



# 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 7<sup>th</sup> December 2009

## Present

Cllr. Whitaker (Chairman), Cllr. Hart, Cllr. Joy, Cllr. Bretan, Cllr Herpe, Cllr. Smith, and Cllr Hawkins.  
Mrs D Emmott, Clerk to the Council  
The Chairman welcomed everyone present.

143/12/2009

## Apologies for absence

Cllr. Marchant, Cllr Wilkinson and Cllr. Morrell

144/12/2009

## Declarations of Member's Interest in Matters on the Agenda

Cllr. Hart abstained from planning observations.

145/12/2009

## Minutes of the Previous Meeting

It was resolved that the minutes of the meeting of the Council held on the 2nd November 2009 (circulated to all members) were agreed as a true record and signed by the Chairman. Proposed Cllr. Hart, seconded Cllr Joy.

146/12/2009

## Public Participation

A resident attended the meeting to voice concern over road safety on the High Street. The speed of vehicles, amount of traffic, the lack of pavements, 20mph limit should be implemented.

147/12/2009

## Planning Applications

66/2009/10130 – Two Storey Side Extension To Side and Rear, 71 West Lane

### **No Objections**

66/2009/10149 – Erection of Victorian Style Conservatory, 2 Barrett Place.

### **No Objections**

66/2009/10191- Wrap Around Single Storey Extension And Dormer, 6 Hall Drive.

### **No adverse comment**

Tree Preservation Order 20:

1 x Hawthorn – Pollard. 1 x Holly, 1 x Ash and 1 x Oak – Fell. 1 x Oak – Remove Branches Over Neighbours, Deadwood and Crown Lift, Hollybank, The Acres

148/12/2009

## North Yorkshire Council Report

Cllr Barrett suggested contacting the Highways Department and requesting a speed check for traffic on the High Street.

149/12/2009

## Craven District Council Report

Cllr. Hart reported that Craven District Council is proposing a rise of 4.5% for the Council Tax.

Just over £137 was raised at the Carol Service held in the Park on Saturday 5<sup>th</sup> December. All proceeds will be divided between the two schools which attended.

150/12/2009

## Clerks Report and Correspondence

### Sent/To

#### a) Fencing for Under 6's Play Area

Mr Armstrong was contacted and informed his quote for wooden fencing was successful.

#### b) Christmas Lights

Letter to Village Committee informing their proposal for the switch on details for the Christmas Lights was granted.

#### c) Street Name Sign

Letter to resident thanking him for finding and replacing the missing street name sign. The Council was not aware that the street name sign was missing and suggest the matter of compensation be taken up with Craven District Council.



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d) **Footpath - Lothersdale**

A closed footpath was reported to the Rights of Way Department reference 22983.

The path comes down into Lothersdale and joins the road at the downstream end of the reservoir. The path actually crosses the top of the weir. However, the sluice gate next to the weir is padlocked and chained shut, forcing the water to flow over the weir instead, thereby blocking the path.

A Ranger from the Public Rights of Way Office is looking into the matter.

e) **South Craven Community Action (SCCA)**

A letter of support for SCCA was given in support of their application for core funding to expand its reach and improve communication and partnership between organisations, Craven District Council, the community and voluntary sectors of Craven and surrounding districts.

f) **Street Lights**

Street Lights: Back of Victoria Street, No. 8 High Street and No.5 Hall Avenue have been logged for attention by North Yorkshire County Council. References 101000245110 and 101000245119.

**Received / From**

1. **Sutton-in-Craven Cricket Club**

Letter received from Sutton-in-Craven Cricket Club asking the Council to endorse and support the erecting of a ball stop net between the Lodge and the Cricket Ground and if possible contribute towards the financial aspects of the project.

It was **resolved** that £100 be donated and a letter of support given.

2. **Traffic – High Street**

It was **resolved** that the Highways Department be requested to carry out a speed check on the High Street and any data relating to accidents be forwarded to the Parish Council. Following the receipt of this information a meeting will be arranged with all parties concerned to discuss the findings and propose necessary measures.

3. **Park Lodge – Maintenance**

Following safety checks on the Park Lodge gas appliances, it was recommended that the boiler and radiators be replaced.

It was **resolved** that this be put on the next Agenda.

4. **North Yorkshire Pension Fund**

Under Local Government Pension Scheme regulations it is necessary for Parish Councils to have passed a resolution to allow new members to join the scheme. A resolution is required to retrospectively allow certain members of staff in to the scheme.

It was **resolved** that staff members be retrospectively allowed into the Local Government Pension Scheme:

5. **Terms of Reference for Community Governance Review**

Colin Iveson, Head of Democratic Services (Craven District Council) arranged a meeting in the Council Chambers on Thursday 26<sup>th</sup> November, 6.30pm, to explain more about the content of the draft Terms of Reference document, upon which we are currently being consulted. Two representatives from the Parish Council were invited to attend. Cllr. Whitaker and the Clerk attended.

Anomalies in Sutton-in-Craven which may be considered for change:

- Sutton-in-Craven Parish Council has two Parish Wards, namely Sutton Mill and Sutton. Each of these elects five Parish Councillors; Sutton Mill has 1,012 electors (202 per Councillor) and Sutton 1,886 electors (377 per Councillor). These warding arrangements will be reviewed so that votes are of equal value in both areas.
- Boundary Changes in the respect of the Dog and Gun, Malsis area.
- Sutton Mill is no longer in existence.
- The number of Parish Councillors to be elected. Where there is a history of uncontested elections and / or the need to co-opt members in order to fill vacancies at times between the ordinary elections,



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the council may take this into account in considering whether the present levels of representation are appropriate or whether there is a "democratic surplus in a parish - implies a possible reduction in the number of Parish Councillors.

- We have at present two ward members (District Councillors) representing a single ward. This enables each of the ward members to represent the whole of Sutton in Craven.

### 6. Neighbourhood Profile Guides

North Yorkshire Police report:

In order to strengthen our Safer Neighbourhood Teams and their communications with their local Parish Councils we are keen to develop a team of volunteers who will keep us updated with Local Community Profiles. A member of the Council or a local person is required to volunteer to join a team.

The Neighbourhood Profile is a crime prevention scheme that has been initiated by the National Policing Improvement Agency (NPIA) under the Citizens Focus and Neighbourhood Policing Programme. It will provide a detailed baseline picture of a community. This would help the police and partners in recognising and responding to change and helping in the prevention of crime.

The volunteer will be given a list of information required relating to your local parish; example such as:-

1. Neighbourhood Boundaries (broad geography and relationship to surrounding areas).
2. Housing types.
3. Neighbourhood Services (commercial, sport, entertainment, education, faith centres, retail, etc)
4. Organisations (local authority, community groups, faith groups, etc).

When the team is assembled local meetings will be arranged with volunteers to explain in more detail their role & the content of the guide.

The task will involve the completion of an initial questionnaire and then a regular update 2 or 3 times a year.

It was **resolved** that the information be put on the Parish Council Website. Volunteers to contact the clerk for further information.

### 7. North Yorkshire County Council – Budget and Council Plan Consultation

The County Council is currently in the process of updating its Council Plan and its Medium Term Financial Strategy. As part of this process, all Parish and Town Councils are being asked for their views.

### 8. The Local Development Framework of Bradford District, Country Air Magazine, Craven Local Strategic Partnership Update Report 19 October 2009, Fire & Rescue Authority, Corporate Report - Circulated

### 9. The National Association of Decorative Fine Arts

The National Association of Decorative and Fine Arts is a splendid organisation where members (and guests) can come along monthly to listen to some of the most distinguished speakers and specialists in the arts on a variety of arts-based topics and disciplines. There are also tours and study days in the programme each year.

The Skipton and Wharfedale (SWADFAS) branch meets for lectures at Skipton Town Hall. New members are being welcome.

### 10. Residents Feedback Panel

Craven District Council would like to invite members of the parish council to sign up today and become part of the residents' feedback panel.

If you sign up to the panel, you will be contacted approximately four times per year to ask for your opinion on issues such as waste collection, the environment and local amenities. Giving your opinions might involve different activities such as filling in a questionnaire or taking part in a focus group.

There is no obligation for you to respond about every issue.

### 11. Village Hall

A request was received from a member of the Village Hall Committee asking for Parish Council support in their request for applying for funding to other organisations. The deadline for the application was the 30<sup>th</sup> November. Based on the fact that the Parish Council has supported the refurbishment of the Hall in the past and in consultation with the Chairman a letter of support was issued.



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12. **Review of Disability issues in the Craven District - Update**

Dates of informal public meetings as follows:

Fri 11 Dec (11am – 1pm) – Friends Meeting House, Kirkgate, Settle

Mon 14 Dec (11.30am – (1.30pm) – St Andrews Church, Newmarket St, Skipton

Wed 16 Dec (12.30pm – 2.30pm) – “Looking Well” Studio, King Street, High Bentham

**Thurs 17 Dec (11am – 1pm) – St Peter’s Church, Main Street, Cross Hills**

The informal meetings are being held at disabled-friendly community venues and will effectively be ‘drop-in’ style events.

After the informal meetings there should be further working group meetings. One of which will invite ‘decision-makers’ from major public/private organisations to note the evidence collected through the informal meetings and consider improvements.

13. **Craven District Council Planning Decisions**

Rear Dormer Window, 10 North Avenue.

Permission Granted

Conservatory To Rear of Property, With Obscured Glazing To South Elevation. Re-Submission of Refused Planning Application 66/2008/8857, 1 High Malsis.

Permission Granted

Copy of Temporary Road Closure Order for the purposes of holding the outdoor Nativity procession on the 13<sup>th</sup> December 2009 received.

14. **Parish Representative to the NYCC Craven Area Committee**

The successful nominees are:

Southern Area:

Councillor Peter R Hart (nominated by Carleton-in-Craven Parish Council).

Northern Area:

Councillor Alan Colin Price (nominated by Clapham cum Newby Parish Council)

15. **West Lane/North Avenue**

Letter from a resident informing about the drains on West Lane and North Avenue. After the last semi-detached house up West Lane, number 77, there is a bungalow at the entrance to Wychwood. Opposite this bungalow there is a natural stream that flows from the steep fields into drains at the edge of the road. Unfortunately, after periods of extensive rainfall, and in particularly during the autumn fall of leaves, the drains cannot cope with the volume of water. The water then overflows completely across the road for 20-30 metres sometimes to a depth that makes it difficult to cross. This might be connected to water bubbling up through a man-hole on North Avenue on the Hall Estate, during the recent period of heavy rainfall. In past years the surface water has frozen causing a potential hazard for motorists and pedestrians.

A copy of the letter has been sent to Craven District Council. The Clerk has reported the blocked drains to North Yorkshire Highways.

16. **Sutton Community Primary School**

Following the Sutton Community Primary Schools plea for donations after all their nativity costumes and other items had to be destroyed due to being contaminated by asbestos. A decision was taken in consultation with the Chairman and two other Councillors to donate £100 so items could be purchased in time for the Nativity and Christmas fair. A letter of thanks was received and an invitation for all Parish Council Members to attend the schools Christmas Fair.

17. **Craven Challenge**

The current campaign running by North Yorkshire County Council through the Local Strategic Partnership transport group called the ‘Craven Challenge’. The ‘Craven Challenge’ is designed to challenge residents of Craven to change their modes of travel and try to reduce car usage in the District. Through the campaign residents in Craven can visit the Craven District website and pledge their support to the campaign for the opportunity to win bike worth £250.



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18. **Ravenstones Footpath**

Following the Parish Councils application in 1985 for the footpath to be put on the definitive map. The Rights of Way Office received strong objections from the landowners. Also at that time many other routes were put forward to be claimed as Rights of Way. With limited staff resources these had to be prioritised. The route is now being re-opened for investigation. The Parish Council has now received further Public Rights of Way Evidence of Use Forms which needs to be completed. The completed forms will be used along with other evidence to help put a case forward for the footpath to be put on the definitive map.

Two articles one from the Wharfedale & Airedale Observer, July 7<sup>th</sup> 2000 and Keighley News 5<sup>th</sup> December 1998 where the footpath on the Bradford/West Yorkshire side of the border is identified as "Steeton 13" has also been forwarded to the Rights of Way Department.

It was **resolved** that anyone who used the footpath prior to 1985 and would like to give evidence should contact the clerk for a form.

19. **Donation for Play Equipment for Sutton Park**

In respect of an agreement under Section 106 of the Town and Country Planning Act 1990, for the development of Greenroyd Mill, High Street. Barnfield Construction Ltd agreed to donate Five Thousand Pounds towards new play equipment for Sutton Park.

**151/12/2009** **Members Community Reports**

Cllr. Smith reported that six youths had been issued with ABC's (Acceptable Behaviour Contracts) in relation to unacceptable behaviour at the bus stop on Holme Lane.

**152/12/2009** **Notice to Rescind Parish Council Decision made on 7<sup>th</sup> September 2009 – Proposal to Widen the Main Park Gates.**

A notice to rescind the decision of the Parish Council made on 7<sup>th</sup> September has been received in these terms: "In accordance with Standing Order 13, we the undersigned give notice to rescind the decision of the Parish Council on 7<sup>th</sup> September 2009 in respect of agenda item 7 (3) – Proposal to Widen the Main Park Gates."

Signed by Councillors:

Councillor Whitaker  
Councillor Smith  
Councillor Hawkins

The Council is asked to consider the request to rescind this decision.

A proposition to rescind or vary resolution of the Council may not be moved unless notice with the signatures of at least 3 members of the Council including the motion to rescind is given to the Clerk. A valid proposition has been received. The first matter to be debated and decided upon is therefore whether or not the decision should be rescinded. If the rescission is supported, then the matter should be re-debated today as undisposed business from a previous meeting. If the notice is not supported, then the decisions taken at the previous Council meeting on 7<sup>th</sup> September 2009 will be unchanged. It was

Proposed by Cllr. Whitaker

Seconded by Cllr. Hawkins

That the notice to rescind the Council decision made on 7<sup>th</sup> September 2009 in respect of agenda item 7 (3) Proposal to Widen the Main Park Gates be supported.

On the proposition standing in the name of Councillor Whitaker being put to the vote, the decision was to support the notice of rescission. 4 votes for, 2 votes against, 1 abstained.

The Chairman of the Village Committee stated "that the larger fairground rides can no longer be sited anywhere adjacent to or near the park on future Funday's, Thompsons field, Holme Lane and Greenroyd Mill are no longer available, also as the smaller rides are updated to meet health and safety requirements the vehicles/trailers upon which they are built have had to increase to accommodate the rides. Therefore for the fair to continue it must be able to access the park.

All costs for alterations will be borne by the Village Committee and we would adhere to design instruction from the Council. It is not the Committees intention to increase the number of large fairground rides in the future only to ensure that those enjoyed in previous years continue to access the park. The Committee are happy to accept a Council



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directive limiting the number of large rides that access the park now and in the future.

The fairground has also agreed to take out insurance cover to repair the cost of any damage should this occur.”

A proposal to hold a public consultation was put forward by Cllr. Hart and seconded by Cllr. Smith

It was **resolved** that a notice be placed on parish notice boards, websites and the newspapers advertising that the plans for the proposal of widening the main Park Gates can be viewed at the Pavilion on Saturday 12<sup>th</sup> December 2009 from 12pm to 4pm members of the Village Committee will be in attendance to answer any questions on the plans.

Members of the Council will also be present. Following this an Extra-Ordinary Council meeting will be held.

153/12/2009

### 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.

D. Cox –Gas Services	180.00
Playsafety Limited	96.60
Yorkshire Water	350.50
Mike Barnes Chainsaws	190.48
BT Growers Ltd	255.30
LBS Horticulture	39.10
Society of Local Council Clerks	118.00
Park Keepers Expenses	185.33
Clerks Expenses	50.00
Salaries (5 members)	2316.10
HM Revenue & Customs	447.98
NYCC Pension Fund	616.91
Merritt & Fryers	39.19
Community Primary School	100.00

2. **To confirm budget figures for 2010/11 – circulated**

**Resolved** budget figures confirmed.

Section 41 of the Local Government and Finance Act 1992 requires Parish Councils to notify the relevant Billing Authority (Craven District Council) of the amount required in the forthcoming financial year to meet their Parish expenses.

Resolved a precept of £78,780 (an increase of £780.00) be requested the relevant form was completed and signed by the Chairman, two members of the Parish Council and counter signed by the Clerk.

154/12/2009

### Date and Time of Next Meeting

The next ordinary meeting of the Council will be held on Monday 4<sup>th</sup> January 2010

The meeting closed at 8.30pm