



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 12th April 2010

Present

Cllr Whitaker - Chairman, Cllr. Joy, Cllr. Wilkinson, Cllr. Bretan, Cllr. Smith, Cllr Hawkins and Cllr. Herpe.
Mrs D Emmott, Clerk to the Council

Cllr. Barrett and two members of the public attended.

The Chairman welcomed everyone present.

35/04/2010

Apologies for absence

Cllr. Marchant, Cllr. Morrell, Cllr. Hart

36/04/2010

Declarations of Member's Interest in Matters on the Agenda

None

37/04/2010

Minutes of the Previous Meeting

It was resolved that the minutes of the meeting of the Council held on the 1st March 2010 (circulated to all members) were agreed as a true record and signed by the Chairman. Proposed Cllr. Wilkinson and Cllr Herpe.

38/04/2010

Public Participation

None

39/04/2010

Planning Applications

66/2010/104488 – Alterations to Existing House And flat To Create 2 No Dwellings, 9 **North Street, Sutton-in-Craven**

No adverse Comments

66/2010/10479 – New Detached Garage And Conversion Of Existing Garage To Lounge & Playroom, 6 **Daisy Place, Sutton-in-Craven**

No adverse comments

66/2010/10365 – Construction of Detached Dwelling With Associated Parking And New Access, **Land Adjoining 11 Greenroyd Drive, Sutton-in-Craven**

The Parish Council consider the development will result in a loss of an amenity.

66/2010/10466 – Removal of Condition 3 On Original Approval 66/2002/2561, **Cranberry Cottage, West Lane**
The condition was part of the original agreement allowing the development to take place and should remain for agricultural use.

40/04/2010

North Yorkshire Council Report

Footpath – Home Lane

Cllr. Barrett informed the meeting that he is looking into the construction of the new completed footpath on Holme Lane. The current pavement measures 1.5m.

Bridge Road

Maintenance works to Bridge Road will be undertaken in the near future.

Greenroyd Mill Site

Cllr Barrett agreed to look into the proposal from North Yorkshire Highways regarding Zebra Crossings that have been agreed on the Main Street and Holme Lane when the Parish Council specifically asked for Pelican Crossings as part of the 106 agreement made between Craven District Council and the developer Barnfield Construction.

Part of the 106 agreement consists of:

- The sum of £40,000 for a controlled pedestrian crossing on Main Street and controlled crossing on Holme Lane.



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Craven District Council Report

None

42/04/2010

Clerks Report and Correspondence

Sent/To

a) **Waste Management – Craven District Council**

Letter and photographs to Mr P. Florentine regarding the unsuccessful attempt to sweep the road at West lane.

b) **Village Committee – Park Gates**

Invoice issued for the cost of the planning application for the Park Gates.

c) **Contractors**

Letters to Contractors thanking them for their quotes and informing them that unfortunately they had been unsuccessful this time.

Letters, Calls to contractors informing their quotations had been successful.

d) **Senior Citizens Committee**

Letter to the Senior Citizens Committee informing that their request for a donation had been granted and a supported letter issued.

e) **Britannia**

Letter to Britannia the owners of Alvic Field thanking them for sending a representative to clear the site of litter and requesting that it is done at least twice a year.

f) **Public Rights of Way**

Further evidence of use forms were completed for the Ravenstones footpath by residents and forwarded to North Yorkshire County Council.

g) **Glusburn Brownies**

Letter informing the request to hold an Easter trail on Monday 29th March had been granted subject to a copy of their Public Liability Cover and risk assessment being forwarded prior to the event.

h) **Park Drive – Light Fault**

Street Lighting fault No. 4 Park Drive reported reference No. 278319

Received / From

1. **Internal Audit Review**

The Clerk explained that a review of the internal audit procedure needs to be carried out annually. The five following areas need to be especially reviewed: Scope; Independence; Competence; Relationships; Audit Planning and Reporting. The Financial Risk Assessment, General Annual Risk Assessment, Effectiveness of Internal Audit and Statement of Internal Audit have been circulated to members prior to the meeting. It was **resolved** that these be approved.

To consider Scope of our internal Audit

The Clerk confirmed that the Internal Auditor will always have full access to bank statements, cheque books, deposit books, minutes, budgets and working documents (spreadsheets etc) and will select transactions at random and follow them through to find minuted approval of the expenditure, supporting receipts, cheque stubs, evidence of VAT reclaim (where appropriated), proof on bank statement and correct allocation on spreadsheet under proper heading.

It was resolved that this was appropriate.



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Independence

The Parish Council agreed that the Internal Auditor was completely independent of the Parish Council and has no personal financial interest. The Internal Auditor has direct access to the Clerk and any member of the Council as required.

Competence

The Parish Council agreed that the appointed Internal auditor had the ability to understand basic accounting principles to undertake the work. The internal auditors also needed to understand basic principles of this particular area of accounts – ie precepts, need for Parish Council approval of all expenditure; budgeting etc. They also agreed that any future internal auditors appointed would also need to be able to demonstrate these skills.

Relationships

The Parish Council agreed that the appointed internal auditor had nothing other than a professional relationship with the Parish Council members and the Clerk, and would have no reason not to carry out this piece of work in an objective fashion.

Audit Planning and Reporting

To support the Audit procedure, the Clerk confirmed that she will always provide half yearly reports of expenditure against budgeted figures which will be checked and approved by the Chairman and subsequently the Council. At the Year End, the Clerk will provide the reconciled figures for the year for initial approval of the Council. The procedure was followed for 2009/2010 and will be used for all subsequent years. Additionally the Clerk will ensure that accounts are always kept up to date, so that at any point in the year figures and supporting paper work can be checked and a report to the Parish Council can be requested from the Clerk.

1.1 Jubilee Pavilion Tearoom Risk Assessments

The Fire Risk Assessment and General Staff/Customer Risk Assessment was completed by the clerk and approved by the Chairman and circulated to members. It was **resolved** that these be approved.

2. Park Lodge – Windows

Planning Officer Comments – providing the property is lived in as a single dwelling house (so not flats, or a business, or other use) then there are no restrictions on replacing windows or doors in alternative materials. Advice from a Craven District Council Planning Officer was conveyed to members regarding UPVC and wooden windows.

The Park Keeper reported that the windows in the 3 back bedrooms of the Lodge are rotten and leaking. Quotes obtained to supply and install windows.

- 3 windows in back bedroom No. 1
- 3 windows in back bedroom No. 2
- 2 windows in back bedroom No. 3

Quote 1. UPVC £1400, Quote 2. UPVC £1600, Quote 3. White Wood Grain UPVC £1760.00, Quote 4. UPVC £1671.48.

It was **resolved** that a further quote be obtained for White Wood Grain UPVC and if under the value of £1760.00 be accepted, if not to accept original quote.

3. Park Maintenance

The Park Keeper reported severe wear and tear on the Scramble Net, Burma Bridge, Swinging Steps/Tram Tracks, and Tyre Traverse/Ladder Walk. A representative from Playdale, the makers of the equipment inspected the equipment and advised on replacement parts totalling £627.14 this includes delivery and installation.

Football nets for Multi Use Games Area £55.81.

It was **resolved** that the above purchases are made and maintenance work be carried out.



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3.1 Park Steps

Due to the winter weather conditions steps on the path near the Community Primary School, leading to the playing field have dislodged and become unsafe. These have now been secured.

3.2 Park Wall

The damage caused by two separate car accidents to the park wall on Holme Lane has now been repaired by North Yorkshire County Council.

3.3 Ground Maintenance

The Park Keeper has requested the spraying of all the grassed areas in the park to remove the weeds.

The cost is £250 this includes chemicals and labour.

This was last carried out in July 2008.

It was **resolved** the quote be accepted subject to the chemicals being safe to use near water courses, humans and animals.

4. Information from North Yorkshire Highways

4.1 High Street

Following the speed checks carried out on the High Street the following information was received:

Average speed 18.5 mph

i.e. 15% of vehicles travel at 22.5 mph

4.2 Main Street

Following the effects of the recent weather conditions coupled with ageing of the carriageway construction materials the surface of the road has deteriorated to a point are required to safeguard the carriageway integrity.

Preparation works are programmed to start on Wednesday 21st April and the main surfacing element is programmed to start on Friday 23rd April and is anticipated to take 3 days (weather permitting).

The lifting of the large numbers of Ironwork and the replacement of road markings will then follow on with all works expected to be complete within 4 weeks.

4.3 Hazel Grove Road – (Temporary prohibition of Traffic)

North Yorkshire County Council intends to make an Order, the effect of which will be to prohibit any vehicles from proceeding along Hazel Grove Road from its junction with Holme Lane to its junction with Scott Close from 4th May 2010 to 3 May 2011. The closure will be put into effect when necessary by means of the erection of notices and signs. It is envisaged that the works will be undertaken over six weeks in a 12 month period commencing 4 May 2010.

The Order is necessary to allow construction of a new culvert.

5. Park Drive – Parking

Cllr. Smith expressed concern for residents on Park Drive due to inconsiderate driver's still double parking.

6. Greenroyd Site

Part of the 106 agreement made with the developer of the Greenroyd Site consists of:

- The sum of £40,000 for a controlled pedestrian crossing on Main Street and controlled crossing on Holme Lane.

The Parish Council requested Pelican Crossings in their statement to Craven District Council.

Ken Martin, North Yorkshire Highways confirmed Zebra Crossings have been agreed.

On querying this Mr Martin stated "I didn't realise that the parish council had requested 2 pelican crossings". "However, zebra Crossings are the best solution for the two locations". Mr Martin is happy to discuss this further before and during the consultation process. He requests that he gets back to us at a later date when some of the development is occupied and has plans to show us.

7. West Lane – Road Sweeping

Following a letter to Craven District Council regarding the state of West Lane after the sweeper had been a



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reply was received stating that 'the sweeper in question was not CDC's. It was contractors clearing the grit that was mixed in with salt when NYCC were gritting, they have been working district wide. However, knowing what the condition of West Lane is like I shall have our own sweeper try to do a better job on its next visit. ' The road has been swept again to a much better condition.

8. **Wet Ings Lane**

The Public Rights of Way Department was contacted again to discuss the falling wall on Wet Ings Lane James Perkins, Public Rights of Way stated that he has asked one of his countryside rangers to go out and survey wall in question to determine the state. A proposal of what they will do to make the Bridleway safe for the public will be forwarded to the Parish Council.

Report from Gary Atkinson, Countryside Ranger:

I have visited the site and note the following. In the main the damage to the walls along this route seem to be caused by two major factors. Firstly the growth of mature trees, which are pushing the wall over, and secondly theft or vandalism of the top stones along the wall.

As rule of thumb retaining walls are usually the responsibility of whoever owns the land that the wall is supporting, in this case this does not appear to be the Local Authority. Given this, although it may be possible that the Rights of Way Section has some obligation to the surface of the Rights of Way I feel there is no maintenance obligation to the wall along the route.

The Clerk informed Mr Atkinson that the Parish Council have taken the following advice from the Yorkshire Local Council's Association about responsibility. The land is not registered at the Land Registry Office. 'The Parish Council have no liability only to land they own. If the land is not registered or deeded to anyone the liability is more likely to fall on North Yorkshire as they own and maintain the bridleway and have a duty of care to make sure it is safe for users.'

9. **Hangingstone Quarry – Lunds Tower**

The Park Keeper reported that the bollard which prevented vehicles entering the quarry has been removed and a large amount of household rubbish tipped.

The Clerk contacted Craven District Council who advised they will look into the matter and clear the site. The site has been cleared and a boulder placed by the Park Keeper to prevent vehicles entering.

10. **Standards Committee – Replacement Parish Representative**

The District Council's Standards Committee has responsibility for the conduct of all District and Parish Councillors in the District. Currently there are three Parish Councillors on the Committee. Peter Hart's term of office is due to end at the Annual Council Meeting in May this year and Susan Fisher has given notification that she will not be seeking re-election as a Parish Councillor and therefore creates a second vacancy. Depending on whether Margaret Nicholson stands again for Glusburn and Cross Hills Parish Council there may be a third vacancy. Closing date for nominations Noon on 16th April. No members wished to be nominated.

11. **Community Governance Review of all Parishes in Craven District**

Final Terms of Reference for the Community Governance (parish) Review received.

An invitation to formally make submissions relating to other issues that you consider need reviewing, with a view to improving the governance of one or more of the Parishes in the District. Such issues may be about:

- Boundaries of existing parishes;
- Making new parishes, from within existing parishes;
- Names and styles of new parishes;
- Whether there should be parish councils in areas where there are just parish meetings at the moment;
- Whether any existing parish councils should return to being just parish meetings;
- Whether there is benefit in grouping some of the less populated parishes, with no parish council, together under a grouped, or common, parish council;
- Whether any existing grouped parish council should be de-grouped, with parishes within it becoming parish councils in their own right; and



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- Electoral arrangements, such as the number of councillors, need for wards, boundaries of existing wards and the ratio of electors per councillor.

The last date that submissions will be accepted is Friday 14th May. They must be with the Democratic Services by no later than 4pm on that day.

It was **resolved** that the Parish Council have already submitted their views on parish boundaries and no further comments were made.

12. Planning Focus Newsletter from Craven District Council – circulated

Annual Monitoring Report 2008-2009 In terms of housing and employment development for 2008-2009, the following were recorded:

- 283 new dwellings were built, 247 of which were on previously developed 'brownfield' land. This includes dwellings created through conversions and changes of use.
- 29 'affordable' houses were built and a further 90 were granted planning consent
- 5,200 square metres of additional employment floorspace was created
- 617 square metres of additional retail and office development was completed

Infrastructure Audit Update

Work on the Infrastructure Audit is now being finalised and will be presented to the Craven Spatial Planning Committee following the Easter Holidays (date yet to be confirmed).

Design Guidance for Affordable Housing Providers

The Council has produced Design Guidance for Affordable Housing Providers, which provides clarification to developers on the standard of design required on affordable housing developments. The guidance is intended to ensure that affordable housing developments in Craven respect the character and appearance of our settlements (as well as the needs of residents) and meet or exceed the standards of some of the examples shown in the guidance.

Housing Viability Assessment

Adams Integra Consultants have commissioned by the Council to carry out a Housing Viability Assessment. The Housing Viability Assessment will provide key evidence to inform preparation of the affordable housing policies in the Council's Local Development Framework.

13. Craven District Planning Decisions

- 13.1 Removal of Existing Single Garage And Construct New Garage With Link To Main House, **Croftlands, West Lane.**
Permission Granted.
- 13.2 Construction of Semi-Detached Dwelling Attached To Existing Dwelling, Detached Garage and Associated Parking, **Woodlea, West Lane.**
Permission Refused. Date Decision issued 22 March 2010.
- 13.3 Conservatory And Dormer Window To Rear Elevation, **27 The Hawthorns, Sutton in Craven**
Permission Granted
- 13.4 Wrap Around Single Storey Extension And Dormer, **6 Hall Drive**
Permission Refused. Date Decision Issued: 01 April 2010
- 13.5 Demolition of Rear Conservatory, Erection of Rear Extension And Alterations And Installation of Roof Lights, **10 North Avenue.**
Permission Granted. Decision Issued 01 April 2010
- 13.6 **Proposed Tree Works – Tree Preservation Order**
Tree Preservation Order: 25, 1982
Application Number: 66/2010/10372
Location: Graveyard At South Craven Baptist Church, Holme Lane
Extent of Work: 1 x Ash – Fell



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14. Blue Bag Recycling Scheme

It has been reported that the blue bags are not fit for purpose with litter and the empty bags blowing around the streets.

Cllr. Place met with Chris Knowles-Fitton (Leader of Council) and Paul Shevlin (Chief Executive) to discuss the situation and is assured a more suitable system of collecting waste paper and cardboard is under review.

15. Park Gates

Alterations To Main Gates To Park Widen And Improve Access (Involving Demolition of Section of Wall And Railings), Sutton Park.

Notice of Grant of permission by Craven District Council to Carry out Development. Date decision 31/03/2010.

Notice of Grant subject to the following conditions:-

1. The development hereby permitted shall be begun not later than the expiration of three years beginning with the date of the permission.
2. Notwithstanding the details shown on the submitted plans, the extended gates shall match in design, height and finish the gates already in place. The development hereby permitted shall not be begun until plans showing the design of the extended gates, along with a detailed specification of how the works to extend the gates will be carried out, have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with those approved details, and the gates shall be retained as such thereafter.
3. Notwithstanding the details shown on the submitted plans, the repositioned wall (with coping stones) shall be rebuilt in stone work from the existing wall which is to be removed. Any new stonework and coping stones required in the construction of the repositioned wall shall match, in shape, size and finish, the existing walling and coping stones. The method of pointing on the repositioned wall shall match those used in the existing stonework.
4. Notwithstanding the detail shown on the submitted plans, the railings to be installed on top of the repositioned wall shall match in design, height and finish, those railings already in place.
5. Unless otherwise agreed in writing by the Local Planning Authority, and notwithstanding the details shown on the submitted plans, the existing stone pillar shall be retained and re-used in the new approved position.

Reasons for approval

The Local Planning Authority is of the opinion that the proposed alterations to the main entrance to Sutton Park would effectively preserve the character and appearance of the Sutton in Craven Conservation area, and would not be detrimental to highway safety. The proposal is therefore considered to accord with PPG15 'Planning and the Historic Environment.'

Notice of Grant for conservation Area Consent. Date decision issued 31/03/2010

Craven District Council have considered the application and Grants consent subject to the following conditions.

1. Works to which this consent relates shall be begun not later than the expiration of 3 years beginning with the date of the decision notice.
2. The demolition hereby granted consent shall not be commenced until both:-
 - i) Planning permission for the repositioning of the wall, railing and gates has been granted.
 - ii) A written contract for the carrying out of these works of redevelopment has been made.

Reasons for approval

It is considered that the removal of part of the Park wall, railings and gates, followed by their reinstatement would not be detrimental to the character and appearance of the Conservation area, thus according with PPG15 'Planning and the Historic Environment.'

The above information has been forwarded to Sutton Village Committee.

16. Village Fun Day

A letter from the Sutton Village Committee requesting the use of the park and all its facilities including the use of the Pavilion for the Village Fun Day planned for the 20th June 2010. They also request permission to decorate the park with bunting.

It was **resolved** that the request be accepted subject to a copy of the Village Committee's Public Liability cover and a Risk Assessment be provided to the Council prior to the event.



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17. **Update from Jason Perkins, Police Community Support Officer, North Yorkshire Police**
 There have been two incidents of fighting in the last couple of weeks. The first was around the Bay Horse on the weekend of the 13th March the second was the following weekend on Main Street, Sutton. Officers attended on both occasions in good time (updates on the log within 6 minutes of the log being commenced on the first incident and 10 minutes for the second) there have been no complaints from either incident although several people have been advised regarding their conduct; officers have continued to patrol the areas until groups have been dispersed.
18. **South Craven Community Speed Watch**
 A letter from Steve Scott (Crosshills Safer Neighbourhood Sgt) informing that they have now taken delivery of the speed gun and a portable speed matrix device which will be used in conjunction with the hand gun. As discussed at various meetings it is intended that all contributing Parishes will get an equal share of the deployment. A PCSO will be given the task of ensuring all deployments are recorded with times, locations, results etc. The Parish Council will be regularly updated.
 A copy of the proposed information sheet the police will be using was circulated to members. It was **resolved** that this provided the right amount of information required.
 Cllr. Whitaker and Cllr. Bretan have volunteered their services in assisting the police in the Speed Watch Scheme.
19. **Sutton-in-Craven Village Website**
 Park Gates - Village Forum
 Following a series of wrong assumptions made in respect of the Park Gates on the Village website forum. The clerk on behalf of the Council put a factual statement on the forum in order to increase people's awareness of the procedures that were followed in respect of the consultation.
 Parish Council Meetings are held on the first Monday of the month unless it is a Bank Holiday then it is the second Monday. The legal requirement for placing the Agenda on a notice board is three clear working days notice. Agenda's are placed on the Official Parish notice boards in the Park and on Holme Lane. The Agenda is also placed on the Council's website which can be viewed the week prior to the meeting.

43/04/2010 **Members Community Reports**

Cllr. Smith and Cllr. Joy reported a bench on the path along the beck side that is in need of repair.
 Cllr Hawkins enquired about re-surfacing the path on the beck side.
 Cllr. Barrett advised he would look into the matter.

44/04/2010 **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.

Senior Citizens Committee	50.00
Jacs	33.87
Senior Citizens Centre	120.00
Silsden Mower Services	96.00
Allianz Insurance plc	382.20
LBS Horticulture Ltd	179.97
North Yorkshire County Council	1054.36
Graham Harrison Limited	3185.00
Innovation fx	480.00
HM Revenue & Customs	458.18
North Yorkshire Pension Fund	610.22
Salaries (7 Members)	2341.66
voided	0.00
Craven District Council	85.00
Amenity Land solutions Limited	587.08



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

Staff salaries and contracts

It was **resolved** that due to the current economic climate no pay rises will be given this year.

It was **resolved** that the Park Keeper be asked to document the hours/times he opens and locks the park when officially on holiday and the cutting of the Bowling green on Bank Holidays or a Sunday.
These will then be reviewed at a later date.

45/04/2010

Date and Time of Next Meeting

The next ordinary meeting of the Council will be the Annual Meeting (AGM) held on Monday 10th May 2010
The meeting closed at 9.00pm.