

**MELSONBY PARISH COUNCIL DRAFT MINUTES****THE ANNUAL MEETING OF MELSONBY PARISH COUNCIL HELD ON WEDNESDAY 23<sup>rd</sup> May 2018 AT 7.30PM IN MELSONBY PRIMARY SCHOOL**

**PRESENT:** Cllr A Stokoe (Chair); Cllr V Elrington (Vice-Chair); Cllr W Nixon; Cllr S Priestley; Cllr J Stansfield; Cllr D Dixon, Cllr T Sutton, Jill Welham (Clerk); J Pears (Clerk), District Cllr J Wilson-Petch, residents.

<b>Item</b>	<b>Covering</b>	<b>Summary</b>	<b>Detail/Action</b>	<b>Action/By Who</b>
<b>1.</b>	<b>Election of the offices of Chairperson and Vice Chairperson</b>		DD proposed Chair and Vice Chair to remain and seconded by TS.	
<b>2.</b>	<b>Apologies</b>			
<b>3.</b>	<b>Declarations of Interest</b>	None		
<b>4.</b>	<b>Police Update</b>	Update	No police officer was present. Clerk gave an update following April Crime Bulletin. Crime is low in the area, the only incident in the area was door to door sales people and the police had responded. Residents advised to ask for ID.	Clerk to advertise in newsletter
<b>5.</b>	<b>Minutes of last meeting</b>	The minutes of the last meeting were agreed.	Signed by AS.	
<b>6.</b>				
<b>6a</b>	<b>Telephone box</b>	Updates on signs	Ongoing	WN
<b>6b</b>	<b>Well on East Road</b>	Update on clearance work.	Proposed to put a village sign on the stone plinth, SP to get sign prices in conjunction with DD. Grass seeding to be done in the area and have this as a feature to the entrance of the village.	SP/DD
<b>6c</b>	<b>Emergency Planning</b>	Update from TS	On-going and nearly ready for approval.	TS
<b>6d</b>	<b>NRCP</b>	Update	Committee is awaiting an update.	

<b>6e</b>	<b>West Road sump update</b>	Update on meeting with NYCC officers.	NYCC advised the landowner has cleared the sump and NYCC has confirmed that the Highways Agency will clear culvert under the road.	
<b>6f</b>	<b>NYCC and RDC updates</b>	Updates from County Councillor	JWP gave RDC update. He will be in post for next 12 months. However, at the next election the number of councillors will be cut from 34 to 24. JWP advised that he has heard nothing about the proposed Moor Road development. He hopes to have an update and feedback following a meeting he is attending at the end of May.	JWP
<b>6g</b>	<b>Play park issues</b>	Update on bin and maintenance of equipment.	The clerk had spoken to Just the Job who are not taking on any new contracts. She had also spoken to Barton PC who undertake minor maintenance themselves to get the work done. Matthew at Streetscape advised these issues are low risk and could be carried out by a volunteer. Clerk still waiting confirmation of cost from RDC for carrying out minor maintenance. AS still ongoing with supply of new bin.	Clerk  AS
<b>6h</b>	<b>ANPR Camera</b>	Update on request for provision of a camera.	No police officer was present so no update available. Clerk to follow this up.	Clerk
<b>6i</b>	<b>Dog waste bin replacement</b>	Update on replacement bin at Jagger Lane	Clerk spoke with insurance companies. Both parties involved aren't admitting liability. The insurers are currently in dispute over who is responsible. Until this is resolved a claim cannot be processed for a replacement bin. The clerk has registered a claim which could be followed up once someone is found at fault. Committee agreed the bin needs replacing and Clerk to contact PC insurance	Clerk
<b>6j</b>	<b>Street Lighting request</b>	Update	Still waiting for a quote from RDC for lighting outside The Old Rectory. Clerk to follow up	Clerk

<b>5k</b>	<b>Parking issues</b>	Church Row and Moor Road – update on request to remove vehicles.	The vehicles have been removed	
<b>5l</b>	<b>Church Road parking</b>	Discuss update and covering costs	The land belongs to NYCC and any work would need to be carried out by an authorised contractor which could be expensive and NYCC will not fund this. Committee agreed that this should be left as it is	
<b>5m</b>	<b>Best Kept Village Competition</b>	Entry has been accepted. Need to discuss advertising and work required in the village	A new category has been added to the guidelines. Guidelines to be advertised. JS has repainted the sign opposite the pub and she is going to repaint the milepost sign on Moor Road.	JS
<b>7.</b>	<b>Sports Day</b>	i) To approve extra grass cutting date prior to Sports day on 30 <sup>th</sup> June ii) To approve cost of adding port-a-loos to Parish Council Insurance iii) Level green for port-a-loos  iv) Painting skulls and crossbones on bank of village green with temporary paint v) Sports Day Committee contribution to replacing football posts and nets	i) It was agreed that an extra grass cut and cuttings to be taken away the Thursday before the Sports Day. ii) The cost of the port-a-loos insurance is already included in the PC insurance cover. iii) Committee agreed that the green could be levelled for port-a-loos. John Fenwick will complete the work. iv) Committee agreed that skull and crossbones could be temporarily painted on the bank of the village green.  The Sports Day Committee has very kindly donated £300 towards the cost of replacing the football posts and nets on Moor Road Play park. PC agreed to pay the remaining amount – Clerk to let L Pratt know and liaise with her in getting work carried out.	Clerk  Clerk/LP
<b>8.</b>	<b>Tidy gardens and village show dates</b>	To discuss judging arrangements and agree funding prizes for Tidy Gardens competition	VE suggested having a set of criteria outlining what the judges are looking for. This will include that the judging takes place and is viewed from the footpath. JWP is happy to continue judging this with JW. Committee agreed the funding prizes would be first place £25, second place £15 and third place £10.	VE/Clerk
<b>9.</b>	<b>Community Speed Watch and road signs</b>	Update on current monitoring sessions and discuss signs at village entrances to notify community speed watch village	Monitoring is down on last year but volunteers are operational. The design of the road signs is virtually approved. SP to provide DD with the dimensions for a 'Melsonby' sign to be displayed on the wall by the well	TS  SP/DD

			as you enter the village. The sign needs to follow Highways regulations. DD agreed to display the burial ground rules once he has the sign from WN. The Area 1 high vehicle diversion sign has been scheduled to be removed.	DD/WN
10.	<b>Parish Plan</b>	To discuss and approve the updated Parish Plan	JS has updated the plan, clerk to add relevant dates to the document. This is to be registered with RDC and requires to be reviewed/updated every 5 years. Committee discussed primary village categorisation, what are the categories, can the categorisation be reviewed? JWP agreed this is something that needs to be discussed and he will raise this at his meeting on 31 <sup>st</sup> May with local planning team.	Clerk  JWP/Clerk
11.	<b>General Data Protection regulations</b>	Updates on GDPR and Parish council responsibilities and to discuss and vote on new mobile phone for the Clerks use and providing new email addresses for Councillors linked to website domain	JW confirmed we are a supplier and should register with ICO. The cost to register is £40 – Committee agreed this should be done. As PC currently has a turnover of less than 25k it is not required to employ a Data Protection Officer. This policy is currently being reviewed and passed through parliament – Needs to be monitored. Any contacts we hold need to be contacted and seek their permission in holding the information. This includes contact information from events and Emergency Planning team. JW is going to sort through archived records and documentation and destroy accordingly. Committee agreed a new mobile phone should be purchased and emails and internet accessible from the handset. Clerk to look at costs for a contract phone. All committee members should have a separate email address for the Parish Council. The initial cost would be £40 and an additional fee of £4 per email address.	Clerk  JW/Clerk  Clerk  Discuss again at next meeting
12.	<b>Church Row parking</b>	Update on landownership of verge in response to request from resident to create parking spaces on Church Row where the grass verge is currently outside numbers 19-31	Item duplicated see 5L	

13.	<b>Trees</b>	Update on application to remove Sycamore Tree on village green and create a sculptor. Also, to decide where to plant a tree received from the W.I.	JS to initially speak with tree surgeon and sculptor. Clerk to get a price for Tree felling work now we have approval from RDC. DD will arrange scaffolding and liaise with JS. Committee agreed to leave the W.I. tree with JS and discuss at a future meeting.	JS JS/DD JS
14.	<b>Renewal of Parish Council Insurance</b>	The insurance is due for renewal on 3 <sup>rd</sup> September 2018. A 3year agreement is in place. Need to discuss future requirements	Need to add laptop and printer to policy. It should be covered under current policy however Clerk to confirm this.	Clerk
15.	<b>Burial ground issues</b>	a) Update regarding repair to stone pillars at ramp. b) Update on removal of the shrubs, brash etc. c)To discuss progress on obtaining plan for footpath proposal.  d) Update on removal of items from graves and results of memorial inspection	a) Still waiting John Proudlock to complete repairs.  b) Shrubs and brash etc has been removed  c) Provision of a footpath through the old church yard to the new burial ground is being investigated and actioned by VE working with DD. Agreed Clerk will contact RDC in the first instance for guidance.  d) PC accept the changes and all items have been removed	AS to follow this up  Clerk/DD/VE
16.	<b>Storage Container</b>	To discuss and vote on purchasing a storage container	A quote for an 8x8x10 storage container will cost £1250 + VAT and £60 for lockbox. Clerk to seek information from RDC as may require permission to place this on the village green.	Clerk
17.	<b>Clerk's contract and salary</b>	To approve increase in hourly rate to 9.341 per hour in line with YLCA recommendations. To approve amendments in Clerk's employment contract	Committee agreed to increase Clerks hourly rate and make amendments to employment contract. DD asked about mileage and expenses and suggested seeking guidance as to current mileage. Clerk to look into this and update at next meeting.	Clerk
18.	<b>YCLA</b>	To agree on branch representatives for YLCA branch meetings. Two representatives are required.	SP and Clerk agreed to be the representatives and would attending the YCLA meetings where possible or if a particular topic on the planned agenda was of interest.	Clerk/SP
19.	<b>Finance</b>	Clerk to provide budget report for year 2017/18 to date see Appendix –	i. The Annual Governance Statement had been circulated to councillors prior to meeting it was	Clerk to submit governance statement

		emailed to Councillors prior to meeting.	<p>resolved to approve the Statement and the Chairman and Clerk signed the document.</p> <p>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 on the website and now completed and advertise notice of public right to inspect accounts during required period.</p> <p>iii. Self-certification of Annual Governance Statement approved and Clerk to post certificate to external auditor</p> <p>iv. Clerk provided budget report.</p>	
<b>20.</b>	<b>Planning Applications</b>	See Appendix to Agenda for details.	PC agreed to use website for processing future planning applications.	
<b>21.</b>	<b>Correspondence</b>	Correspondence received and dealt with by Clerk since last meeting in January. See Appendix to Agenda for details.	Clerk had dealt with correspondence, see Appendix to Agenda. In addition, a Sea Farers letter which has been passed to the Church and an email from Police and Crime Commissioner for North Yorkshire asking to Share your views on Neighbourhood Policing in North Yorkshire via an on-line questionnaire for both residents and the PC. This has been emailed to Cllrs. Committee asked that a letter should be sent to Julia Mulligan as she hasn't kept to her promise and feel there is no support in the Melsonby community. Clerk to formulate a letter.	Clerk
<b>22.</b>	<b>Public Participation</b>	Opportunity for residents to bring matters to the attention of the Parish Council.	None	
<b>23.</b>	<b>Items for future Agenda</b>	Opportunity for Councillors to bring up items to be included in next meeting's Agenda.	JS would like to organise a 'Big Picnic' on the village green on 3 <sup>rd</sup> June. The aim of the event is cut down on isolation. JS will liaise with Clerk to promote the event	JS/Clerk

24.	Date of next meeting		The next Parish Meeting will be 18 <sup>th</sup> on July 2018 at 7.30pm	
<u>Meeting ended at 9.45 pm</u>				