

LANGTHORPE PARISH COUNCIL

MINUTES OF THE FULL MEETING OF THE COUNCIL HELD ON TUESDAY 20 MARCH 2018

At Coronation Hall, Milby, North Yorkshire YO51 9BL

PRESENT: Cllr M Collins (Chairman), Cllr D Fearnside, Cllr P Gill, Cllr L Gill, Cllr M Boswell, County Cllr R Windass, District Cllr Brown.

Members of the Public: None

Late Arrivals: N Brown (19.45)

Early Departures: N Brown, R Windass (20:25)

The meeting opened at 19:31pm

- 1) **Welcome**
- 2) **To receive apologies and reason for absence.** J Flynn.
- 3) **Declarations of interest in items on the Agenda.** 12a(iii) - P Gill/L Gill.
- 4) **Minutes of the last meeting held on Tuesday 16 January 2018. RESOLUTION:** To sign the minutes as an accurate record of the meeting held. All in favour. Motion carried.
- 5) **Public Questions and Statements.** None.
- 6) **Matters Arising (not covered elsewhere)**
 - a) **To receive an update on policing issues in the parish from North Yorkshire Police present.** Written report received and noted.
 - b) **To receive a report from Harrogate Borough Council (HBC). Report received after item 6c.** Cllr Brown's report noted Ward boundary changes, draft local plan and Motorway Service Application. Communication is expected from Rebecca Burnett, HBC Planning Department, regarding changes to Parish Council Notifications where alterations are submitted to planning applications which do not presently require further consultation with parish councils. Safer Neighbourhood Group meeting was postponed. Cllr Collins requested District Council assistance with Data Protection Officer provision. Next Mayor of Harrogate will be Bernard Bateman.
 - c) **To receive a report from North Yorkshire County Council (NYCC).**

Item 6e - A meeting has been arranged with District Councillors, Yorkshire Water & planning department representatives in the HBC offices to discuss the problems with sewerage in the parish.

Item 6f - The collection/delivery bus service for schools, currently outside the Fox & Hounds, has now been relocated to beneath the A168 bridge on Skelton Road.

Item 11a (i) - Replies have been received from Area 6 assuring the Parish Council that remedial work will be carried out immediately and that Skelton Road is scheduled for surface dressing in 2019. Cllrs are not happy about work completed on 20 March which is considered inadequate. Cllr Windass will contact Jeremy Davy to make a complaint. **Action: Cllr Windass.**

District Cllr Brown Arrives (19.45).

Item 11 a (iii) - Nigel Smith from NYCC Highways will not supply stone for Lowfield Lane but the gullies will be cleared. Cllr Windass suggested that a letter is sent to Nigel Smith, copying in David Bowe, inviting him to a meeting on site. Cllr P Gill to forward the letter he wrote to NYCC Highways re road classification to the Clerk. **Action: Clerk/ Cllr P Gill.**

Item 11a (v) - Signs are currently being erected in the Parish to restrict vehicles over 7.5 tons from traveling along certain stretches of road.

Cllrs Brown & Windass leave 20.25.

- d) **To receive an update regarding the General Data Protection Regulations (GDPR).**
 - i) **To receive information on email addresses for Councillors.** Designated email addresses can be supplied by the website provider at a cost of £18 per year per address. **RESOLUTION:** New email addresses to be arranged for the new Council. All in favour. Motion carried. **Action: Clerk**
 - ii) **To approve the Data Retention Policy. APPENDIX 1 – RESOLUTION:** Data Retention Policy approved and adopted. All in favour. Motion carried.

- iii) **To approve the Data Protection Policy. APPENDIX 2 – RESOLUTION:** Data Protection Policy approved and adopted. All in favour. Motion carried.
- iv) **To receive the NALC GDPR Toolkit & information/data audit pro forma.** This information has been forwarded to the Members. The Clerk is implementing the information/data audit. **Action: Clerk**
- v) **To discuss the appointment of a Data Protection Officer (DPO).** This is a requirement under the GDPR & the Clerk recommends that an outside agent should be used to fulfil this role. HBC may be able to provide this service, but this is yet unconfirmed. The estimated cost of this service will be £150-£200 per year.
- vi) **To receive information regarding GDPR training provided by the YLCA.** Clerk to attend a course in York. Councillors also invited to attend. The cost will be £45 per delegate. Part of the Clerk's costs will be paid by Boroughbridge Town Council.
- e) **To receive an update on the situation regarding the sewerage system in the parish.** Covered by County Councillor Windass in item 6c. Cllr Collins requested any sewerage spills noted by the Members present should be reported to him.
- f) **To receive an update regarding the bus collection/delivery outside the Fox and Hounds Public House.** Covered by County Councillor Windass in item 6c. Item closed.
- 7) **Correspondence as received by 14 March 2018.**
- a) **To receive notification of the Parish Council Elections on 3 May 2018.** Information has been forwarded to the Members and each member interested in standing has been supplied with a nomination pack which must be completed and delivered by hand to the Electoral Office, Harrogate between 1000 hrs Monday 26 March & 1600 hrs Friday 6 April 2018. Cllrs to deliver completed nomination forms to Clerk for Cllr Collins to make arrangements to deliver to HBC Civic Centre.
- b) **To receive and invitation to participate in the HBC Bulb/Wildflower Scheme.** Wild flower seed required to be planted in the Picnic Area. Clerk to return completed form. **Action: Clerk**
- c) **To receive a request for assistance with the condition of the entrance to the pathway onto Milby Island.** Commuted sums to be used to have the entrance tarmacked. **Action: Cllr Collins.**
- d) **To receive a request for a link to the Job Centre from the Langthorpe Parish Council website.** The Council do not want this link to be added to the website. **Action: Clerk**
- e) **Correspondence received between the date of posting of the Agenda and the date of the Meeting will also be considered.**
- i) **To receive an email from NYCC regarding Vehicle Activated Speed Signs (VAS).** The Parish Council are interested dependent on cost. Cllr Collins to respond. **Action: Cllr Collins**
- 8) **Financial**
- a) **To receive the bi-monthly bank reconciliation. – APPENDIX 3 -** Received and noted.
- b) **To receive invoices/salaries to be paid (List below): RESOLUTION:** Unpaid below invoices to be paid. All in favour. Motion carried. **Action: RFO**

Payee	Amount	C / b.p.
Clerk's Salary -January/February paid 28/01/18&28/02/18.	£ 380.10	Paid b.p.
Clerk's Expenses - Stationary	£ 4.60	b.p.
Lewis Trees - Picnic Area. Paid 15.02.18	£ 1,288.80	b.p.
Coronation Hall	£ 12.00	C100837
Coronation Hall - 21/02/18 & 20/03/18	£ 20.00	C
Independent Commissioner's Office. Paid 22.02.18	£ 35.00	C100838
Chris Leeming - Cottages Handrails. Paid 08.03.18	£ 440.00	b.p.
Chris Leeming - Cottages Maintenance. Paid 08.03.18	£ 220.00	b.p.

Chris Leeming - Cottages Maintenance. Paid 08.03.18	£	280.00	b.p.
Johnsons - Rose Cottage Boiler Inspection Paid 08.03.18	£	120.00	b.p.
YLCA - Annual Subscription	£	295.00	b.p.
Ross-Lee - Document shredding	£	38.70	b.p.
TOTAL	£	3134.20	

c) **To receive list of receipts by 28 February (List below):** Received and noted.

Cottages January/February	£	1,730.00
Interest 31.01.17 & 28.02.17	£	1.13
TOTAL	£	1,731.13

- d) **To review the Financial Risk Assessment.** No updates required. Financial Risk Assessment approved. **Action: Clerk.** Chairman requested that any changes made to documents should be annotated for future reference.
- e) **To confirm renewal of ICO registration due 22 March 2018.** Payment of £35 made 21/02/18. Renewal noted.
- f) **To confirm renewal of Windows 365 @ £59.99.** Renewal noted. **Action: RFO**
- g) **To confirm a meeting to prepare for the internal audit has been arranged for 4 April 2018, Coronation Hall, 18:30.** RFO and Cllr. Fearnside to attend. **Action: RFO/Cllr. Fearnside**
- h) **To agree the date for an Internal Financial Control meeting.** Agreed date is Wednesday 28 March 3pm 1, Hall Square. RFO/Cllrs Collins & Fearnside to attend. **Action: RFO/Cllrs Collins/Fearnside**
- 9) **Planning – Approval of the minutes of the Meeting for Planning of 21 February 2018. RESOLUTION:** To sign the minutes as an accurate record of the meeting held. All in favour. Motion carried.

a) **To receive the undermentioned planning application:**

6.56.171.FULMAJ 17/03952/FULMAJ

Erection of 32 dwellings, garages, walls and fences, installation of gates and formation of associated access, hardstanding and landscaping.

Poultry Houses Leeming Lane Langthorpe North Yorkshire

REVISED INFORMATION SUBMITTED. The Parish Council has not been invited to comment on this revised information. Items raised by the Parish Council regarding parking spaces and sewerage have not been addressed. Clerk to write to planning department. **Action: Clerk**

b) **To receive an update on the proposed Motorway Service Area.** Covered by District Cllr Brown in item 6b

10) Reports

- a) **Emergency Committee – To receive an update on emergency committee activities. (MJC).** Environment Agency website has a new algorithm for predicting the level of the river over a 36 hour projection.
- b) **Joint Parish Council (JPC) – To receive a report from the JPC meeting of 8 March 2018.** Minutes are still to be produced. Allerton Park is now fully operative.
- c) **Safer Neighbourhood Group (SNG) – To receive an update on SNG issues.** Meeting was cancelled. To be rescheduled.

11) Agenda Items

a) **Highways/Rights of Way –**

- i) **To receive an update on the condition of Skelton Road.** Covered by County Councillor Windass in item 6c. Cottage Lane pot holes to be reported north of Cottage Farm. **Action: Clerk**
- ii) **To receive feedback from 95 Alive regarding a request for speed controls on Skelton Road.** Strips were deployed. No report has been received. Clerk to follow up. **Action: Clerk**
- iii) **To receive an update on the request for a meeting with NYCC Highways regarding the condition of Lowfield Lane.** Covered by County Councillor Windass in item 6c.
- iv) **To receive information on blocked drains on the road by Minerva Court and on Leeming Lane.** Cllr Collins to conduct a survey of the drains. **Action: Cllr Collins**
- v) **To receive an update on the HGV Restrictions through the Parish.** Covered by County Councillor Windass in item 6c.

b) **Cottages –**

- i) **To receive an update on maintenance work to the Cottages.** Ongoing. Progress is being made.

- ii) **To receive 2 quotations of £350 plus vat & £360 plus vat for the flushing of the heating system of Holly Cottage. RESOLUTION:** The quotation of £350 accepted for the flushing of the heating system of Holly Cottage. **Action: Clerk**
- iii) **To agree the annual rent for the Leeming Lane Garden and approve a new tenant.** Annual rent to be set at £20. New tenant approved. **Action: Clerk**
- c) **Commuted Sums – To receive information regarding commuted sums.** Oak House has paid their commuted sums. £808 is available for Play Area and £664 available for the Football Area.
- d) **Play Area – To discuss maintenance of the Play Area equipment.** New signs to be made with contact details updated. **Action: Clerk.** Patching of surface area required and woodwork to be painted. Cllr Collins to get quotations for the next full meeting of the Council. **Action: Cllr Collins.** Camel to be replaced with a junior slide and a new safety surface eventually to be installed with commuted sums money from Hockley Croft.
- e) **Picnic Area –**
 - i) **To receive confirmation of completion of the tree work in the Picnic Area (application no. 17/05163/TCON).** Work completed. Tree surgeon recommends that metal tree guards be removed from 2 trees and that a car park disclaimer notice be placed within the car park.
 - ii) **To discuss a disclaimer sign for the Picnic Area Car Park.** Wording agreed. Cllr Collins to get quotation. **Action: Cllr Collins**
 - iii) **To receive an update on the relocation of the dog waste bin.** Nothing to report.
 - iv) **To discuss the condition of the area in front of the waste bins.** Cllr P Gill to investigate a solution. **Action: Cllr P Gill.**
- f) **Street Lights – To receive information on streetlights in the parish.** 2 new LED lights have been installed. All lights in the parish are working.
- g) **Web Site – To receive an update on the new website.** Photos of councillors to be taken in the Picnic Area in the summer.
- h) **Welcome Pack – To receive an update on the Parish welcome packs.** Nothing to report.

Thanks were offered to Cllr Fearnside who is retiring from the Council.

12) **To confirm the date of the Annual Meeting of Langthorpe Parish Council.** The Annual Meeting of the Council will be on Tuesday 22 May 7pm. The following Full Council Meeting is agreed for 12 June. This will be preceded by the Annual Parish Meeting.

Meeting closed at 21.21pm

Signed: _____ Dated: _____ Chairman