



# 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 6<sup>th</sup> April 2009

### Present

Cllr. Whitaker (Chairman), Cllr. Morrell, Cllr. Hart, Cllr. Joy, Cllr. Wilkinson, Cllr. Bretan, Cllr. Herpe and Cllr. Hawkins, Cllr Smith.

Mrs D Emmott, Clerk to the Council

Cllr. P. Barrett and six members of the public also attended the meeting.  
The Chairman welcomed everyone present.

### Public Enquiries

Mr Young, Village Committee questioned Councillors reasons why the word funded could not be incorporated in with the words Sutton Funday 21<sup>st</sup> June Organised by the Village Committee on the Parish Councils Website.

Councillors felt that the Sutton Funday was indirectly funded by others and wanted the website to remain more informative rather than advertisement based.

Mr Butterfield circulated a letter he wrote in reply to drawings received in relation to the proposed Holme Lane, 20mph extensions.

Mr Naylor, Chairman of the Sutton Junior Football Club asked the Council if the Youth Facility which is apparently no longer in use could be transferred to the park for use as storage/changing room for the club.

037/04/2009

### Apologies

Cllr. Marchant

038/04/2009

### Declarations of Interest

Cllr. Hart abstained during planning observations.

Cllr. Joy and Cllr Smith declared an interest in 44/04/2009 (1) (members of committee)

Cllr. Hart declared an interest in 44/04/2009 (2) and withdrew from the discussion and debate (relative)

039/04/2009

### Planning Observations

**66/2009/9440** – Construction Of New Detached Dwelling In The Garden Area Resubmission Of 66/2008/8463, Land At 16-18 Albert Street.

**No Objections**

66/2009/9523 – Two Storey Side Extension And Single Storey Rear Extension, Meadow Croft, America Farm, America Lane.

**No Objections**

040/04/2009

### Minutes of the Previous Meeting

The minutes of the meeting held on the 2<sup>nd</sup> March 2009 were agreed as a true record and signed by the Chairman proposed Cllr. Wilkinson, seconded Cllr. Hart

041/04/2009

### Matters Arising from Previous Minutes

None

042/04/2009

### North Yorkshire County Council Report

Gully Emptying – Cllr. Barrett informed the Council that cuts have had to be made. Local knowledge has been used and priority areas have been covered both in the May – Sep and Oct – March Clean for Sutton in Craven.

The proposals for Holme lane will be discussed at the North Yorkshire County Council's Area Committee Meeting on 30 July 2009 or 10 October 2009.

043/04/2009

### Craven District Council Report

Cllr. Hart informed the Council that the Youth Facility is no longer in use and the Sutton Junior Football Club wish to request it be placed in the park and used as a storage/changing room facility. This was agreed in principle and a site visit was arranged to take place on Wednesday 8<sup>th</sup> April at 6.00pm to discuss the possible location.

Cllr. Hart proposed that Chris Craven and Ken Martin be invited to attend a public meeting to

discuss the issues regarding Holme Lane further.

Cllr. Barrett commented that Chris Craven is offering to meet Mr Butterfield on site to discuss the proposals.

The Chairman proposed that the clerk contact Chris Craven to enquire if he also could attend the meeting.

Cllr. Hart reported that a site visit will take place with regard to the planning application for 3 Victoria Street.

**044/04/2009 Clerks Report and Correspondence**

**Sent/To**

a **Senior Citizens Centre**

Letter to Senior Citizens Centre informing that the Council will support the scheme if further quotes are obtained. The Council feel the quote submitted is too high for what is required.

b **Fun 4 Kids**

Email informing Kids 4 Fund that their application for a donation was not successful this time.

c **Sutton Junior Football Club**

E-mail informing Sutton Junior Football Club that their application was successful and a donation of £50.00 granted.

d **Sutton Bowling Club**

Letter to Sutton Bowling Club granting their request for the use of the Park for a fundraising event on Bank Holiday Monday 31<sup>st</sup> August. A copy of their public liability insurance and a risk assessment is required.

e **Village Clean Up**

E-mail to resident explaining that the Park keeper initiated the Village Clean Up on the 21<sup>st</sup> February 2009 and the Council covered the insurance, risk assessment, advertising and any equipment needed. Members of the council had other commitments that day but do give many hours of their time serving the community without remuneration. Comments have been noted and hopefully more residents will volunteer to give some of their time to help the community.

The Council thank you for taking part in the clean up.

f **Litter/Wheelchair Access**

Letter to resident assuring that the Council are trying to tackle the problem of litter. The lack of wheelchair access to the pavements and shops will be reported to North Yorkshire Highways with proposal from the Council to lower the kerbs.

g **Litter**

E-mail to Paul Florentine informing him of complaints regarding the increase in litter blighting the village, requesting information of the Street Cleaning scheme and requesting the more litter bins.

h **Pavement Access**

E-mail to David Cairns, Traffic Management Engineer informing of required access to pavements for wheelchair users.

i **Letter to David Curry MP**

Letter to David Curry MP thanking him for his support in approaching organisations who may work in partnership with us and support our bid to have a flood prevention scheme included in the May 2009 Review.

j **Events Sutton Park**

Letter to the Crosshills and District Fellowship of Churches granting them use of the park for Palm Sunday 5<sup>th</sup> April, Praise in the Park 12<sup>th</sup> July and the Nativity presentation 13<sup>th</sup> December.

- k **Flooding – Scrutiny Task Group**  
Email to Rachel Rushforth, Scrutiny Services providing information about community flood and emergency plans.
- l **Safety Surfaces**  
E-mail to Dan Coates, RTC Safety Surfaces Ltd informing him that their quotation for work in the play area was successful.
- m **E-mail to Parkdale Play & Leisure Ltd**  
E-mail informing that their quote for safety surfacing was unsuccessful this time.
- n **Park Gardens**  
Letter to E & R Hutchinson thanking them for their quotation for the Park Garden and that the Council has decided not to proceed with the work at this time.
- o **Park Railings & Gardens**  
Letter to Total Tree Services informing them that their quote for repairing the damaged park railings was successful and that the Council have decided not to proceed with work to the park garden at the moment.

#### **Received/From**

- 1 **Senior Citizens Centre**  
Request for a donation towards floor coverings:  
Entrance – Brown Ribbed Entrance Barrier Matting fitted by gluing directly down to existing vinyl as per current carpet. New aluminium plate to front doors.  
Main Hall – Cougar Gel Back Carpet, Colour green 45 fitted by gluing directly down onto existing vinyl as per current carpet.  
Toilets and Kitchen – Cushion vinyl based on a leolan cushion vinyl fully fitted. Subfloors to prepare with new plywood.  
All existing carpet and kitchen vinyl to uplift and dispose of. Quotes obtained: £1358.00 inc VAT, United Carpets £1939.92 and Carpet Right £1,198.56.  
It was **resolved** that a donation of £100 be made.
- 2 **Kildwick and Farnhill Scouts**  
Request for a donation towards renewing the outside kitchen doors at the Scouts headquarters. Quotes are for between £1200 and £1350.  
It was **resolved** that a donation of £100 be made.
- 3 **Sutton Village Committee**  
Sutton Village Committee would like to request the use of the park and all its facilities including the use of the pavilion for the Village Fun Day planned for 21<sup>st</sup> June 2009. Also permission to decorate the lampposts with bunting and confirmation that the new electric sockets will be wired in and available for use. The fair is expected to arrive a few days prior to Fun Day.  
It was **resolved** that the request be granted. Certain criterion will need to be adhered to with regards the use of the Pavilion. A copy of a Hygiene Certificate, Public Liability Cover and a Risk Assessment will also be required.
- 4 **Insurance**  
Comprehensive details of the Council's Insurance were circulated to all Council members.  
It was **resolved** that the Insurance be accepted.
- 5 **Report from David Cairns, North Yorkshire Highways**  
"As far as we know the pavement is NYCC responsibility, in fact we will be slurry sealing the footpath within the next month.  
I will drop you a letter early next week with a drawing of drop kerbs. Whilst I am happy to put a drop crossing outside the chemist, I am not keen on altering the kerb on North Street because of the BT cover which will produce a steep gradient. Is it worth doing the one outside the chemist if we can not do the one outside the post office?"  
It was **resolved** that a request be proposed for the kerb outside the chemist be dropped and white lines be placed by the Chemist and Post Office dropped kerbs.

6 **Report on Gully Emptying from Andrew Mellor**

“Up to now we have emptied gullies twice a year, and the Highways Maintenance Code of Good Practice, which provides national guidelines on the frequencies of cyclic maintenance recommends that gullies are emptied only once a year. It has therefore been decided that our gully emptying policy shall be examined to identify the savings that can be made whilst maintaining the level of service. Enclosed are 2 schedules with the partial clean of 10160 gullies during the spring/summer months and the full clean of 17842 gullies during the autumn/winter months to cover the leaf fall.

7 **Local Development Framework – update**

On the 1<sup>st</sup> April the following revised Housing Distribution figures were going to be put to the Policy Committee for approval.

Skipton 50%

Sutton/Cross Hills and Glusburn 17%

This would take account of the relatively low proportion of the potential housing supply identified on brown field land and/or within development limits (18%) and would bring the proportion of new housing more in line with other Local Service Centres and would better reflect the size of existing level of services within each of the Local Service Centres.

Settle/Giggleswick 15%

High Bentham 13%

Gargrave and Ingleton 5%

The meeting was deferred pending discussions with the Regional Office. A further meeting yet to be determined will take place probably nearer the end of April.

8 **Flooding**

Reply from English Heritage: “English Heritage is an advisory body who’s aim is the protection of the historic environment. We do offer grants and advice to the owners of historic buildings if certain requirements are met. Each application is looked at individually, and the award of grant money usually has conditions attached”.

Reply from RSPB: “I am sorry to respond to say that it is not possible to contribute to this project but we hope that you resolve the problem to your eventual satisfaction.”

Reply from Forestry Commission: “Unfortunately the Forestry Commission does not have any specific funds to support individual schemes as the majority of our funding is channelled through our grant scheme for land managers (England Woodland Grant Scheme). The funding is targeted at land managers to support the creation and management of woodlands in order to deliver a range of public benefits.

Cllr. Morrell reported that he is still in talks with a local business.

9 **Planning Decisions – Craven District Council**

Application To Vary condition 6 Of Planning Permission 5/66/447/B To Allow Use of UPVC Windows, Doors and Alterations To Porches Throughout the Development, 1-25 Rosemount Court. – Granted

Appeal Ref: APP/c2708/A/08/2091744, Installation of new fence line, 1 Manse Way, Sutton – Appeal dismissed.

66/2008/8937 – Two Storey Side Extension, And Single Storey Rear Extension, 1 Boundary Avenue – Granted

1 x Norway Spruces – Fell, 12 West Lane

10 **Craven District Council Plan Feedback**

45 responses were received from representative and other organisations and individual members of the public. These included responses from 11 Parish Councils/Parish Meetings and 2 Chambers of Trade.

**Main changes made:**

Proposed in Consultation	Revised in Final Document
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<b>Action 16</b> – Improve the Council’s approach to procurement and examine value for money alternatives for provision of ‘support’ services	<b>Action 17</b> – Improve the Council’s approach to procurement  <b>Action 18</b> – Examine value for money alternatives for the provision of ‘support’ services.
<b>Action 22</b> – Develop the Council’s approach to asset management by reviewing operational assets to identify rationalisation opportunities, and implementing the Council’s Planned Preventative Maintenance Programme.	<b>Action 24</b> – Approve and implement a new Asset Management Plan and Property Strategy Key Outcomes from this to include rationalizing assets to ensure retained assets contribute to delivery of Council Priorities

**Action 25** – Review and update the Council’s Asset register.

Documents will be available on the Council’s website [www.cravenc.gov.uk](http://www.cravenc.gov.uk)

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**Newsletter – North Yorkshire Rural**

**Housing Enablers, local homes for local people**

Craven District Council :-

- Greenroyd Mill, Sutton - 12 units delivered
- Former Ice Cream Factory, Cononley – four units on site
- Former West Marton Creamery – two units on site
- Hillside Road, Low Bentham – two units on site
- Former Mercedes Garage, Clapham – seven units pending planning permission
- Town Foot Bridge, Kettlewell – one unit on CDC asset site
- Station Road, Hellified – 22 units on site, CDC asset site
- Woodturners, Sutton – 15 units on site
- Goodenber Road, High Bentham – 34 Units pending planning permission, CDC asset site

Convenient Change of Use!

The former public toilet in Sutton is now home to two two bedroom flats! The site – formerly owned by Craven District Council – saw new tenants move into the Jephson Housing Association managed rented flats this summer. The council sold the site to Jephson for £5,000 per plot with work starting in August 2007.

The £220,000 scheme received £92,000 in Housing Corporation Grant.

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**Footway Lighting Maintenance Contract 2009-2010**

The County Council’s lighting maintenance contractor is able to claim for an annual increase, in strict accordance with the Conditions of Contract which is based on “Baxters” (Civil Engineering Indicator) – the increase for 2009/10 will be between 7% and 8%, 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 2009/10.

13

**Top Bridge – Lumb Clough**

Work to extend the fencing on this bridge as now been completed.

14

**Councillor Skills**

Further training for councillors with some experience of council work. The sessions will cover procedures and powers of the councils; the responsibilities of councillors; understanding council finance and working in partnership.

Each session will start at 7.15pm and finish at 9.45pm with a refreshment break part way through.

- CS4 Oxenhope nr Keighley – Mon, 20 July
- CS12 Craven District, Skipton – Tues, 27 October

The cost is £35.00

Work to replace three panels of park railings at a cost of £550 has now been completed.

#### **Safety Surfacing**

Repair work to the Safety Surfacing areas was carried out they will be returning to make good the surfacing under the newly installed roundabout.

#### **Roundabout**

Work to refurbish the roundabout has been completed to a very high standard at a cost of approximately £2,500.

It was **resolved** that this is better value than purchasing a new one and retains a feature of the original play equipment.

#### **Electric boxes for Park**

Quote received for connecting electrical boxes in the park for use for events such as the Fun Day is £200.00.

It was **resolved** that the work be completed.

#### **Mobility Scooter/Pram Shelter**

It was resolved that a mobility scooter/pram shelter be built last year. The concrete base was completed.

Three quotes were obtained for the erection of a mobility Scooter/pram shelter in the park. To be erected out of wood 13' by 6-7' to front face, sloping to rear 6' to rear. Roof to match existing shelters £2,500 and £3,550 plus VAT

To be built with solid concrete blocks, size same, pointed internally, external to be pebble dashed. Roof to match pavilion, form fascias, gutter and make good all round £2,740 plus VAT

It was **resolved** that a concrete shelter be built at a cost of £2,740 work to commence in April.

#### **046/04/2009 Councillor and Resident Items**

None

In view of the likely disclosure of exempt information as defined in the Public Bodies (Admission to Meetings) Act 1960, it is advisable the press and public be excluded.

#### **047/04/2009 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.

2. **Park Keepers Pay**

It was resolved that the Park keeper be awarded a 1.5% pay rise.

#### **048/04/2009 Date and Time of Next Meeting**

The next ordinary meeting of the Council will be held on Monday 11<sup>th</sup> May 2009.

The meeting closed at 8.45pm.

## Finance Schedule

**It was agreed that the following cheques being signed and orders made:**

### **Sutton Parish Council Finance**

Yorkshire Local Councils Ass	572.00	subscription
Zurich Insurance plc	3,053.21	Insurance policy
Allianz Insurance	381.99	Tractor Insurance
HM Revenue & Customs	388.02	Tax & Nat Ins
Amenity Land Solutions Ltd	103.50	Fertilizer
Senior Citizens Centre	108.00	Room Rent annual fee
Merritt & Fryers	67.54	Rock salt, screws, putty & timber
Npower	455.64	Pavilion Electric
NY CC Pension Fund	719.79	Pensions
Amenity Land Solutions Ltd	316.25	Bowling Green
Innovation FX	480.00	Pavilion and Council website annual fee
British Gas	127.54	Pavilion Gas
RTC Safety Surfacing	2175.80	Park safety surfacing
Jacs	92.76	Teak Oil, brushes, padlocks, filler etc
Park Keeper Expenses	124.24	Power wash, fuel, brushes
Staff Members (3)	2022.27	Salary / Wages
Barclays	10.00	Prem Box