next meeting.	WN
6c	Burial ground Damage to wall	Update on repair to damaged wall	Clerk had spoken to parent of one of children regarding someone to do the repair as discussed at last meeting. The builder concerned did not want the work so Clerk is now trying to get quotes from other builders. A meeting is arranged for 24 th March with one potential builder and two other had been approached to provide quotes. AS suggested contacting Scott Elwood for quote. Clerk to report back at next meeting.	Clerk
6d	Repairs to fence at new burial ground	Update from Clerk	Clerk had been having difficulty getting a builder to come out and provide a quote however has now made contact with three builders as above.	Clerk
6e	Speed calming measures	A letter had been received regarding the speed survey conducted on Aldborough Road.	The speed survey had been conducted and the Clerk is waiting for contact from the Road Safety Partnership on the outcome. Cllr Heseltine advised that it had been discussed at a meeting the previous evening and results should be arriving soon.	Clerk
6f	Dog fouling	Update.	The problem of dog fouling is continuing. RDC had not been back in the village with their spraying scheme since before Christmas. WN had found out about a CCTV camera available from Maplins to monitor dog fouling. It has a range of 30-50m and costs approx. £150. Clerk to try and find out about regulations for using CCTV for this purpose. YLCA may be able to assist. WN/AS to get more info about the camera.	Clerk/WN/AS
6g	Emergency Planning	Update	AS is having difficulty finding the time to proceed with the document. It was suggested that there may be a standard document that could be adapted. Clerk to contact NYCC and YLCA to see if such a template exists. TS offered to take over preparing the document.	Clerk/TS

6h	NRCP meeting update	The NRCP meeting in March had been postponed the new date is 20/4/16 at St Andrews Church in Moulton.	Cllr W-P advised that his is an important meeting as the Little White Bus scheme is to be discussed. TS offered to attend the meeting.	TS
6i	Request for Bench in Bus shelter	Update from Clerk	Clerk had struggled to get back in touch with CHS as only mobile phone and he was not answering. He had eventually got back in touch and advised that he was no longer able to do the job. Clerk now trying to get new quotes and has spoken to builders see item 6c.	Clerk
6j	Over height vehicle signage	Removal of signs allowing over height vehicles to travel through the village.	Clerk had been in touch with Area 1 and they have passed request for removal of signs on to Highways Agency as they are responsible for these signs. Clerk to monitor and if signs not removed within 3-4 months to get back to Area 1.	Clerk
6k	Damaged walls	Update on plans to repair walls on East and West Road.	1. Area 1 had advised that the repair on West Road will not be completed until next financial year. Clerk had advised them of details of landowner of adjoining field as requested. 2. AS had agreed that the best course of action is to advise Area 1 of landowner at East Road as they have standard letter to send to them to get wall repaired. Clerk to notify Area 1.	Clerk/Area 1
6l	Internal Audit	Appointment of internal auditor	Clerk had spoken to Craig Gibson and he had agreed to carry out the internal audit for financial year ending 31/3/16. This was agreed. Internal audit to be conducted as required by external auditor.	Clerk/CG
7.	School	a. Discuss and vote on making donation to School under section 137 agreement. b. Update on licence for School to continue to use Moor Road playing field.	a. Headmaster had provided some detail of the proposals for purchasing new computer equipment and ideas for running night classes in computing. Cllrs were still uncertain and wanted more answers. Clerk to invite headmaster to attend the next meeting. JS is chair of Governors and they decide how the money received is spent she will be present to help answer questions. It was also suggested that Clerk speak to Christine Selby to see if Cokin Trust can help and find out what Friends of Melsonby School are doing to help with fund raising.	Clerk

			b. PC is unable to allow School to use playing field free of charge due to regulations. Therefore Clerk had spoken to solicitor and he would charge £200 to prepare new licence. However Shaun Wilson from NYCC had suggested that he could prepare the revised licence and calculate the annual cost to the School based on previous amount + RPI. Cllrs agreed to renew licence for 3 years using same template as last time and NYCC to provide documentation to sign. Clerk to liaise with Shaun Wilson.	
8.	Defibrillator	Update on training and vote on giving out the code for the defibrillator to residents.	Clerk, WN and TS had attended the training provided by YAS which had been very useful approx. 20 residents had attended. YAS had suggested that the code for opening the defibrillator cabinet should be given to residents or advertised on the cabinet to save time and help to save lives in case of emergency. The code is the same for all defibrillators provided by YAS. Cllrs agreed that the code should be included on the Parish Council newsletter.	Clerk to advertise in newsletter.
9.	Appointment of external auditor	To vote on arrangements for appointment of external auditor for 2017-2022.	A new external auditor needs to be appointed for the next 5 years. A new auditor will automatically be appointed by the Audit Commission unless the PC wish to appoint their own. Have to notify Audit Commission by 31/3/16 if wishing to opt out. Cllrs voted and agreed to remain opted in.	No further action required. Opt-in is automatic unless otherwise notified.
10.	St James Close playpark improvement project	To discuss amendments to proposals and agree on amount of money PC to contribute to scheme to finalise Yoreventure grant application.	The latest estimate is £24121 + VAT but LP awaiting amended estimate due to changes to equipment proposed. Now too late to complete Yoreventure grant application for end of March but to proceed for next round of funding in June. PC had previously agreed to provide 10% of the cost but LP advised would stand better chance of success if more were contributed. Clerk advised that £1811.86 of money in PC funds is from donations specifically for play park improvements. PC agreed to increase their contribution to 15% of total cost.	LP

11.	Outdoor gym equipment	To vote on a request from residents to use Moor Road play park and outdoor gym equipment to provide fitness classes for which there would be a charge.	Carl Outhwaite attended and explained proposals to provide outdoor fitness classes for interested residents using the Moor Road field and gym equipment. They wish to run classes for all ages from children up to elderly. They propose to provide their own public liability insurance and would also be using some of their own equipment. They also intend to provide monthly seminars on diet/budget/fitness. This project would help to bring the community together, help people to use the equipment which they may not know how to use otherwise and improve health and fitness of residents. The classes' would cost between £1.50 - £3.00 per person depending on age and type of class. They already run a similar scheme in Barton. Clerk advised that PC would need to see copy of insurance. PC agreed to go ahead and clerk is to advertise information about the sessions in the next newsletter.	Clerk
12.	St James Close parking	To agree course of action to deal with long term parking of a caravan in the car parking area.	Clerk to confirm ownership of land with RDC if this is Parish Council responsibility Clerk to send resident a letter, otherwise to request RDC to deal with the problem.	Clerk
13.	YLCA Membership	To vote on continuing membership of YLCA and agree payment of membership fee for 2016/17 of £278.00.	Cllrs agreed that membership was useful and voted in favour of continuing membership and authorised payment.	Clerk to forward payment to YLCA.
14.	Queen's Birthday Celebrations	To discuss if events will be held to celebrate the Queen's 90 th Birthday and decide if PC wish to purchase Queen's Birthday Medals.	It was agreed that a number of medals should be purchased to be given out to children living in the village aged 11 and under. There are 30 eligible children in the School but some children go to school elsewhere. Clerk to advertise in Newsletter for parents with eligible children to register numbers so that medals can be ordered. A suggestion was made that the Birthday celebrations could be combined with the Sports Day which is on 25/6/16. LP to speak to Sports Day Committee to find out if they would be happy with this.	Clerk to advertise in Newsletter. LP to speak to Sports Day Committee.

15.	Sites of Architectural/historic interest	A request had been received from Richmondshire Building Preservation Trust to identify suitable buildings in the Parish for a restoration project.	No suitable buildings had been identified. Clerk to notify the Trust.	Clerk
16.	Finance	a. Clerk to provide budget report. b. To agree adoption of amended Financial Regulations	a. Clerk had circulated budget prior to meeting – Appendix to Agenda. b. Financial Regulations had been amended as per the last meeting. Cllrs agreed to adopt the revised regulations. Clerk to advertise on website.	Clerk
17.	Planning Applications	1. 16/00114/FULL – planning application for extension to 8 Ladywell Court. 2. Preliminary proposals for provision of Village Hall by Mulberry Homes	1. Planning application circulated no objection, clerk to advise RDC. 2. Cllr W-P had had a meeting with Peter Featherstone and John Hiles at RDC the proposed hall is too small but a larger hall won't go on the plot identified. Also needs more car parking space. May be possible to get a bigger hall in agreement for fewer affordable houses. The Hall would be built as part of phase 2 of the development. JW-P understands that the sewage is going to go into a separate system to the existing. Some work has been undertaken in the past week which may be part of a survey of the sewage system. Further to the informal meeting with Mulberry Homes it had been understood that they were to provide a revised proposal but they have now requested comments from PC on the original proposal. Agreed that Clerk should email Mulberry Homes and advise the proposed hall is too small and more car parking space required.	Clerk
18.	Correspondence	Clerk had dealt with a number of letters/emails and telephone calls. See Appendix to Agenda for details.	In addition Clerk has now received details of year-end audit and notification about PAYE from HMRC. Clerk had reported two street lights faulty and one is now faulty again and another near the Phone Box. Clerk to report to RDC.	Clerk to deal with year-end paperwork and it will be on the next Agenda for approval and report street light faults.

19.	Public Participation	<p>1. Carl Outhwaite reported a problem with rats coming in to his garden from the allotments. There is a muck heap against the back of his garden wall and rats are climbing up the wall into his and neighbours garden.</p> <p>2. WN reported that residents on Ladywell Court backing on to Aldborough Road had left hedge clippings on the verge.</p> <p>3. Carl Outhwaite reported broken stiles, one on footpath from West Road up to Jagger Lane and the other 3 tier stile on the path down to Langdale from West Road, the bottom step has broken and children from School use this route for cross country run.</p>	<p>1. Clerk to write to Allotments Association to get rat problem dealt with.</p> <p>2. Clerk to write to all residents of Ladywell Close whose gardens back onto Aldborough Road advising them of responsibility to maintain hedges and remove clippings afterwards.</p> <p>3. Clerk to write to Andy Hayes farmer responsible for the 3 tier stile and request repair. The other stile is completely broken but there is a gate which most people use anyway. Stile could be removed completely.</p>	Clerk
20.	Items for future Agenda	AS requested item on next agenda to get Port-a-loos for the Sports Day. Year-end accounts to be approved.	Clerk to add to agenda.	Clerk
21.	Dates for future meetings		The next meeting date was confirmed as 25 th May 2016 which will start at 7pm with the Annual Village Meeting followed at 7.30pm by the Annual Meeting of the Parish Council.	
<u>Meeting ended at 9.25pm</u>				