

LONG PRESTON PARISH COUNCIL

THURSDAY 14th MAY 2015

MINUTES

Present: Cllr Nick Tyrer (Vice Chairman), David Inglis, Andy Kay and Paul Morley

In attendance: Gillian Muir (Parish Clerk & RFO), Cllr Chris Moorby (entered meeting during item 9) and 2 members of the public.

Not in attendance: Cllr Richard Welch

1. Opening and Public Participation

Cllr Tyrer chaired the meeting in the absence of Cllr Goodall.

It was reported that the Chapel Walk street sign has gone missing. The Clerk will contact Craven District Council (CDC) to request a replacement.

2. Apologies and reasons for absence

Cllr Goodall due to holiday and Cllr Sturgess due to a prior commitment with the Hartley Trust.

3. **Members' interests and dispensation requests:** none.

4. **Confidential agenda items:** item 16 would be discussed in private session

5. Minutes of the Council meeting held on 2nd April 2015

The following points regarding the accuracy of the minutes were made by Cllr Sturgess via email and put forward on his behalf by Cllr Tyrer:

- a. Minute 11 Community Clean-Up: It should be noted that volunteers do not come under the Health and Safety at Work regulations.
- b. Minute 12.b Village Greens: the words, 'encroachment' and 'disturbance', should be deleted as they have not been used correctly
- c. Minute 17.1 Correspondence with PFA: the invitation to meet with the PFA in the presence of an independent third party is a proposal to enter into a process of mediation not arbitration.

Proposals 5.a and 5.b were not supported; 5.c was supported.

After the relevant changes were made, Council **RESOLVED** to accept that the minutes of the Long Preston Parish Council meeting held on 2nd April 2015 should be approved and signed by the Vice-Chairman, Cllr Tyrer, as a true and accurate record of the meeting.

6. Standing Order 8.b.

It was agreed that councillors who wish to challenge the content of the draft minutes should email the Clerk. These issues will then be addressed at the following meeting and should not be debated via email. Standing order 8.b defines this process as follows: "No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a) (iv) above." This standing order does not preclude minor amendments being made.

7. Issues relating to Craven District and North Yorkshire County Councils, the Yorkshire Dales National Park Authority, the Police and Council representatives

Cllr Kay has contacted NYnet to determine why Church Street is not part of the phase 1 Superfast North Yorkshire project. NYnet stated that Church Street will be included in phase 2. Cllr Kay will liaise with Church Street residents. If they are not satisfied with the explanation given, the parish council will write to NYnet to campaign for superfast broadband provision in this area of Long Preston.

CDC has some litter picking equipment that the parish council could use for the proposed community clean-up project. Cllr Sturgess will be asked to liaise Cllr Moorby to arrange collection of these items.

CDC has a small budget for dog poo bins to be shared with Hellifield.

RESOLUTION: to request 2 bins, the locations of which will be decided at the next meeting on 4th June.

8. Web and mobile phone based communications

Cllr Kay summarised the activity on the website and mobile phone. The Clerk will scan the council's tender documents for uploading onto the website.

9. Strategy for 2016-17

RESOLUTION: the amended strategy for 2016-17 was approved.

Cllr Moorby entered the meeting.

10. Parish Council Assets

10.1. Street Lighting

a. RESOLUTIONS: plans to replace/install 4 x street lights - 2 on Back Lane (SL008 & other tbc), 1 on Station Road (SL040); and 1 at West End Bungalows (SL043) were approved.

A provisional quotation of £690 per site has been offered by North Yorkshire County Council which is more competitive than the current supplier's costs.

b. RESOLUTIONS:

- Plans to replace/install 2 x street lights: one at Magna Print and the other at Greenbank were approved.
- the total spend approved in 10.a and 10.b should not exceed £3,500
- all purchase orders outlined in 10.a and 10.b should proceed via the Clerk

c. RESOLUTION: the Clerk will write to the village hall committee confirming that the parish council is responsible for the 2 street lights attached to the hall.

10.2. Christmas Lights on Maypole Green

Previous parish council minutes do not clarify ownership of the Christmas lights. A discussion took place with a member of the Christmas lights committee to determine the best way forward.

RESOLUTIONS:

- the parish council should insure the Christmas Lights on Maypole Green
- once appointed, the Lengthsman should investigate the condition of the lights *in situ*

10.3. Protection of Village Green Boundaries

RESOLUTIONS:

- the damaged areas of greens should be re-seeded
- The Clerk will write to NYCC Highways to clarify who has responsibility for repairing sunken kerbing on Back Green and at West End
- 10 x A4 sized aluminium composite signs with the wording, 'Please do not park on the village green', should be ordered from Iprint in Settle at a cost of £20 plus VAT each. As the total value of the purchase is less than £300, competitive quotes were not sought.

Tree planting on Back Green will be considered at the next meeting on 4th June.

10.4. Benches

Two members of the public have been working hard to fundraise for new benches in the parish. The money raised will be donated to the parish council who will then purchase the benches. The design, number and location of the new benches will be decided at the June meeting.

11. Playing Field

11.1. As resolved under item 5, the invitation to meet with the PFA in the presence of an independent third party is a proposal to enter into a process of mediation not arbitration. A letter clarifying this point has already been sent to the PFA.

11.2. No response has as yet been received by the PFA regarding the invitation to meet.

RESOLUTION: the Clerk will write to the secretary of the PFA requesting a response before the next council meeting on 4th June 2015.

11.3. Tree planting in the playing field

The tree planting scheme for the playing field was devised by Cllr Kay then approved by the parish council and the PFA. However, the planting has not been wholly carried out in accordance with the scheme.

RESOLUTION: the Clerk will write to the PFA requesting that the trees on the western edge of the playing field are planted in accordance with the agreed scheme as soon as possible and in any event within 28 days to minimise potential damage to tree roots. Cllr Kay has volunteered to carry out this work on behalf of the PFA to minimise any inconvenience the volunteers who took the time to carry out the initial planting.

12. Finance

12.1 The financial statement dated 14th May 2015 was reviewed and approved.

12.2 **RESOLUTION:** the following payments as detailed in the financial statement dated 14th May 2015 were approved. These include:

Janet Benzie	Refreshments for Annual Parish Meeting	£	8.33
Harrison and Cross Ltd	Installation of street light to entrance of village hall	£	111.78
Harrison and Cross Ltd	Removal of street light from Back Green	£	30.00
E.ON	Street lighting electricity	£	46.53
YLCA	Subscription	£	269.00
Brian G Box	Village Green maintenance	£	275.00
Gillian Muir	Clerk's Expenses, May 2015	£	134.35
Standard Life	Clerk's Pension	£	273.34

Long Preston Village Hall	Donation for electricity costs of street lighting attached to hall	£ 50.00
National Association of Local Councils	Registration for Local Council Award Scheme	£ 60.00
E.ON	Street lighting electricity	£ 45.02
Total		£ £1303.35

RESOLUTION: payment of the Horton Landscaping Ltd invoice for £589.99 should not be approved until clarification has been given that the grass cutting works for April were carried out.

12.3 The insurance cover with Zurich Municipal was reviewed and approval given to pay a premium of £738.67. This includes personal accident cover for volunteers. The Christmas lights on Maypole Green will be added to the insurance cover provided this does not increase the premium by more than 10% of the current cost.

12.4 A VAT claim of £364.06 for January to March 2015 has been submitted to HMRC.

12.5 An update was received regarding PAYE payments for the Clerk earnings

12.6 The Accounting Statement of the 2014-15 Annual Return was reviewed and approved. It was duly signed by the Cllr Tyrer and the Clerk.

12.7 The Annual Governance Statement of the 2014-15 Annual Return was reviewed and approved. It was duly signed by Cllr Tyrer and the Clerk.

12.8 The Clerk has made all necessary preparations for the internal audit which will take place on Friday 15th May.

12.9 Authorisation was given for payment of a bench and interpretation panel for the Baptist Burial Ground on behalf of Long Preston Heritage Group. LPHG will reimburse the net amount to the council. The council will re-claim the VAT charged from HMRC.

12.10 Cllrs Kay and Inglis were authorised to become signatories for the bank accounts. The relevant forms will be completed by all signatories.

12.11 Approval was given to spend £45 on a YLCA councillor training session for Cllr Inglis. The Clerk will make the arrangements with YLCA.

12.12 No other financial matters were considered.

13. Planning applications and issues

a. Applications

No comments were made by councillors for the following applications:

1. 52/2015/15641 Application for prior notification of proposed development by telecommunications for base station upgrade works at 19535/NYK0056
2. YDNPA C/52/30B full planning permission for erection of single storey rear extension, Stoney Bank, Western Terrace

b. Decisions

1. 52/2015/15591 Fell 1 No Beech (T1) and 1 No Sycamore (T2), Mill Farm, Long Preston. Approved.

14. Correspondence

- 14.1. The terms of the Provision of Services Agreement 2015-2016 with YLCA were accepted.
- 14.2. A request made by Methodist Church to use Magna Green to host an afternoon tea on Saturday 25th July was approved.

15. Items of information & proposals for future meetings

- a. Proposals for the next meeting include:
 - the A65/Pennine Bridleway crossing point
 - registration of the playing field with Fields in Trust
- b. Long Preston Water Trust has circulated an email informing customers of a temporary drop in water pressure whilst the reservoir is maintained and cleaned. This email circular stated that the parish council would also inform customers of this occurrence. The parish council confirmed that the Water Trust has responsibility to inform its customers of any issues affecting water supply.
- c. Cllr Moorby reported that CDC's new collection point policy will be rolled out to Long Preston soon. Residents affected by this policy will receive letters from CDC the week starting 18th May. The Clerk will send relevant information to Cllr Kay for uploading onto the website. All conservative councillors have been returned to CDC. The district council is now in a good financial position. Craven Museum refurbishments should be completed in 2020.

16. **RESOLUTION:** the press and public were excluded from the meeting to enable the council to discuss the following matters in private session:
 - a. staff issues
 - b. review of the tenders for the lengthsman's contractCllr Moorby and two members of the public left the meeting.

17. Lengthsman

The tender process for the lengthsman contract was carried out in accordance with the council's finance regulations. Each tender was scored using the same algorithm.

- 17.1. **RESOLUTION:** Brian Box was appointed as the new lengthsman starting from 1st June 2015. The contract period will be for 2 years with an option to extend for a further year at the sole discretion of the council.

- 17.2. **RESOLUTION:** Cllr Morley was nominated as the point of contact for the lengthsman to co-ordinate activities authorised by the parish council

- 17.3. **RESOLUTION:** the following tasks were authorised:

- To unblock the drain on Back Green
- To investigate the condition of the Christmas lights on Maypole Green *in situ*

18. The date of the next meeting was confirmed as Thursday 4th June 2015, 7.30pm at Long Preston Village Hall

The meeting closed at 8.55pm.