

MELSONBY PARISH COUNCIL DRAFT MINUTES

THE MEETING OF MELSONBY PARISH COUNCIL HELD ON Monday 23rd May 2022 at 7.30pm at St James Church Meeting Room

PRESENT: Cllr G Angus (GA), (Chair), Cllr V Elrington (VE) (Vice Chair), Cllr W Nixon (WN), Cllr J Stansfield (JS), Cllr B Bottle (BB), 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 T Sutton (TS)	
2.	Declarations of Interest		None.	
3.	Minutes of last meeting		That the minutes of the meeting held on 23 rd March 2022 are confirmed as a true record and be signed by the Chairman.	JS
4.	Councillor vacancy	There is a Councillor vacancy due to Cllr S Priestley standing down.	Cllrs agreed to advertise the vacancy. Clerk to arrange this.	Clerk
5.	Police update	Update.	The March crime bulletin had been received and circulated. The Police have postponed the planned property marking event to be held on Saturday 18 th June at 9am – 12 noon. Police will come back to Clerk with new dates.	Clerk
6.	Progress report:			
6a.	NYCC and RDC updates	Updates from Councillors.	AT asked for the PC to discuss and agree one of the following options as the County Council are looking at a policy for the 20's plenty initiative. The responses will influence the policy however this is a county wide response and it will be determined by the majority vote: 1) Every 30mph sign be replaced with a 20mph sign 2) Leave the 30mph signs and have a '20 mph zone' 3) Do nothing at all. Councillors agreed that option 1 would be their preferred option. Clerk to let AT know. JWP gave an update: He will remain in post for another 12 months and continue to support the PC as the unitary authority is formed.	Clerk
6b.	White line road markings	Road Safety Concerns.	This is ongoing – Clerk followed up in May 2022. Some of the white line work has been completed. The slow sign at Everards still needs replacing.	Clerk
6c.	NRCP	Update from TS.	No update.	TS
6d.	Play Park Remedial Work	Ongoing.	The 4 swing seats have been replaced by WN/TS.	Completed
6e.	Community Speed Watch (CSW) and VAS	Update.	Community Speed Watch still requires more support from volunteers. If there is anyone who could help, please contact the Clerk. Melsonbyp8@gmail.com GA suggested approaching the school to see if they could help with recruiting new volunteers. Clerk will contact the school. Both Matrix Board (VAS) are in place working.	Clerk/VE Clerk

6f.	RDC Street Light Funding	Update.	Clerk contacted Gary Hudson at RDC. He has now left and all correspondence should be passed to David Lodge. Cllrs discussed the installation of the new light and agreed that the 12-hour timer of light could be reduced to perhaps 6 hours? Clerk will look into this. Clerk will also contact RDC as there are a number of that are no longer in use and need removing.	Clerk/RDC
6g.	35 Church Row public footpath	Ongoing.	Work is underway and all agreed that the original footpath plan will be progressed. GA has printed out the NYCC formal application and Clerk has completed some of the application. WN/GA will complete the remaining information before submitting. Once submitted the PC will look into funding available.	WN/GA
6h.	Limegarth development entrance	Application Entrance subsidence Village Hall.	CURRENTLY ON HOLD - The full planning application has been received and was due before a full planning committee. This was withdrawn from the last committee meeting following guidance from Natural England. The PC has written to Rishi Sunak MP for the 3rd time and WN agreed he will meet with him following the Northumbrian Water meeting scheduled to take place on 24 th June 2022.	ON HOLD WN/Rishi Sunak MP
6i.	Cars driving on pavements	Residents asked for this to be discussed.	Highways met with JS on 8 th April and agreed that bollards could be installed. This has now been completed.	Completed
6j.	20's plenty initiative		JS has created a plan to share with the 20's plenty. Before submitting this, she will share with Cllrs and ask for feedback. This could also feed into discussion with AT.	JS
6k.	Layton Lane Planning Application		CURRENTLY ON HOLD - Cllrs discussed the application and agreed that they could not support this. Clerk responded to planning confirming the objection to the application and requested an on-site visit. An on-site visit has taken place however the PC were not invited to attend. Cllrs feel an on-site visit is necessary to understand the concerns of the Melsonby community. JWP suggested that the PC wait for the design plan to be shared. Once received they could request an on-site visit and share all concerns. Cllrs did ask for it to be noted that they don't feel the concerns of the community are being considered and the role of the PC in the planning process is more a tick box exercise.	ON HOLD
6l.	Queens Platinum Jubilee		JS attended a meeting to look at how the PC could support the Queens Platinum Jubilee events taking place in the village. The PC agreed that the events will be covered under the current insurance policy as they are Parish Council led events.	JS
6.m	Melsonby Closed Churchyard		A meeting took place with RDC, Melsonby Environmental Group (MEG) and the PC. Cllrs will agree a more detailed plan and a review meeting will take place in October/November 22.	Cllrs
6.n	Burial Ground question		Burial ground question – Confirmation of a burial is required. Clerk has confirmation of the fee paid and now need to liaise with the grave digger for further exploration.	Clerk
6.o	Overgrown hedge at West Road		There is an overgrown hedge on West Road. Clerk to contact Highways and owner of the hedge.	Clerk

6.p	St James Close remedial work		Highways are aware of the issue. VE will check to see if the work has been completed. Re: St James Close - potholes and settlement to the road next to the kerbs that were replaced years ago. This was the excavated strip parallel to the kerb that was excavated to allow the concrete kerb raft to be renewed and new kerbs installed. This section is settling and causing standing water when rain falls.	Clerk/VE
6.q	Meeting with Rt Hon Rishi Sunak MP		WN is going to meet with Rishi Sunak MP however this is currently on hold as would like to meet with Northumbrian Water first. A meeting with Northumbrian Water is due to take place on 24 th June 22.	WN
6.r	Funding for local footpath stiles		Residents email received regarding funding for local footpath stiles. Cllrs discussed this and agreed this is not a PC issue and should be dealt with by footpaths at NYCC. The PC had received an email from other residents opposing the suggested updates.	Clerk
6.s	Signage by the school		Clerk contacted Smiths in Richmond for costs for additional signage. JS thought she had seen that a new sign had been installed. Before discussing further Cllrs will check this. For information: Cllrs felt the further signage could be placed by the school to deter speeding. Highways confirmed that there is adequate signage by the school.	Clerk
6.t	Email received from a resident		A project to map the Camino Ingles will be coming through Melsonby and have asked for their involvement. JS has met with them and involved the church as this could be a joint project for the community. The church is leading on this project.	Completed
6.u	Sports Day Committee		Clerk shared email from the PC insurers confirming that their public liability insurance will cover for all PC events. The PC agreed to support the event under the current insurance. Clerk will share the information with the Sports Day Committee. It was agreed that all future PC events should complete a risk assessment as suggested by the insurer.	Clerk
7.	Matters Arising			
7.a	Accredited rep for the mapping service		This is something Stuart Priestley previously managed as he has now resigned someone else needs to take this over. He also was responsible for the VAS data collection and processing. It was agreed that VE will speak with Stuart.	VE
7.b	Litter bin complaint		Email received from a resident as the Moor Road Play Park bin was full and overflowing. Clerk contact RDC to empty the bin.	Completed
7.c	Defibrillator options		The defibrillator contract ends in August. Cllrs discussed the options and agreed that it may need replacing when the time comes as repairing the existing model may be costly. The PC will monitor this and review when required.	All
7.d	Upkeep of Parish Council areas within the burial ground		There are some areas owned by the PC that need tidying. Cllrs agreed the VE will contact the grass contractor for a price to complete the work.	VE

7.e	Leaks in the information centre		They are leaks in the information centre (telephone box). WN agreed to look at the leaks and seal where necessary.	WN
7.f	Property Marking Event		The event was due to take place on 18 th June 2022. This has now been CANCELLED. The Police are no longer able to offer this date. A new date will be agreed in due course.	CANCELLED
8.	Finance	Clerk to provide budget report for year 2021/22 to date see Appendix – emailed to Councillors prior to meeting.	<p>Clerk provided an update on current finances:</p> <ul style="list-style-type: none"> a. Councillors agreed the draft budget for 2022/23 b. The Precept for 2022/23 has been processed and payment received c. Grass contractor for 2022/23 has been awarded to GCH Garden Maintenance. He has been instructed to commence work. <p>Year-end accounts for 2021/22 have been completed by the Clerk, supporting documentation has been shared with Councillors prior to the meeting for review.</p> <p>Annual Governance and Audit Return (AGAR) 2021/22 has been completed and ready for sign off by Judith Stanfield – Chair of the Parish Council for 2021/22.</p> <ul style="list-style-type: none"> I. To certify Melsonby Parish Council as exempt from external audit for fiscal year 2021/22 II. To note the Annual Internal Audit Report for 2021/22 included at page 4 of the Annual Governance and Accountability Return 2021/22 III. To approve Section 1 - Annual Governance Statement 2021/22 for Melsonby Parish Council on page 5 of the Annual Governance and Accountability Return 2021/22 IV. To approve Section 2 - Accounting Statements 2021/22 for Melsonby Parish Council on page 6 of the Annual Governance and Accountability Return 2021/2022 V. To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, VI. SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 VII. Transparency Code for Smaller Authorities 	Completed Completed Completed
9.	Planning Applications	As per appendix.		
10.	Correspondence	Correspondence received and dealt with by Clerk since last meeting.	Correspondence as per appendix.	Clerk
11.	Any other business		<p>Email received from a resident as neighbour is not complying with the deeds of the property. Cllrs agreed that the resident should speak with neighbour to try and resolve the issue. Clerk will respond to resident.</p> <p>Email received from a resident about a blocked pathway. Clerk will contact NYCC pathways and passed the details to the resident to raise the issue too.</p>	Clerk Clerk

			The property on Moor Road still remains empty. Cllrs are concerned about the bamboo growing and length of time the property has been empty. Clerk will contact RDC.	Clerk
12.	Public participation	Opportunity for residents to bring matters to the attention of the Parish Council.	None.	
13.	Items for future Agenda	Opportunity for Councillors to bring up items to be included in next meeting's Agenda.		
14.	Date of next meeting		The next Parish Meeting will be on 13 th July 2022 at 7.30pm in St James Church Meeting room. Clerk shared suggested dates for the 2022/23 meetings.	
<u>Meeting ended at 9.50pm</u>				