

MELSONBY PARISH COUNCIL DRAFT MINUTES**THE ANNUAL MEETING OF MELSONBY PARISH COUNCIL HELD ON WEDNESDAY 18th July 2018 AT 7.30PM IN MELSONBY PRIMARY SCHOOL**

PRESENT: Cllr A Stokoe (AS) (Chair), Cllr V Elrington (VE) (Vice-Chair), Cllr W Nixon (WN), Cllr S Priestley (SP), Cllr J Stansfield (JS), District Cllr J Wilson-Petch (JWP) RDC, Cllr A Thompson (AT) NYCC, J Pears (Clerk), residents.

Item	Covering	Summary	Detail/Action	Action/By Who
1.	Apologies	Cllr David Dixon (DD)		
2.	Declarations of Interest	SP asked if supporting Melsonby Primary School could be added to the agenda	SP declared he has an interest in the school as a Governor.	
3.	Minutes of last meeting	The minutes of the last meeting were agreed.	Signed by AS.	
4.	Police Update	Update	No police officer was present. Clerk gave an update following June Crime Bulletin. There have been no reports of crime in the Melsonby area.	Clerk
5.				
5a	Telephone box	Updates on signs	Ongoing	WN
5b	Well on East Road	Update on clearance work.	Grass seeding to be done in the area and have this as a feature to the entrance of the village. WN is looking at limestone for the wall.	WN
5c	Parish Plan	Update on Parish Plan	Parish Plan has been revised and submitted to RDC for registration.	Clerk
5d	Emergency Planning	Update from TS	TS wasn't present at the meeting. The Emergency Plan is on-going and nearly ready for approval.	TS
5e	NRCP	Update	No update was given.	
5f	Tidy Gardens Competition	Discuss judging criteria and date for judging to take place	VE presented a set of criteria outlining what the judges are looking for. This includes the judging takes place and is viewed from the footpath. JWP is happy to	VE/JWP

			continue judging with VE. Agreed judging will take place on 2 nd August 2018.	
5g	Village Green Registration	Update from Clerk on application submission.	Clerk shared an email from NYCC with Councillors outlining a revised map of the Village Green. This takes into account two areas of the Green where the Parish Council don't have ownership. Council agreed the revised map was acceptable and to proceed with the application.	Clerk
5h	NYCC and RDC updates	Updates from County Councillor	JWP gave RDC update. JWP advised that there is movement on the proposed Moor Road development and will keep us updated. JWP discussed the review of primary village categorisation; the categorisation will remain as is until the review date of 2035. JWP & AT did not attend an update meeting regarding the A66 - however they are arranging another meeting and will update us in due course. AT thanked the council for responding to the survey from NYCC regarding provision of Vehicle Activated Signs (VAS). The feedback has been used to present the need for VAS in the village. This feedback has been passed by the Transport Committee. AT is hopeful this will be approved later this year. AT suggested accessing funding from a 'Pot of Gold' project to purchase the VAS (Matrix Boards).	JWP JWP/AT
5i	Best Kept Village Competition	Entry has been accepted. Need to discuss advertising and work required in the village	Clerk advised Melsonby had already been judged - this took place in the last couple of weeks. We are awaiting feedback.	Clerk
5j	Play park issues	Update on bin and maintenance of equipment.	Clerk reported that PC has received an hourly rate of £16.47 from RDC to carry out maintenance of the play parks. The current issues are considered low risk. VE suggested that a committee member meets the annual inspector to discuss issues and the remedial work required before approaching RDC. Committee agreed this. Clerk to confirm when the annual inspection is taking place.	Clerk DD AS

			No update on the MUGA Pitch. AS is ongoing with new bin.	
5k	Tree on Village Green	Update from JS	The sycamore tree on the village green has been removed and a sculpture created. JS has put a memorial plaque on the sculpture and suggested that residents could do the same for a small fee. JS suggested that any profit could be given to the Flush Fund. Committee have asked JS to put together a proposal for the next meeting.	JS
5l	ANPR Camera	Update on request for provision of a camera.	No police officer was present. Clerk has corresponded with them. There are a number of questions to be answered before proceeding with our request. The questions are of a technical nature. The committee has asked that the Clerk go back and ask if support/ guidance is available to be able to respond accordingly.	Clerk
5m	Dog waste bin replacement	Update on replacement bin at Jagger Lane	Clerk spoke with Parish Council insurer. It would not be viable to claim as the excess is £250 and the cost to replace the bin is approximately £230. Committee agreed that Clerk should speak to third party insurance companies again.	Clerk
5n	Street Lighting request	Update	Clerk advised that a quote of £1000 for an additional street light had been received from RDC. The committee agreed that a light is required; however the positioning of the light would not offer the lighting required. Committee to consider other options.	Committee
6.	Document Retention Policy		Committee agreed that Melsonby Parish Council (MPC) will adopt a Records Management Policy following guidance from YLCA. This document supports Data Protection Policy, Compliance with Freedom of Information Act 2000, the General Data Protection Regulation 2018 (GDPR) and other associated legislation. Clerk will manage the policy.	Clerk

7.	Community Speed Watch and road signs	Update on current monitoring sessions and discuss signs at village entrances to notify community speed watch village	Community Speed Watch volunteers are diminishing. SP has asked PC to advertise in recruiting more volunteers and a new coordinator to manage the scheme. Committee agreed to advertise in the newsletter, website and Facebook page.	Clerk/SP
8.	Play Park Goal Posts	Old posts need removing and new posts ordering	Play Park committee asked if we could discuss the removal of the old goal posts. AS and WN discussed removing the old posts and disposing of them. AS will speak with Play Park committee to arrange this. Once removed, Clerk will order new posts.	AS/BN Clerk
9.	Defibrillator Training and Inspections	Raising awareness and offering residents training.	Steve Pace (Resident Community First Aid Responder) asked if the committee could support him in raising awareness for Yorkshire Air Ambulance Service Community First Aid Responders and help recruit new responders. Steve has asked if a banner could be displayed in the village and information in the newsletter. Steve would also like to offer Defibrillator training for residents both new and as a refresher for previous attendees. It was suggested that an evening date and a Saturday date is offered to accommodate everyone. Steve will liaise with Clerk with proposed training dates.	Steve Pace/Clerk
10.	Renewal of Parish Council Insurance	The insurance is due for renewal on 3 rd September 2018. A 3-year agreement is in place. Need to discuss future requirements	Renewal has been received, it is £418.57. Committee agreed this. Clerk to liaise with insurer.	Clerk
11.	General Data Protection regulations	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	Clerk has registered MPC with Information Commissioner's Office. The cost of £40 per annum and has been approved by the committee. Councillors agreed that they will continue to use their current email addresses for correspondence. All Parish Council emails are received by the Clerk who then disseminates to the council accordingly. Clerk shared costs for a new mobile phone. It was agreed that a 24-month contract of £18 per month with £29 up front fee for a Huawei P Smart phone on a Vodafone network	Clerk

			would be sufficient. Clerk will try to transfer current telephone number however if this isn't possible will place the order with a new number.	Clerk
12.	Storage Container	To discuss on purchasing and location of a storage container	Committee agreed there is a need for a storage container. Suggested that a quote for a larger container is obtained. It was agreed the container could be located in the Moor Road play park rather than the village green as initially discussed. AS to obtain quotes.	AS
13.	Burial ground issues	a) Update regarding repair to stone pillars at ramp. B) To discuss progress on obtaining plan for footpath proposal. c) Grass cutting complaint d) Display burial ground rules	a) Repairs have been completed. b) Provision of a footpath through the old church yard has been investigated by VE and DD. Agreed Clerk will contact Ian Black in the first instance. c) Council agreed that no further action is required. d) On going	Clerk/DD/VE WN/DD
14.	Support for the elderly and disabled in the community	Assessing support for the elderly and disabled in the community. Disposing of white goods.	Clerk spoke with RDC and a service is available where white goods or bulky waste items can be collected from a resident's house if the resident is unable to place items at the kerbside. A disclaimer would need to be signed before RDC enter the house to remove the items. An initiative called The Bridge, based in Catterick is available to support older people and their families. Information will be shared via MPC website, Facebook page and newsletter.	Clerk
15.	Sycamore pruning on Village Green		No longer required.	
16.	Finance	Clerk to provide budget report for year 2018/19 to date see Appendix – emailed to Councillors prior to meeting.	Clerk provided budget update - see appendix to Agenda and budget report.	
17.	Planning Applications	See Appendix to Agenda for details.	There have been 6 planning applications received. All have been approved by the committee.	

18.	Correspondence	Correspondence received and dealt with by Clerk since last meeting in May. See Appendix to Agenda for details.	Clerk had dealt with correspondence, see Appendix to Agenda. In addition, a letter has been sent to Julia Mulligan as we feel there is no police support in the Melsonby community. Information about a charity called The Bridge has been received by post. This has been circulated to the council and will be shared on website, Facebook page and newsletter.	Clerk
19.	Public Participation	Opportunity for residents to bring matters to the attention of the Parish Council.	None.	
20.	Additional agenda item	Supporting Melsonby Primary School (MPS)	SP asked if the committee could support MPS by including a promotional leaflet when delivering the newsletter. This was agreed by all. SP will liaise with JS.	SP/JS
21.	Items for future Agenda	Opportunity for Councillors to bring up items to be included in next meeting's Agenda.	None.	
22.	Date of next meeting		The next Parish Meeting will be 26 th September 2018 at 7.30pm	
<u>Meeting ended at 9.30 pm</u>				