

LANGTHORPE PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON

TUESDAY 15 MARCH 2016

At Coronation Hall, Milby YO51 9BL

PRESENT: Cllr M Collins (Chairman), D Fearnside (Vice Chairman), Cllr M Fisher, Cllr L Gill, District Cllr N Brown, County Councillor Windass, H Heavisides (Clerk),

Members of the Public: 2 members of the public present

Late Arrivals: None

Early Departures: Members of the Public (7.56pm) Cllrs Brown & Windass (8.29pm)

The meeting opened at 7.30pm

- 1) **Welcome**
- 2) **Apologies** - Cllr B Knowles, Cllr S Beaumont
- 3) **Minutes of the last meeting held on Tuesday 19 January 2016** -: **RESOLUTION:** To sign the Minutes as an accurate record of the meeting held. Proposed: Cllr Fearnside Seconded: Cllr M Fisher. **All in favour. Motion Carried.**
- 4) **Declaration of Interests** – Cllr Collins Item 9

Item 9 Moved here to accommodate questions from members of the public:

9. To receive a reply from Harrogate Borough Council Planning Department re planning applications 15/04732/OUT and 15/ 04731/OUT (Minute ref: 19 January 2016 Item 8 c i/ii). The letter states that no hard and fast rules exist on the building lines required. Member of the public requested clarification about how much change can be made to planning applications once outline planning permission has been granted. Cllr Windass explained that changes can occur at the detailed planning stage where objections can be made. If more than 1 objection is made the application must go to the Planning Committee. Clarification was given that the road would have to be upgraded before house building can begin. Parish Council agreed to inform the residents, once notification is received, that the application is proceeding. 2nd member of the public complained about the lack of notice taken of his point of view at the Harrogate planning meeting that passed the planning application. He voiced concern about noise levels during the build and once the houses are built, and about the access to the new housing adjacent to his property.

Members of the public leave. 19.56

- 5) **Matters Arising** (not covered elsewhere)
 - a) **Harrogate Borough Council (HBC)** – Cllr Brown gave an update on ward boundary changes. There will be no changes for the Langthorpe Parish. Cllr Windass reported that a recommendation had been made to defer the Gladman 2 development to the Chief Planner. The resident population at Dishforth Airfield is soon to increase and this has had an effect on the outcome of this decision. Congratulations were offered to Cllr Brown on appointment of Harrogate Mayor Elect. Report on a successful meeting of the Emergency Planning Committee.

Parish Council will inform the district and county councillor of correspondence with HBC and NYCC.

- b) North Yorkshire County Council (NYCC)** – Waste disposal site at Ripon will close at 5pm rather than 7pm in the summer. Comments were made that this could encourage fly tipping.

A recent report from Ofsted gave a favourable report regarding schools across the county.

Items 11c, 10c and 6c were discussed to this point in the meeting for District/County Councillors to comment:

Item 11c - Highways:

- i) To receive an update on drainage in the Parish** - Cllr Collins is not happy about the lack of action following reporting of drainage problems.
- ii) To discuss the potholes in the Parish** – Insufficient attention paid to the filling of potholes in the parish.
Cllr Windass will contact Deborah Flowers, copy in Don McKenzie James Malcolm from Area 6 Highways, regarding the above highways problems. **Action: Cllr Windass**

Item 10c – To receive the agenda for the Safer Neighbourhood Group Meeting of 21st April 2016 – Cllr Brown confirmed that the County commander will be in attendance.

Item 6c – To receive information on the Harrogate District Local Plan -Councillor Brown informed the council that there will be a delay in the publication of the Local Plan to ensure information within is robust.

Cllrs Windass and Brown leave 20.29

- c) Parish Council Elections - Process plus completion of nomination forms (already distributed)** – Councillors wishing to stand for election were requested to complete the nomination forms to be given to clerk for the addition of the electoral numbers. Councillor Collins to take completed nomination forms to Harrogate by the deadline of 4pm, 7 April 2016

6) Correspondence as received by 9 March 2016

- a) To receive an invitation to sign a petition to give local councils the right to appeal planning applications** – Received and noted. Clerk to sign on behalf of the Parish Council and Councillors to sign individually.
Action: Clerk
- b) To receive information from Harrogate Borough Council on the Electoral review of Harrogate** – Received and noted
- c) To receive information on the Harrogate District Local Plan** – Received and noted. Discussed earlier in the meeting.

Correspondence received between the date of posting of the Agenda and the date of the Meeting will also be considered.

No further correspondence received

7) Financial

- a) To receive a draft Asset Register – APPENDIX 1 - RESOLUTION:** To adopt the Asset Register. All in favour.
Motion Carried
- b) To approve the 2016/17 Budget - APPENDIX 2 - RESOLUTION:** To adopt the 2016/17 Budget. All in favour.
Motion Carried
- c) To receive a draft Finance Risk Assessment - APPENDIX 3 - RESOLUTION:** To adopt the Finance Risk Assessment. All in favour. Motion Carried
- d) To receive an update on the Transparency Code Funding Grant for purchase of laptop/printer/scanner/staff time** - Funding has been received and a laptop/printer/scanner have been purchased.

- e) **To receive the monthly bank reconciliation – APPENDIX 4 –** Received and noted.

Balance of accounts – Money manager Account - £9,979.96: Current Account - £10,490.91

- f) **To receive invoices/salaries to be paid (List below): RESOLUTION –** Invoices and salaries to be paid.

Proposed: DF Seconded: LG All in favour. **Action: Clerk**

100783	M Fisher Expenses (laptop)	£551.74
100784	Johnsons Heating (Rose Cottage)	£157.99
100785	Jim The Green Man -Cottages trees	£220.00
100786	Boroughbridge Town Council (Printing/Copying Costs)	£ 5.70
100787	Clerk's Expenses	£ 9.99
100788	Zurich Insurance – Cottages Insurance	£116.80
	Standing Order Clerk's Wages – 2 months	£160.00
100789	YLCA – Annual Subscription 2016/17	£282.00
TOTAL		£1,504.22

- g) **To receive list of receipts (List below):** Received and noted.

Transparency Code Funding grant	£ 705.68
Interest – Money manager Account	£ .52
Cottage Rents January/February	£1,730.00
Commuted Sums	£2,346.23
Total	£4,782.43

- h) **To approve Independent Commissioners Office (ICO) Registration for Data Protection compliance.** To comply with data protection law, all organisations that keep public information must register with the Independent Commissioners Office. The Council agree to the payment of £35 for registration with the ICO.

Action: Clerk

- i) **To agree to update the standing order payment for the clerk's salary in regard of a change in tax coding.** Agreed to update the standing order to £100 per month. Clerk to draft letter for Councillors to sign. **Action:**

Clerk

- j) **To update the Council on the clerk's working hours and agree overtime (due to transparency code compliance) to be paid. RESOLUTION:** It was agreed to pay the clerk £298.63 of which £156.66 is paid by the transparency code funding. Future overtime to be reported at each meeting of the council for agreement.

8) Planning –

- a) **Approval of the Minutes of the Meeting held on 22 February 2016 - RESOLUTION:** To sign the Minutes as an accurate record of the meeting held. Proposed: Cllr Fisher, Seconded: Cllr D Fearnside

- 9) **To receive a reply from Harrogate Borough Council Planning Department re planning applications 15/04732/OUT and 15/ 04731/OUT (Minute ref: 19 January 2016 Item 8 c i/ii).** Item dealt with earlier in the meeting.

10) Reports

- a) **Emergency Committee – To receive an update on emergency committee activities. (MF/MJC) –** Committee will begin flood protection procedures when the river reaches 14.8m. Equipment to be kept at Langthorpe side of the river.
- b) **Joint Parish Council - To receive report on meeting 8/3/16 (MF) –** Issues discussed in the meeting included - HGV parking on Bar Lane, speeding, Mill Lane Development, Gladman 2, new ward plans,

BACLA, flooding, Boroughbridge Live, Big Lunch, planning, councillor resignations, Yore Vision. Next meeting 14 June 2016.

- c) **To receive the agenda for the Safer Neighbourhood Group Meeting of 21st April 2016** – Cllr Collins to attend

11) Agenda Items

a) Council Policies:

- i) **To approve the draft Council Standing Orders – RESOLUTION** – To adopt the Standing Orders. All in favour. Motion Carried
- ii) **To approve the draft Disciplinary and Grievance Policy - RESOLUTION** – To adopt the Disciplinary and Grievance Policy with alterations noted - **APPENDIX 5**. All in favour. Motion Carried. **Action: Clerk**
- iii) **To approve the draft Media Policy – APPENDIX 6 - RESOLUTION** – To adopt the Media Policy. All in favour. Motion Carried.

- b) **To receive an update on graffiti and litter under bridge** – Reported to Highways England for clearing. Clerk was informed that this was not of high priority but will be actioned in the near future.

c) Highways

- i) **To receive an update on drainage in the Parish** – Reported to Area 6 for attention. Discussed earlier in the meeting.
- ii) **To discuss the potholes in the Parish** – Discussed earlier in the meeting.

d) Cottages

- i) **To receive an update on maintenance work at Rose and Holly Cottages** – No update available
- ii) **Leeming Lane Garden – To receive an update on the draft agreement for the Leeming Lane Garden RESOLUTION** – To adopt the Garden Agreement. All in favour. Motion Carried. Clerk to forward to tenant for signing. **Action: Clerk**

- e) **Commuted Sums – To receive information on commuted sums received**. Commuted sums received for bench and picnic area resurfacing and more is available for Play Area.

- f) **Play Area – To receive an update on costs for required repairs** – Money has been made available for Play area improvements. Quotes are still being sourced. Deferred to May full council meeting.

- g) **Picnic Area – To receive quotations for replacement of rubbish bins and approve replacements** – Council to approve spending of up to £2,000 for replacement bins. Cllr Collins to circulate information for agreement.

- h) **Street Lights – To receive an update on street lighting in the parish** -Nothing to report

- i) **Web Site – To receive an update on the parish council website** - Nothing to report

- j) **Welcome Pack – To receive an update on the parish welcome packs** - Nothing to report

12) To confirm that the Meetings of Langthorpe Parish Council for 2016 at 7.30pm at Coronation Hall, Milby.

17th May, 19th July, 20th Sept, 15th Nov

Meeting closed at 9.09pm

Signed: _____ Dated: _____

Chairman