



Sutton-in-Craven Parish Council

Minutes of the Meeting of Sutton-in-Craven Parish Council held in the
Senior Citizens Centre, North Street on Monday 1st March 2010

Present

Cllr. Morrell, Cllr. Joy, Cllr. Wilkinson, Cllr. Bretan, Cllr. Smith, Cllr. Marchant, Cllr Hawkins and Cllr. Herpe.
Mrs D Emmott, Clerk to the Council
Cllr. Barrett, Cllr Place, Michael Hewson (Craven Housing) and 7 members of the public also attended.

The Vice -Chairman welcomed everyone present.

24/03/2010

Apologies for absence

Cllr. Whitaker, Cllr. Hart

25/03/2010

Declarations of Member's Interest in Matters on the Agenda

Cllr. Joy and Cllr. Smith declared an interest in Clerks Report item 4 – Members of the Senior Citizens Centre Committee.

26/03/2010

Minutes of the Previous Meeting

It was resolved that the minutes of the meeting of the Council held on the 1st February 2010 (circulated to all members) were agreed as a true record and signed by the Vice-Chairman. Proposed Cllr. Bretan, seconded Cllr. Marchant.

27/03/2010

Yeadon House

Mr Michael Hewson, Area Manager, Craven Housing attended the meeting on invitation from the Parish Council to discuss the closure of Yeadon house and the well being of the residents.

Yeadon House Residential Home consists of 20 studio flats which are to be demolished. It has been advised that it is no longer fit for purpose. The residents are to be re-housed on the Greenroyd Mill Site in flats ranging across three floors. A community room is to be provided along with a Warden and office.

Mr Hewson commented that “re-modelling Yeadon House is not cost effective and all the residents have been offered the opportunity to move into newly built flats on the Greenroyd Mill site on their completion in 2011. The flats will have two bedrooms. No one is being compelled to move to the site and other accommodation will be sought if required. The flats at Yeadon House will not be re-let when they become vacant.”

The following questions were put to Mr Hewson:

The flats proposed are two bedroom will the rent remain the same?

The rent will be higher but the service charge will remain the same.

Is the Warden on site permanently?

Craven Housing have what is known as a Floating Warden Scheme where the Warden will circulate around a number of residences spending approximately 3-4 hours a day at each.

Are there any seating arrangements for outside the flats so residents can sit out in the summer?

The residents will be consulted about their requirements and provisions made.

How many lifts are there to be in total?

There will be one lift.

What happens if the lift malfunctions? Will residents be stranded? What about residents who are confined to wheelchairs? Will an intercom system be installed to communicate with residents? Residents will be assessed and allocated flats according to their health and capability. Any malfunction with the lift will be dealt with as quickly as possible hopefully within four hours. Residents' wishes will be taken into consideration in relation to an intercom system.

What are the plans for the site after Yeadon House has been demolished?

There are no plans at the moment. Craven Housing are happy to consult with the Parish Council and Craven District Council over any future proposals for the site.



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Are there any future plans for the bungalows which surround Yeadon House? Concern has been raised that once Yeadon House is demolished Craven Housing may sell the land for other development? This has not been discussed and Craven housing has no plans regarding the bungalows. Craven Housing does not have any problems letting the bungalows and should one become available these will be re-let.

What are the plans for the bus shelter and the viability of the bus service?

There are no plans for the bus shelter and Craven Housing is happy for it to remain along with the bus service for the other residents (Craven Housing contributed a small donation towards the bus shelter). Enquiries will be made in to the bus service.

28/03/2010

Public Participation

Mr Young expressed his dismay over Craven District Council Contractor's attempts to sweep West Lane. He informed the meeting that he had tried to contact a representative of Craven District Council several times to discuss the matter but to no avail.

29/03/2010

Planning Applications

66/2010/10354 - Demolition of Rear Conservatory, Erection of Rear Extension and Alteration and Installation of Roof Lights, 10 North Avenue.

No Objections

66/2010/10349 - Non Material Amendment To Original Application 66/2009/9523 (Alteration To, And Additional, Windows), Meadow Croft, America Farm, America Lane.

No Objections

66/2010/10378 – Side Single Storey Extension, Glen Garth, Holme Lane

No Objections

66/2010/10360 – Alterations to main gates to park to widen and improve access, Sutton Park

Noted

66/2010/10382 – Conservatory And Dormer Window To Rear Elevation, 27 The Hawthorns

No Objections

66/2010/10398 – Removal of Existing Kitchen Extension, Erection of Larger Rear Extension, Conversion of Existing Garage into Living Accommodation with New Openings To Side And Rear Elevations, 18 North Avenue

No Objections

30/03/2010

North Yorkshire Council Report

Cllr. Barrett reported that the data on the speed checks for the High Street should be available next month and the work on the footpath on Holme Lane shall commence shortly.

31/03/2010

Craven District Council Report

None

32/03/2010

Clerks Report and Correspondence

Sent/To

a) **Yeadon House**

E-mail inviting a senior member of Craven/Yorkshire Housing to the next meeting.

b) **Boundary Issues**

E-mail to Colin Iveson objecting to boundary changes around the Malsis and surrounding area and accepting suggested boundary changes to the rear of Walker Close to bring Glusburn AFC football pitch into Glusburn.

c) **Request for sponsorship from a Yorkshire Terriers Rugby Player**

Letter sent explaining that the applicant does not meet the criterion of the Parish Councils donation policy.

d) **Park Gates**

Application to widen the main park gates submitted in the Parish Council's name.



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- e) **Village Committee**
Letter to the Village Committee and volunteers thanking them for all their hard work in providing events throughout the year.
- f) **Sutton CP School Fund Raising Event**
Letter sent granting permission to hold a fund raising event in Sutton Park on the 10th July 2010.
- g) **Rough Sleeping and Gypsy Travellers within Craven**
Form returned to Strategic Housing, Craven District Council.
- h) **Park Gates**
The planning application for widening the park gates has been submitted to Craven District Council

Received / From

1. **Park Lodge Maintenance – Boiler and radiators**
Following safety checks on the Park Lodge gas appliances, it was recommended that the boiler and radiators be replaced. Three quotes to fit a new Worcester 27 CDI Greenstar Condensing Combination Boiler, Plume kit, Room stat and clock, pipe work and all gas, plumbing and electrical work and to change the radiators were submitted.
Quote 1 : £1,900 and £3,000 , Quote 2: £1,670.00 and £3,085.00, Quote 3 £1788.90+VAT (2101.96) and 2834.17+VAT
It was **resolved** that Quote 2 be accepted for the replacement of the boiler and radiators.
- b. **Park Lodge Roof**
The Park keeper reported a serious leak in the flat bedroom roof of the lodge. Three quotes were obtained to replace the existing roof with fibre glass to include re decking and 100mm King span insulation.
Quote 1: £3,400.00plus VAT, Quote 2: £2,480.00 plus VAT and Quote 3: to strip roof, remove old roof timber boarding, insulate void, re-board using 18mm exterior grade ply and build up with furring's to allow for fall, remove copings, re-lay roof with three layers of felt on hot bitumen, replace copings and remove all debris from site, £2,420.00 including VAT.
In the short term it was **resolved** that quote 3 be accepted and the roof repaired. In the longer term the possibility of a pitch roof maybe considered.
- c. **Park Lodge – Windows**
The Park keeper reported that the windows in the 3 back bedrooms are rotten and leaking. Quotes obtained to replace windows in white PVCu double glazed for :-
 - 3 windows in back bedroom No .1
 - 3 windows in back bedroom No. 2
 - 2 windows in back bedroom No. 3Aire Valley Glass £1400.00 including VAT and fitting.
It was **resolved** that further quotes be obtained.
2. **Standing Orders**
Revised Standing Orders were circulated to Members for consideration.
It was **resolved** that the revised Standing Orders be noted and accepted.
3. **Review of the Council's Insurance Policy**
Details of the Council's Insurance Policy were circulated to Members for consideration.
It was **resolved** that the Council's Insurance Policy be noted and accepted.
4. **Senior Citizens Centre – New Heating System**
A letter received from the Senior Citizens Centre Committee requesting a donation towards new heating system for the Centre.
It was **resolved** that £50 be donated and a letter of support issued.



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5. **Lengthsman**

Working party meetings were held on Monday 8th February and 22nd February 2010, to discuss whether it was viable to contract the services of a Lengthsman. After considerable discussion on what needed to be done in the village, it was proposed that the Park Keeper be approached to do the work.

The Council has already paid for the Park Keepers Health and Safety, First Aid, Chemical Use and Chain Saw training and he would be covered by Parish Council's Public Liability/Employment Insurance.

The Park Keeper was approached and he agreed in principle subject to discussion over the finer details.

Works will be discussed with the Park Keeper allocated by the Parish Council, documented on a time sheet by the Park Keeper and monitored by members of the Council.

It was **resolved** that the Chairman discuss the details with the Park Keeper and if in agreement the Clerk will draw up a contract of employment to reflect this.

6. **Park Pavilion Report**

The Park Pavilion will be open seven days a week from the 22nd March 2010 from 12 noon.

A review of procedures and products has been discussed with staff and the changes will be implemented.

A copy of Pavilion Staff job descriptions, working hours and pay was circulated to members for approval.

It was **resolved** that the Pavilion Staff job descriptions, working hours and pay be accepted.

7. **Footway Lighting Maintenance Contract 2010 – 2011**

The County council's lighting maintenance contractor is able to claim for an annual increase, in strict accordance with Conditions of Contract which is based on "Baxters" (Civil Engineering Indicator) – the increase for 2010 – 2011 will be between 1% and 2%, the exact figure is not yet available.

Routine Maintenance (block lamp change, clean, electrical testing and structural inspection etc) is carried out every two years and is due financial year 2011 – 2012.

8. **Alvic Field – West of Holme Lane and north of Holme Beck**

The clerk contacted the owners of Alvic Field, Britannia Housing, concerning the increasing amount of litter on the site. A representative of Britannia Housing agreed to arrange for the site to be cleared of the litter.

9. **Application to add a Footpath to the Definitive Map**

Evidence of use forms to add a footpath to the definitive map at Strikes Lane, (the location of the route is from Grid reference 40101 44317 (A) to 40115 (B)) have been forwarded to North Yorkshire County Council and notification of the pre consultation phase of this application has been received.

10. **Lumb Clough and Crag Nook Delpn**

The Park keeper carried out work in the Clough siting six bird boxes, clearing broken tree branches from the beck and footpaths and thinning out new saplings. At Crag Nook Delph the Park Keeper cemented in a new gate post and a new lock is to be purchased.

11. **CDC Community Governance Review**

A copy of a letter sent to Colin Iveson, Craven District Council from Cowling Parish Council stating that in their opinion that the few residents and land owners within the affected areas must be contacted and their opinions sought directly. If a majority want to stay in Sutton then that should be what happens.

Geographically, it appears logical to include the area concerned within Glusburn & Crosshills as the main access routes to the area are from the A6068 near Glusburn Bridge. However, the affected area could also be annexed to Cowling Parish Council should the residents desire.

12. **North Yorkshire Housing Strategy Consultation**

The Chairman, Cllr. Smith and the Clerk attended the Yorkshire Housing Strategy Consultation held on Thursday 11th February 2010. A presentation was presented on the draft strategy. The proposed vision for the North Yorkshire Strategy is:

'To make York and North Yorkshire an inclusive place where everyone can have access to decent affordable homes and effective support when they need it.



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The four main priorities identified through previous consultation are:

1. Enabling the provision of more affordable homes
2. Reducing homelessness
3. Improving access to housing services
4. Making best use of the existing housing stock

Members who attended considered questionnaires on the above in group sessions and provided feedback and action plans.

13. Salt/grit boxes – Advice from the Zurich Local Councils Advisory Service

Under the Occupiers Liability Acts 1957 & 1984 a local council has a responsibility towards the safety of all visitors to its premises or land. Therefore the council must assess all the risks that the premises poses and aim to eliminate or reduce these risks as far as is reasonably practicable. The responsibility extends to maintaining the footpath in a suitable condition for staff and visitors alike. A risk assessment should be carried out (and reviewed). Snow and Ice will be one of those risks so the council should outline the procedures that will take place based on the risk. You should have a statement/policy that shows the decision taken regarding winter maintenance of the path. The decision on whether to clear the snow or put down salt is the responsibility of the council. Some considerations:

Decision to grit:

- The decision to clear the snow is a positive measure; however by doing this the council could be seen to be accepting responsibility for the snow. By accepting responsibility then the council may be held liable if an accident occurs as a result of slipping on snow/ice that was left behind/not cleared properly.

Decision not to grit:

- Your risk assessment may show that you will not be clearing the snow – this is fine provided you have a statement explaining your decision and that you communicate this to interested parties. It is better to have a policy not to clear snow than it is to have one which says you will do so and then not do it. If you decide not to do it, make sure you communicate this well.

Parish Council Insurance Company – Advice

The advice from the Parish Council's Insurance Company is it is best not to grit.

It was **resolved** that the Clerk draws up Statement Policy not to grit and seeks advice on whether to close the Park Gates during severe weather.

14. Commercial Waste Collections – Sutton Park

Letter from Waste Management Services, Craven District Council informing 'residual waste destined for landfill will be collected every two weeks. Commercial and household waste is currently collected together in the same vehicles and in order to maintain existing collection frequencies from commercial premises, separate vehicles will be used in future. Whilst commercial waste will continue to be collected at the same frequency at present, collection days, in some cases, will change. The parks collection day from week commencing 15th February will be Wednesday.

15. Skipton Triathlon 2010

The event is to be held on the 18th April 2010 at Craven Swimming Pool, Skipton. Swim 400m – Bike 20Km – Run 5Km.

16. Queens Diamond Jubilee

The Diamond Jubilee will take place in 2012. This will mark 60 years of the Queen's reign. The Queen came to the throne on 6 February 1952 (her Coronation took place on 2nd June 1953).

The Queen celebrated her Silver Jubilee (25 years) in 1977 and her Golden Jubilee (50 years) in 2002. The only other British monarch to celebrate a Diamond Jubilee was Queen Victoria in 1897.

The celebrations will centre around the first week in June. The Government has announced its plans for a special four-day Jubilee weekend which would allow communities time to come together to celebrate and commemorate the events of the last 60 years. This will entail putting back the late May bank holiday to Monday 4 June and adding an additional jubilee bank holiday on Tuesday 5 June.

17. Park – Beck Walls

Following two car accidents which damaged the park beck wall, information was passed on to North Yorkshire County Council and maintenance work will be carried out shortly.



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18. Glusburn Brownies

Glusburn Brownies would like to ask permission to use the Park for an Easter trail on Monday 29th March and also Easter weekend for the general public. Laminated egg shapes would be placed around the park each having a letter on them to make up a word, fastened by cable ties. A further request is for clue sheets to be made available from the pavilion cafe' for a small donation

It was **resolved** that the request for an Easter trail on Monday 29th March be granted subject to a copy of the Brownies Public Liability Cover and a risk assessment forwarded to the Council prior to the event. The request for the event to be carried over for the general public at Easter weekend was refused due to the request not being an organised event.

19. Dog Fouling

A resident of Sutton Fields writes with feelings of anger, frustration, disgust and despair over irresponsible dog owners who allow their dogs to foul outside her front door even though a dog fouling bin is provided nearby. In response to the letter the Clerk contacted Craven District Council Dog Warden's to discuss the matter. The Dog Warden for the Sutton area will be calling on the resident to discuss the matter further and will be putting measures in place to hopefully eradicate the problem.

20. Newsletters and Magazines

Playing Field – York & North Yorkshire Playing Fields Association Newsletter, White Rose Update, Yorkshire Local Council Associations Training & Development Programme 2010, Open Space Magazine – Circulated.

33/03/2010 Members Community Reports

Cllr. Smith requested that Park Drive (re: double parking) be placed on the agenda for the next meeting.

34/03/2010 Finance

1. To agree payments in accordance with the budget listed in the report – see attached schedule

It was **resolved** to agree to the payments listed in the report.

Craven District Council	85.00
Clerks Expenses	69.87
City Electrical Factors	9.95
Merritt & Fryers	123.32
Yorkshire Local Council Assoc	27.00
Park Keeper Expenses	43.85
North Yorkshire County Council	562.58
HM Revenue & Customs	447.98
Salaries/Wages	2081.73
Payroll Software	64.63
Zurich Insurance	3,330.06
Information Commissioner's Office	35.00
Yorkshire Local Councils Association	657.00

35/03/2010 Date and Time of Next Meeting

The next ordinary meeting of the Council will be held on Monday 12th April 2010 preceded by the Annual Parish Meeting. The meeting closed at 8.25pm.