

MELSONBY PARISH COUNCIL DRAFT MINUTES				
THE MEETING OF MELSONBY PARISH COUNCIL HELD ON Wednesday 19 th May 2021 at 7.30PM at St James Church Meeting Room				
PRESENT: Cllr J Stansfield (JS) (Chair), Cllr V Elrington (VE) (Vice Chair), Cllr S Priestley (SP), Cllr W Nixon (WN), Cllr T Sutton (TS), Cllr D Dixon (DD), J Pears (Clerk), Residents.				
Item	Covering	Summary	Detail/Action	Action/By Who
1.	Apologies		Cllr G Angus (GA), Cllr J Wilson-Petch (JWP) RDC, Cllr A Thompson (AT) NYCC	
2.	Declarations of Interest		None.	
3.	Minutes of last meeting		The minutes were agreed and signed.	Clerk/JS
4.	Police update	Update.	No update given. PC Mark Wood has been promoted. Clerk invited PCSO contact but no response to invitation.	
5.	Progress report:			
5a.	NYCC and RDC updates	Updates from Councillors.	No update given. The Parish Council (PC) did wish to share and note their concerns and frustration on the lack of support from RDC and NYCC. Clerk will reiterate this with JWP and AT. Cllrs agreed that they should contact other Parish Councils to see if the feeling is felt elsewhere. JS and WN suggested attending the next YLCA Meeting.	Clerk JS/WN
5b.	White line road markings	Road Safety Concerns.	Highways confirmed they are aware of this on 29/4/21 but were unable to give a date for this work to be completed. Cllr feel the timeframe is not acceptable, Clerk will continue to follow up. The yellow lines also need to be replaced on West Road. Highways are aware of this.	Clerk
5c.	NRCP	Update from TS.	No update, the next meeting was postponed and will now take place on 5th May 21.	TS
5d.	Play Park Remedial Work	Ongoing.	Ongoing - There is an advisory for a play panel at St James Play Park. WN and VE will look at this.	WN/VE
5e.	People residing in caravans at the end of Jagger Lane	Ongoing.	Clerk to contact RDC planning directly to confirm the situation. JWP confirmed that RDC had emailed to confirm the residents are paying Council Tax. JWP was unsure if the residents are accessing the main sewage works and when this was agreed with planning at RDC?	Clerk
5f.	Burial Ground Issues	Ongoing.	The headstone remedial work is still to be completed. Cllrs agreed that unwitnessed interment of the ashes	Completed

			can no longer take place. Clerk will update the burial ground fees and rules.	
5g.	Moor Road play park litter bin	Update.	<p>Clerk spoke to RDC. This is an unpaid service for all PC's, when a decision has been made to change this the PC will be notified. The PC are still not paying for the service however the bins are currently being emptied but this has been inconsistent.</p> <p>It was noted that the bin outside the school has the front missing and needs repair. Clerk to contact RDC.</p>	Completed Clerk
5h.	Glebe Court Community Garden	Update.	The project deadline date has been extended by 3 months to 1/6/21. Cllr TS shared a plan of the area. Cllrs agreed that the purchase of 2 x park seats at £ 284.00 + VAT each and 1 x table at £ 410.00 + VAT Clerk to contact supplier.	TS/Clerk
5i.	Signage	We are watching you signs and No cold calling signage.	Clerk and JS have produced "No cold calling" signs for residents and these are available to pick up from the information centre for residents to use and display in the interim. Clerk to follow up creating a 'No Cold Calling Zone' now that the service has resumed. Clerk has requested costs and options from Trading Standards. Clerk has spoken to RDC Street Scene about the "We are watching you" signage and is awaiting further information. In progress.	Clerk Clerk
5j.	Memorial Bench for Dick and Pat Ablett	Ongoing.	The family have suggested a bench to be purchased. Councillors agreed the purchase of the bench. Cllrs will meet on the village green to find a suitable place for the bench.	Clerk/Cllrs
5k.	35 Church Row public footpath	Ongoing.	This has now been progressed following a meeting with M Leah at NYCC/Cllrs and 35 Church Row. A plan has been agreed and residents of 35 Church Row are progressing this. Cllrs asked Clerk to get an update from 35 Church Row.	Clerk
6.	Community Speed Watch (CSW) and VAS	Update.	Community Speed Watch is still on hold due to lockdown. The Matrix Board (VAS) is operating successfully. Cllrs discussed having additional poles installed at other parts of the villages and rotating the matrix board. 2 areas agreed were East Road and Aldbrough Road. Clerk to contact NYCC for a cost. Cllrs agreed for the purchase of 2 poles at a cost £ 750 instead of £1000 if both are purchased and erected at the same time. Clerk to progress this.	Clerk
7.	Limegarth development entrance	Application Entrance subsidence Village Hall.	The application remains in consideration. RDC don't have an objection from a consultee (infrastructure) so therefore they are unable to refuse the application on concerns regarding infrastructure.	Clerk/Broadacres

			Cllrs will look to residents as a Village Hall committee will need to be established. Cllr agreed to look at this when a more detailed plan is available. VE raised a question. In the original planning application in 2015 the system was to be controlled by a pumping station. This has now been omitted and retention bond and hydraulic break has replaced it? Why is this? JWP will take this up with Planning. Cllr noted that the new culvert is a 1/3 of the size and Cllrs are concerned why this is? Cllrs feel this is inadequate. JWP will look into this.	JWP
8.	Spencer House	'H' Bar Road Marking.	The PC have received correspondence from Mr James Rees. Cllrs discussed the correspondence. Cllrs have asked that the Clerk raise their concerns to Planning at RDC. An application to place 'H' Bar markings at the entrance to 37 West Road has been received. The PC is concerned that further property developments will take place on the land. This will give further and easier access to larger vehicles using the entrance which is felt to be a health and safety issue and will take up further road space and reduce the road parking available. This entrance already sits close to the school and the proposed 'H' bar road marking could take this up close to the yellow lines outside of the school. The PC have opposed the plan.	Cllrs/Clerk
9.	Northumbrian Water Update	Ongoing.	Northumbrian Water have responded with their findings. They have completed the remedial work and are satisfied with the outcome. Cllrs have agreed Clerk to respond thanking them for the response and will be in touch should the infrastructure problems reoccur. Cllrs agreed that this need to be moved on and to monitor the infrastructure going forward.	Clerk
10.	Replenishing grit bins	Ongoing.	Clerk received an email from a resident regarding replenishing the grit bins. Clerk confirmed the PC pay for 2 bins to be filled 2 per year at a cost of £150 + VAT. Cllrs agreed that this cost seemed high. GA will look at this as may have a contact who could offer a more competitive price for the service. Will review again later on this year.	GA/Clerk
11.	Flood prevention		TS asked that this is brought to the attention of the PC. Clerk has contacted Highways – Will follow this up. The culvert along Moor Road was blocked again. The PC met with Highways on 18 th Dec 2020 and discussed the source of extra water being channelled towards the village from the fields at the top of Moor Road. Issues on Moor Road: The verges	Clerk/Highways/Landowners

			were examined and the work done by the land owners on the clearing of the ditches and addition of piping to allow the water to flow freely towards the village. Three areas were identified that needed clearing of built-up debris from rubbish thrown from vehicles and vegetation. This is something landowners are responsible for clearing. A roadside drain is fully blocked near the 30-mph sign leaving the village and needs clearing. Issues on West Road: the right-hand side culvert that has been recently cleared at the ford looking out from the village road that is causing water to flow over the road again. Highways needs to come back and clear the blockages. Highways have carried out work however this hasn't rectified the problem. Cllrs agreed that Highways should contact landowners as they have a duty to clear this and Highways need to take responsibility. This needs urgent attention.	
12.	Public footpath email	Emailed received from a resident.	Cllrs discussed a resident's email re the footpath on Jagger Lane to West Rd where the stile is situated. Some work has been carried out however the resident has been in contact since and has asked if more can be done. The email has been passed to Adam Shaw. The PC can liaise with Adam Shaw and Highways; however, this is private land.	Clerk/Highways/ Adam Shaw
13.	Village Plants		It was suggested that plants should be purchased for the village. Cllrs agreed the purchase of village plants at a cost of £106.00. VE will progress this.	VE
14.	Funding for additional street lights	RDC funding available.	RDC have a fund available for up to 3 street lights per PC. Cllrs agreed 3 additional street lights would be beneficial. The areas suggested are the bridge down from the church (rectory), Aldbrough St John Road (west side) opposite Swire way entrance and opposite the school. Clerk to look into this.	Clerk
15.	10k RDC play park funding		Lisa Pratt (LP) from the Play Park Committee attended the meeting and proposed that the additional 10k funding available is used to replace equipment in both St James and Moor Road play parks. Lisa shared quotes from Streetscape. The 10k funding is available per play park and is on a first come first served basis. Cllrs agreed to proceed with an application for each play park, 3 quotes would be required. Lisa will progress this with support from the Clerk.	LP/Clerk
16.	Defibrillator Pads need replacing		The defibrillator pad need replacing. Clerk will arrange this and Steve Pace have agreed to replace them.	Clerk

17.	Damage to play park equipment		There has been damage to the play park equipment. Cllrs discussed and reviewed the current process. EV met with Gareth Hastie to look at the damage to the play park equipment. It was agreed that some damage could be caused by the strimmer and other damage could be caused by deterioration or vandalism. Cllrs agreed that any damage should be brought to the attention of the PC and the PC will deal with this. Cllrs agreed that the repairs are very minor and could be carried out by Cllrs rather than outsource this.	Cllrs
18.	Telephone call from Joan Sheldon		This has been completed. Joan Sheldon contacted the PC looking for help with cutting the grass near her home. A resident nearby has agreed to cut the grass.	Completed
19.	Delivering the PC Newsletter		Cllrs agreed that copies of the PC Newsletter should be posted through residents' doors now that restrictions have lifted. Ian Simpson has stood down from his voluntary role delivering the newsletter to the north of the village. A new deliverer will be required. This needs to be included in the next newsletter. The PC would like to thank Ian Simpson for his support.	Cllr/Clerk
20.	Sports day on 26th June 2021		The Sports Day Committee have submitted a proposal for the PC. to consider paying for the hire of 3 toilets for Sports Day. agreed to the cost of £258.00 inc. VAT. Clerk to arrange payment. Cllrs agreed to have the grass of the village green cut the week before Sports day (26th June 2021) and the cut grass removed and a temporary logo on bank of village green for Sports Day if they decide to do one. Clerk to liaise with GCH to sort grass cuttings and ensure the PC insurance covers the hire of the toilets for the event.	Clerk
21.	Finance	<p>Clerk to provide budget report for year 2020/21 to date see Appendix – emailed to Councillors prior to meeting.</p> <p>I. To certify Melsonby Parish Council as exempt from external audit for fiscal year 2020/21</p> <p>II. To note the Annual Internal Audit Report for 2020/21 included at page 4 of the Annual Governance and Accountability Return 2020/21</p> <p>III. To approve Section 1 - Annual Governance Statement 2020/21 for Melsonby Parish Council on page 5 of the Annual Governance and Accountability Return 2020/21</p> <p>IV. To approve Section 2 - Accounting Statements 2020/21 for Melsonby Parish Council on page 6 of the Annual Governance and Accountability Return 2020/21</p> <p>V. To approve the publication of documents required by Accounts</p>	<p>Cllrs approved the financials for 20/21 and JS signed the documentation.</p> <p>RESOLVED that Melsonby Parish Council (MPC) is exempt from external audit for the year 2020/21 as its annual turnover does not exceed £25,000.</p> <p>RESOLVED that Annual Internal Audit Report for 2020/21 included at page 4 of the Annual Governance and Accountability Return 2020/21 be noted.</p> <p>RESOLVED that MPC approve Section 1 Annual Governance Statement 2020/21 for MPC on page 5 of the Annual Governance and Accountability Return 2020/21.</p> <p>RESOLVED that MPC approve Section 2 - Accounting Statements 2020/21 for MPC on page 6 of the Annual Governance and Accountability Return 2020/21.</p>	Clerk

		<p>and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities.</p>	<p>RESOLVED that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities, MPC will publish the following documents on a public website:</p> <ul style="list-style-type: none"> • Certificate of Exemption, • Annual Internal Audit Report 2020/21, • Section 1 – Annual Governance Statement 2020/21, • Section 2 – Accounting Statements 2020/21, page 6, • Bank Reconciliation to 31 March 2021, <p>Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.</p> <p>Cllrs approved the draft budget for 2021/22.</p> <p>Clerk confirmed that the Zoom subscription had been cancelled.</p> <p>Cllrs agreed to renew the YLCA membership for 2021/22 at a cost of £ 304.00 and agreed the cost of £ 20 per meeting to hire the church meeting room.</p>	
22.	Planning Applications	As per appendix.	All current planning applications were discussed. 2 x Planning application for Low Grange Quarry, West Lane- C1/15/00326/CM and NY/2021/006073 has been received. Cllrs have responded to share their concerns. Emails have been received from resident's, Michael Longstaff and Steven Turner sharing their concerns. Cllrs agreed that an email should be sent to planning to share the concerns again and confirm that quarry vehicles are still accessing the quarry via the village. A Cllr noted that a vehicle was seen on 17 th March early in the morning. This need addressing immediately. A note should be placed in the Newsletter to ask resident to let the PC know should they see any quarry vehicles accessing the village.	Clerk/Cllrs
23.	Correspondence	Correspondence received and dealt with by Clerk since last meeting.	Correspondence as per appendix.	
24.	Public participation	Opportunity for residents to bring matters to the attention of the Parish Council.	The light still isn't working outside Mr Mike Priestley property at 48 High Row, opposite the school. Clerk to follow this up.	Clerk Clerk

			JS asked that the Little White Bus revised timetable is displayed on the noticeboard.	
25.	Items for future Agenda	Opportunity for Councillors to bring up items to be included in next meeting's Agenda.	Update of A66 development.	
26.	Date of next meeting		The next Parish Meeting will be on Wednesday 14 th July 2021 at 7.30pm in St James Church Meeting room.	
<u>Meeting ended at 10.05pm</u>				