



Sutton-in-Craven Parish Council

Minutes of the Annual Meeting of Sutton-in-Craven Parish Council held in the Senior Citizens Centre, North Street on Monday 10th May 2010 at 6.45pm

Present

Cllr. Whitaker, Cllr. Morrell, Cllr. Joy, Cllr. Mrs Smith, Cllr. Ms Hawkins, Cllr. Ms Bretan, Cllr. Mrs Marchant, Cllr Wilkinson, Cllr Hart
Mrs D Emmott, Clerk to the Council.

Three members of the public attended.

Apologies: Cllr. Herpe, Cllr. Barrett

46/05/2010 Election of Chairman

Nominations were requested for the Office of Chairman.
Cllr. Hart proposed Cllr. Whitaker, seconded by Cllr Bretan
There were no further nominations for this office and Cllr Whitaker was duly elected.

47/05/2010 Election of Vice Chairman

Nominations were requested for the Office of Vice Chairman
Cllr Whitaker proposed Cllr. Morrell, seconded by Cllr. Hawkins
There were no further nominations for this office and Cllr Morrell was duly elected.

48/05/2010 Declaration of Office of newly elected Councillors

Cllr. Whitaker signed A Declaration of Acceptance of Office of the Chairman
Cllr. Morrell signed A Declaration of Acceptance of Office of the Vice-Chairman

49/05/2010 Appointment of Chairman/members of Committee's & Sub Committees

Finance - signatories:- Cllr Smith, Cllr Hawkins and Cllr. Whitaker

50/05/2010 Appointment of representatives to outside bodies

Village Hall Committee – Cllr. Bretan was duly elected.
The Clerk to send a letter notifying the Chairman of the Village Hall Committee.
Craven Branch Yorkshire Local Councils Association – Cllr Bretan and Cllr Hawkins were duly elected.

51/05/2010 Public Participation: Up to 15 Minutes – at the discretion of the Chairman

Mr Young reported that he had noticed changes to the Greenroyd development site which he believes are not on the original planning application.

Mr Young requested if any information has been received over the newly installed pavement on Holme Lane.
(See clerks report).

52/05/2010 Declarations of Interests

Cllr. Hart abstained during planning observations.
Cllr. Bretan declared an interest in planning application 66/2010/10539

53/05/2010 To approve the Minutes of the Council held on the 12th April 2010

The minutes of the Meeting on the 12th April 2010 were agreed as a true record and signed by the Chairman.
Proposed Cllr Bretan, seconded Cllr Marchant. Cllr Morrell and Cllr Hart abstained.

54/05/2010 To receive the North Yorkshire Council Report and Craven District Council Report **North Yorkshire County Council Report**

Cllr. Barrett sent his apologies and forwarded the following correspondence.
A meeting has been arranged with Ken Martin (Highways) to discuss the proposed controlled crossings for Main Street and the High St/Holme Lane, to try and enforce the Parish Council's initial request for Pelican Crossings not Zebra Crossings.

Craven District Council Report

Craven District Council Planning Department is currently struggling due to losing officer and one who is on maternity leave. Two Officers are being drafted in from other areas to help with the back log of applications.

55/05/2010 **Clerks Report and Correspondence**

Sent/To

a **High Street**

Letter sent to Mr Jackson notifying him of the speed check results for the High Street.

b **Village Fun Day**

Letter to the Village Committee informing them of the Council's decision to grant their request (providing certain criterion is adhered to) for the use of the park and all its facilities including the pavilion for the Village Fun Day planned for the 20th June 2010.

c **Park Lodge Windows**

Letters to contractors informing of the Council's decision regarding their submitted quotes. A quote for £1750 was accepted from Aire Valley Glass.

d **Park Maintenance**

Confirmation of order to Playdale for delivery and installation of replacement parts for park play equipment.

Received/From

1. **Park**

A request from Steve Emmott, Sutton Bulls Scooter Club to allow Motorbikes and Scooters to park in a designated area in the Park and have a bouncy castle on Sunday 23rd May from approximately 12:30 – 6:00pm. Marshalls will be on hand to guide the traffic to the designated area.

It was **resolved** that members attend a meeting being held at the Police Station with all parties concerned on Tuesday 11th May at 2.30pm. Following this an Extra Ordinary Meeting of the Council will be held on Friday 14th May at 6.30pm.

1.1 Request from Glusburn Friends of the School to hold a Teddy Bears picnic and a duck race in the Park on the 23rd June 2010.

It was **resolved** that this be granted subject to copy of their Public Liability Insurance and Risk Assessment being received prior to the event.

1.2 Maintenance work to the Lodge roof has now been completed, this comes with a ten year guarantee. The Chairman approved the finished repairs.

1.3. A drain was reported blocked at the bottom of the park this has now been dealt with and new drain covers are being installed.

A small section of wall behind the Multi Use Games Area which was in an unstable state this has now been repaired.

1.4 A paling on the under six's play area fence is broken. Contractor informed.

2. **Greenroyd Mill – Controlled Crossings**

The crossings for the Main Street and "Black Bull" High Street/Holme Lane are to be controlled crossings. According to Ken Martin (Highways) this is a zebra or puffin or pelican (or a Pegasus, or a toucan) uncontrolled being drop kerbs, or an island or a road narrowing etc.

3. **Holme Lane – Narrowing of Carriageway**

Report from Ken Martin: "We have checked the carriageway widths – they have been built as proposed and the carriageway is wide enough for cars to pass each other.

Some cars choose to pass in the narrowest section, but also some choose to slow down and wait for oncoming vehicles to come through. We suspect that this is because there is very good visibility to the narrowest point and therefore don't consider it to be a road safety hazard – narrowing the footway would make very little difference to the situation, so we suggest a longer "settling-in" period to see if drivers continue to have difficulties in the future.

4. **CE Electric UK**

Councillors or Community Wardens can now report the following problems online by visiting www.ce-electricuk.com:

- Graffiti, litter or overgrown weeds in substations;
- Trees growing close to our overhead power lines; and
- Requests for low-voltage overhead power lines to be shrouded whilst roofing contractors work on

customer's homes.
Parish Council Liaisons Officer, Steve Keeney

5. **North Yorkshire Minerals and Waste Development Framework – circulated to members**
First formal consultation stage for the Minerals Core Strategy. This is being carried out under Regulation 25 of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008. This first consultation seeks initial views on the range of issues that should be considered in developing a new planning strategy for minerals in North Yorkshire and on the information and evidence that the Council may need to help it in this work. The documents are available to view on line www.northyorks.gov.uk/mwdf closing date for responses are the 28th May 2010.
6. **Senior Citizens Centre**
Letter received from the Senior Citizens Centre Committee thanking the Parish Council for the donation towards a new heating system.
7. **Craven District Council Infrastructure Audit**
Comments received from Town and Parish Councils have been used to help inform the draft Infrastructure Audit, which is in its final stages of completion.
An analysis of the comments and responses circulated to members.
8. **Craven Area Committee**
The next meeting is to be held on 8 July 2010 at 10 am, at a venue yet to be determined
9. **YLCA Craven Branch – Annual Meeting**
The annual meeting of the Craven Branch YLCA will be held on Wednesday 19 May 2010 at 7.00pm in Grassington Town Hall. Copies of agenda and minutes circulated to Cllr. Bretan and Cllr. Hawkins.
10. **Parish Charter – circulated to members**
Proposal to develop a Parish Charter between North Yorkshire County Council, parish Councils (includes town councils) parish meetings and district councils: an agreement setting out the respective roles and obligations. Finalised Draft Version: Consultation Draft Based Upon Defra Model Parish Charter circulated to Members, for those who wish to comment the closing date is Thursday 15th July 2010.
11. **Craven District Council – Planning Decisions**
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.
Permission Granted. Date decision issued: 12 April 2010

Fell Coppice Along Stream Edge and Back Into Woodland By 5 to 8m. No Trees With A Trunk Diameter Than 15cm to Be Felled, Sutton House, Ellers Road.

Side Single Store Extension, Glen Garth, Holme Lane.
Permission Granted. Date decision issued: 26th April 2010
13. **Standards Committee**
Annual Report of the Standards Committee 2009/10
14. **Greenroyd Mill Development Site**
Residents contacted the Clerk regarding rubble from the site being discarded in the beck and the early start of works on Sunday morning's approx 6.45am.
The Clerk passed on the resident's concerns to the site manager, Mr Peter Hargreaves, who was very amiable and assured that the beck would be cleared of all rubble that evening and work will not now start on Sunday morning's until 8.30am.
Mr Hargreaves also advised that some street lighting will shortly be installed on the site.
15. **Ellers Road**
A number of complaints have been received about the deterioration of the road at the bottom of the Ellers. Highways informed.
16. **Local Transport Plan 3 Consultation – circulated to members**
The full document, alongside feedback from the first phase of consultation is available to view online www.northyorks.gov.uk/ltp.
Seven public exhibitions across the County will be held to give people the opportunity to discuss the draft LTP3. All exhibitions will be held in the '95 Alive' road safety exhibition vehicle and will run from 10am until 4pm. The dates

and venues of the exhibitions are:

- | | |
|---------------------------------------|--------------------------------|
| • Selby Market Place | Monday 17 th May |
| • Skipton Outside the Town Hall | Wednesday 19 th May |
| • Richmond Market Place | Tuesday 25 th May |
| • Pickering the Ropery Car Park | Thursday 27 th May |
| • Northallerton Outside the Town Hall | Saturday 5 th June |
| • Harrogate Next to the War Memorial | Tuesday 22 nd June |
| • Scarborough St Nicholas Car Park | Thursday 24 th June |

17.

Elections

Sutton-In-Craven

BLACK, James Steed - Labour - 243

PLACE, Stephen Spencer - Independent - 1328

QUINN, Gillian - Conservative - 402

Stephen Spencer Place elected

Parliamentary Election Results

Skipton & Ripon Constituency

Julian Smith Conservative – 27,685

Helen Flynn Liberal Democrat – 17,735

Claire Hazelgrove Labour – 5,498

Rodney Mills UK Independence Party – 1,909

Bernard Allen British National Party – 1,403

Roger Bell Independent – 315

Dylan Gilligan Youth Party [The] - 95

Robert Leakey Virtue Currency Cognitive Appraisal Party 84

Allotments

The number of people currently on the waiting list for allotments is currently 23.

The Regional Spatial Strategy through the Local Development Framework is proposing any development over 12 homes will have to provide an area for home grown produce.

56/05/2010 Planning Observations

66/2010/10539 – Conversion of Swimming Pool Building To Annexe Residential Use in Association with **Fernleigh, Crag Lane**

No adverse comments

66/2010/10551 – Demolish Existing Garage And Construct Single Storey Rear Extension And Porch, **1a Hall Avenue**

No adverse comments

66/2010/10566 – Erection of Granny Flat Extension To Side of Dwelling, New Dormer To Front And Detached Double Garage, **Woodlea, West Lane**

No adverse comments

66/2010/10549 – Additional And Replacement Windows, And Alterations, **Meadow Croft, America Farm, America Lane**

No adverse comments

66/2010/10548 – Discharge Of Condition 2 of Planning Approval 66/2010/10360, **Sutton Park**
noted

57/05/2010 Member Community Reports

None

58/05/2010 Finance

To agree payments in accordance with the budget listed in the report

It was **resolved** to agree to the payments listed in the report below:

J. Booker	2420.00	Park Lodge Roof
Viking Direct	89.87	Paper, ink, stamps, sign, envelopes etc
LBS Horticulture Ltd	94.46	Chemical treatment -Round up
Boyd Sport & Play Ltd	55.81	Football nets
Craven College	180.00	Emergency First Aid at Work courses
James E Whiteoak	300.00	Internal Audit
North Yorkshire County Council	81.67	Footway Lighting
A Fountain	320.00	Park Maintenance
Yorkshire Water	146.07	water
British Telecommunications	171.26	Tele12th Jan – 12 th Apri, line and internet
HM Revenue & Customs	809.02	Tax & Nat Ins
NYCC Pension Fund	1001.67	Pension Contributions
Salaries (7members)	3545.02	Park and Pavilion wages

To approve the Annual Returns and accompanying documents 31st March 2010

The Internal Audit was carried out by an Independent Accountant and the section on the Annual return for Internal Audits was completed and signed by the Internal Auditor. A report from the Internal Auditor was circulated to members. Everything was found to be in order.

Balance sheets, Income Expenditure Sheets, Annual Return Balances, Reconciliation between Box 7 and Box 8 and Explanation of Variances was circulated to members.

All members present agreed that the accounts for the 2009/10 should be accepted.

It was **resolved** to approve the accounts for 2009/2010.

The Annual Return and Annual Governance Statement and accompanying documents were approved by the Council unanimously and signed by the Chairman and the Responsible Financial Officer (RFO).

The Annual Return and accompanying documents to be submitted to the External Auditors, Mazars for approval.

59/05/2010 **Date and Time of Next Meeting**

The next ordinary meeting of the Council will be held on Monday 07 June 2010 at 6:45pm.
The meeting closed at 7.50pm.

