Staveley & Copgrove Parish Council

Website: https://staveleyandcopgrovepc.org.uk/

Clerk: Neil Horton
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Parish Council Meeting Minutes
6th August 2019
7pm Staveley & Copgrove Village Hall
Meeting No. PC.2019.8

Present:

Councillor Graham Bowland	(GB)
Councillor Peter Edwards	(PE)
Councillor Derek Kenningham	(DK)
Councillor William Kirkpatrick	(BK) Deputy Chair
Councillor Helen North	(HN) Chair
Councillor Nick Stringer	(NS)
Clerk/RFO Neil Horton	(C/RFO)

5 Members of the Public

1. **To receive apologies for absence**
   1.1. Councillor Windass - North Yorkshire County Council (NYCC).

2. **To receive declarations of interest**
   2.1. HN with regard to Agenda item 13.1.
   GB and DK with regard to Agenda item 5.

3. **To confirm the minutes of the last meeting on 7th May 2019**
   3.1. The minutes were agreed as a true record of the meeting.

   3.2. Matters Arising
      3.2.1. **Decided**: To purchase a new combination padlock for the gate into Jubilee Field for a value up to £30. **Action**: Clerk to purchase padlock and fit. Clerk to advise HBC grass cutting and Councillors of padlock code.

3.2.2. **Decision**: GB to coordinate volunteers to undertake inspections.
Action: GB

3.2.3. BK is now sending completed reports to the Clerk.

4. New Councillors and Staff

4.1. New Councillors Graham Bowland and Derek Kenningham were welcomed to the Parish Council (PC). Previous Councillor Neil Horton was thanked for his time as a Councillor and welcomed as the new Clerk.

5. Land off Main Street, Staveley

5.1. NS, as Chair of the SV2 Action Group advised that the Group meets monthly and has had 50 pledges of support to date. Another leaflet drop will be made in the coming weeks with the intention of attracting further support. No planning application has been submitted to HBC yet.

5.2. NS proposed that if a planning application for site SV2 is submitted the PC request HBC to extend the deadline for responses for a further 4 weeks or the date that is stated on the Site Notice, whichever is the latest. PE seconded.

5.3. **Decision**: The proposal was agreed.
Action: Clerk to make the request to HBC as per proposal.

6. Financial Update

6.1. Council received the recommendations of the Finance Sub Committee (FSC) meeting on 26th June 2019 as:

6.1.1. Change of procedure to retain dual authorisation of payments for online banking. Amendments to Financial Regulations.

6.1.2. Change of method of recording accounting transactions and subsequent presentation of accounts information.

6.1.3. Changes to payments procedures following internal audit recommendations. Amendments to Financial Regulations.

6.1.4. Update of Earmarked Reserve for the Neighbourhood Plan from £5,000 to £3,000 to compensate for the reduction in the bank balance.

6.1.5. **Decided**: Recommendations of the FSC were agreed.
Action: Clerk to implement.

6.2. Council received the latest Financial Statement.
Decided: Council accepted the statement and approved payments due before the next meeting.
Actions: Clerk to implement.

6.3. Council received report PC2[2] proposing a change to the bank account mandate.
Decided: To proceed with proposed change to the bank account mandate.
Actions: Clerk to initiate opening new bank account as per report.

6.4. Council received an invite from Boroughbridge Town Council (BTC) to attend a meeting to discuss coordinating the use of Commuted Sums.
Decided: Council agreed to attend meeting.
Action: Clerk to liaise with BTC for meeting details.

7. Planning Applications

7.1. Council received report PC1[1] proposing a procedure for responding to planning applications.
Decided: To adopt the proposed procedure.
Actions: Clerk to implement procedure as per report. Councillors to record their responses as per report.

7.2. Planning applications decided since the last PC meeting and applications awaiting decision were presented to Council for information. There were no further comments on any application.

8. Traffic Volume and Speed Through Staveley

8.1. HN advised that the Traffic Bureau have data on traffic volume and speed on Minskip Road following a recent survey but that this data will not be available to the PC until the Road Safety Task Group has decided on a course of action following the survey. No timescale is known as to the availability of the data.

8.2. The PC has concerns about traffic volume and speed on all three roads into and out of Staveley. Safety on

Minskip Road is of particular concern. The traffic volume appears to be increasing, possibly as a result of new housing development in all surrounding areas.

8.3. Council discussed the proposed installation of a 'No Footpath' sign on the approach to Staveley on the Minskip Road and the possible closure or 'one way' designation of the slip road on the village green east.

8.4. Vehicle Activated Signs
NS stated that no actions were likely to be taken by NYCC until suitable evidence of the traffic issues is collected. The offer by NYCC to organise 7 day surveys at sites specified by the PC would provide some evidence.

8.5. **Decided**: PC to request the installation of a 'No Footpath' sign as proposed. PC to initiate two site surveys as per NYCC offer at a cost of £110 per site.
Actions: HN (Traffic & Highways).

9. Neighbourhood Plan Update

9.1. Council received an update from the Neighbourhood Plan Steering Group (NPSG) Chair. The NP has been formally designated by Harrogate Borough Council. However, work on the NP development has been deferred until the end of 2019 or such time as the Local Plan has been adopted.

10. Allerton Waste Recovery Plant Grant

10.1. HN gave an update on the grant application for funding for refurbishment of the phone box, repairs to the Pinfold and the Jubilee Recreation Field area. The application result will not be known until the end of August.

11. Procedural Matters

11.1. Council considered proposed new policies for:

11.1.1. Complaints Procedure[3]
Decided: Adopted, subject to the change of wording 'habitual' to 'frivolous'.

11.1.2. Data Protection Policy[4]
Decided: Adopted.

11.1.3. The Management of Recordings of Meetings[5]
Decided: Adopted.

11.2. Risk Assessment & Business Continuity Plan

11.2.1. Council received a proposal to prepare these documents for presentation at the next PC meeting and nominate assessor(s) to assist the Clerk.
Decided: Proposal accepted.
Action: Clerk to prepare documents. HN and GB to assist with assessment.

12. Councillor Responsibilities

12.1. Council received report PC3[5] proposing the allocation of areas of responsibility to Members to ensure either compliance or execution of a duty of care.

12.2. **Decided**:

12.2.1. Asset Management: Full Council
12.2.2. Digital Mapping: *Clerk*
12.2.3. Document Archiving & Storage: Clerk in relation to documents going forward, HN, and PE will review current backlog for disposal or archiving.
12.2.4. Financial Management: FSC: HN, NS, GB
12.2.5. GDPR Compliance: DK
12.2.6. Grass Cutting: Full Council
12.2.7. Insurance: FSC
12.2.8. Neighbourhood Plan: HN, GB, DK
12.2.9. Planning Applications & Enforcement: HN
12.2.10. Play Area Inspections: GB
12.2.11. Staveley Nature Reserve: HN
12.2.12. Traffic & Highways: HN
12.2.13. Website & Resident Communications: Clerk

13. Any other Business

13.1. Council were asked to give an opinion about the new permissive path proposed for Staveley Nature Reserve.
Decided: There is no requirement for Council to discuss or have an opinion.

13.2. The Rural Community Energy Fund has grants available to organisations, such as the PC, to support the development of renewable energy projects.
Decided: To investigate further.
Action: Clerk to circulate all available information, including application form and guidance notes.

13.3. It has been brought to the attention of the PC that some residents have been fly tipping their garden waste around the area of the Pinfold. In addition to this being illegal and detrimental to the appearance of the area, it may have recently caused a small fire.
Action: A note highlighting the fact that this practice is illegal and will not be tolerated will be placed in the next resident newsletter. A review will be undertaken prior to the next PC meeting and if there is evidence of further fly tipping, action will be taken to report it to the correct authorities together with the identity of those seen committing the offence.

14. Dates of Next Meetings

14.1. Full Council - 7pm
- 14.1.1. Tuesday 26th November 2019
- 14.1.2. Tuesday February 4th 2020 (TBC)
- 14.1.3. Tuesday May 5th 2020 (AGM) (TBC)
- 14.1.4. Tuesday August 4th 2020 (TBC)

14.2. Finance Sub Committee - 7pm
- 14.2.1. Wednesday 23rd October 2019
- 14.2.2. Wednesday 22nd January 2020 (TBC)
- 14.2.3. Wednesday 22nd April 2020 (TBC)
- 14.2.4. Wednesday 22nd July 2020 (TBC)

Meeting closed at 8:15pm

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[1] Report No. PC1 - Planning Application Responding
[2] Report No. PC2 - Bank Account Mandate
[3] Complaints Procedure
[4] Data Protection Policy
[5] Management of Recordings of Meetings
[6] Report No. PC3 - Member Roles & Responsibilities

All documents referred to in these minutes are available to view and download in the Document Library section of the Parish Council website listed at the start of this document.