

# LONG PRESTON PARISH COUNCIL

THURSDAY 2<sup>ND</sup> JULY 2015

## MINUTES

**Present:** Cllrs Goodall (Chairman), Tyrer (Vice-Chairman), Inglis, Kay, Morley and Sturgess

**In attendance:** Gillian Muir (Parish Clerk & RFO), Cllr Moorby (present for agenda items 9 to 12) and 4 members of the public including John Matthews acting as the non-councillor parish council representative for Settle Swimming Pool.

### 1. Opening and Public Participation

The condition of the road surfaces around the village greens was discussed. The Clerk will contact Highways again to request that the deepest pothole near Back Green is repaired. The volume of dog fouling in the village, method of disposal and actions for tackling the problem was discussed. Residents were encouraged to report incidences of dog fouling using the parish council website. This will build a record and help spot problem areas. The council has also requested two additional dog poo bins from Craven District Council.

### 2. Apologies and reasons for absence - none

### 3. Code of Conduct and Disclosable Pecuniary Interests

- a. Cllr Sturgess recorded an interest in 2 local charities: Long Preston Playing Field Association and the Hartley Educational Foundation. No other councillors recorded a disclosable pecuniary interest (DPI) in relations to items on this Agenda.
- b. No requests were made for DPI dispensations in connection with items on this Agenda.

### 4. Confidential agenda items - none

### 5. Minutes of the council meeting held on 4<sup>th</sup> June 2015

The proper process for challenging the content of the draft minutes as set out in Standing Order 8b and as discussed under item 6 of the meeting held on 14<sup>th</sup> May 2015 and was reiterated.

The following amendment to the minutes was proposed by Cllr Sturgess and approved by the council: Item 5, Cllr Sturgess declared a non-pecuniary interest not a disclosable pecuniary interest (DPI) as a parish council representative on the board of the Hartley Trust.

Advice from Yorkshire Local Council Association will also be included with this amendment. It states that the code of conduct is based on the primary legislation as laid out in the Localism Act 2011 which imposes mandatory obligations on all members in respect of disclosable pecuniary interests. The Act makes no distinction between pecuniary and non-pecuniary interests. As such, councillors are asked to declare DPI as outlined in appendix A and B of the parish council's code of conduct.

Once the amendments were made, Council **RESOLVED** that the minutes of the Long Preston Parish Council meeting held on 4<sup>th</sup> June 2015 should be approved and signed by the Chairman, Cllr Goodall, as a true and accurate record of the meeting.

## 6. Issues relating to Craven District and North Yorkshire County Councils, the Yorkshire Dales National Park Authority, the Police, Parish Council Representatives to External Bodies

### Parish Council Representatives to External Bodies

A proposal made by the Chairman clarifying the role of parish council representatives to external bodies was put forward and agreed.

**RESOLUTION:** a parish council representative to an external body should ensure they take a proper role in the management and governance of that body. Representatives will need to make reports to the council on the progress being made by that body and on any issues which the council should consider important at no time breaching any rules of confidentiality in their capacity as a Trustee. Failure to make a report when requested to do so by the Parish Council will result in a vote as to their suitability of continuing as a representative and could possibly lead to their dismissal as a representative and appointment of another.

It was noted that a replacement representative did not necessarily have to be accepted by the external body concerned.

The role of non-councillor parish council representatives to external bodies was discussed in light of a letter received from the Hospital of James Knowles which stated that non-councillors parish council's representatives for the charity, Samantha Glossop and Judith Mason, did not have any issues to report and would not be attending the council meeting.

Councillors debated proposals put forward by the Chairman and Cllr Kay.

**RESOLUTION:** the Clerk will write again to non-councillor parish council representatives for the Hospital of James Knowles emphasising the willingness of the parish council to work in partnership. The collaborative nature of the representative's role will be outlined and examples given of how each organisation could work together for the benefit of the local community, for example, promoting the work of the James Knowles Trust, considering donations for charity projects or pooling resources to run joint activities. Representatives will be invited to the September meeting. Failure to make a report when requested to do so by the Parish Council will result in a vote as to their suitability of continuing as a representative and could possibly lead to their dismissal as a representative and appointment of another.

The following reports were given by parish council representatives:

- Village Hall – Cllr Inglis was recently nominated to the village hall committee. There were no issues to report.
- Playing Field Association – Cllr Kay reported that the AGM would be held on 30<sup>th</sup> July 2015. All Trustees and committee members are stepping down. New members are being sought. The public was encouraged to attend.
- Settle Swimming Pool – John Matthews reported that Craven District Council's funding for the pool will cease at the end of March 2016. The pool needs to find an additional £16,000. As such, grant funding is being sought for specific pool sessions, fundraising events are being planned and sponsorship sought from local businesses. It was suggested that the paper recycling scheme could be more widely publicised as it is such an important part of the fundraising strategy. Mr Matthews welcomed any fundraising ideas.
- Hartley Educational Foundation – Cllr Sturgess reported that a sub-committee is investigating ways of maximising income. Trustees are also considering the possibility of changing the legal structure to a charitable incorporated organisation.

- 6.1 Superfast Broadband - the parish council has written to NYnet supporting the provision of superfast broadband to residences and businesses on Church Street. The Clerk is awaiting a response.
- 6.2 Dog poo bins - Cllr Moorby has been informed of the preferred locations for 2 dog poo bins requested from CDC. The parish council may need to provide some funding for the bins. Cost details have yet to be received.
- 6.3 Path from St Mary's Church to Little Newton – the parish council has been asked to find out if the path is a private road or a PROW. A resident is concerned about liability should an accident occur.  
**RESOLUTION:** Cllr Kay will contact the relevant YDNPA officers to determine the status of the path.

## 7. Web and mobile phone based communications

A monthly hosting arrangement has been made with Woodchip computers. Cllr Kay will investigate alternative providers and report back at the September meeting.

## 8. Policy Review

- 8.1 The review of Finance Regulations was deferred until the September meeting
- 8.2 It was noted that a review of the remaining policies including Standing Orders, risk management policy, publication scheme and complaints procedure will take place in the autumn

Cllr Moorby entered the meeting.

## 9. Parish Maintenance and Assets

### 9.1 Street Lighting

A proposal to replace / install the street lights at the bungalows, West End (SL043), Back Lane (SL007 and SL008), Station Road (SL040) and the east wall of the Maypole Inn was circulated. A condemned concrete light adjacent to the Maypole Inn has been disconnected and the post removed above the access point. The Clerk has written to the owners of the Maypole Inn to ask their permission for an LED light to be mounted on the wall of the pub.  
Cllr Kay left the meeting.

### 9.2 Christmas Lights surrounding Maypole Green

- a. Councillors noted that the spare bulbs for the Christmas lights have not been located.
- b. **RESOLUTION:** the Maypole Green Christmas lights should be added to the asset register as they have been insured by the parish council.
- c. The transformer for the Maypole Green Christmas lights is broken and is in need of repair/replacement  
**RESOLUTION:** the Chairman and Lengthsman will liaise with Arthur Modd of the Christmas Lights Committee to find out what kind of transformer is needed and investigate repair options.

### 9.3 Protection and enhancement of village greens

- (i) tree planting on Back Green – Cllrs Inglis and Kay will bring suggestions to the September meeting.
- (ii) No Parking Signage – the design was agreed. The Clerk will confirm the order for ten A4 sized signs with iprint in Settle.
- (iii) damaged kerbing Back Green and at West End – the Clerk is awaiting a reply from the NYCC Highways Officer to determine who has responsibility for repair works.

- (iv) **RESOLUTION:** the Lengthsman will create a temporary boundary of rocks and acquire topsoil to repair and protect the verges at West End.

#### 9.4 Village green grass cutting

The Chairman and Clerk met with the owner of Horton Landscaping Ltd, Michael Gudgeon, to resolve issues relating to the standard of grass cutting on village greens and the Baptist Burial site. Grass cutting will take place every two weeks throughout the growing season. In future all visits will be monitored: the Chairman will record visits and a contractor's receipt book will be signed after each cut by Cllrs Goodall, Inglis or Morley. Councillors noted that the Baptist Burial site will only be cut once a month because the budget for this work has been halved.

Cllr Tyrer will investigate options in preparation for the new grass cutting contract beginning in April 2016. A report will be prepared for the September meeting.

#### 9.5 Benches

The Clerk has ordered 3 benches as instructed. A plaque for the donor bench will be ordered separately once wording has been confirmed.

**RESOLUTION:** benches will be located on Green Gates Lane and half way up Kayley Hill. The donor bench will be located on the main green (Magna).

#### 9.6 Parish lengthsman

Most of the temporary poles have been removed from village green boundaries. Those remaining will be removed shortly. The creation of a boundary for Little Back Green is on-going. The concrete lamp post near Maypole Inn has been removed above the access point. Future works were debated.

#### **RESOLUTION**

Tasks listed below were approved:

1. **Scheduled tasks to be performed on a monthly basis during the growing season:**
  - strimming Todd Styles alleyway
  - strimming two small areas by Western Terrace,
  - strimming Lovers Walk
  - strimming in front of the stone Long Preston sign on Kayley Hill
2. **Tasks for July:**
  - The suckers around the lime tree on West End Green opposite Cromwell House and on some trees on Maypole Green should be removed.

The Clerk will provide a report on lengthsman duties pending and performed to date.

#### 10. Playing Field

- 10.1. No correspondence has as yet been received from the Playing Field Association in response to the invitation to meet to discuss future management of the facility.
- 10.2. No response has as yet been received from the PFA regarding the tree planting scheme.
- 10.3. Fields In Trust application: it was noted that the application to protect the playing field as a recreational space cannot proceed until a new lease is in place. This item will be held over to the September meeting.

#### 11. The role Parish Council Representatives on External Bodies

This matter was discussed under item 6.

## 12. Finance

12.1 Angela Kay and Katie Atwell were thanked for raising £272 for the purchase of benches. Mrs Atwell stated her intention to continue fundraising for which the council was very grateful. Types of benches available to buy locally were discussed.

12.2 It was confirmed that £939.38 has been re-paid by Ms Belinda Roos for payment of outstanding income tax and employees national insurance contributions between April and August 2014. An additional £27.12 was also paid by Ms Roos for the Clerk's time in dealing with the matter. The Clerk suggested this additional money could be allocated to purchasing benches for the parish.

12.3 The Horton Landscaping invoices for April, May and June 2015 were reviewed. It was noted that the amounts for April and May had been reduced. The standard of workmanship and value for money received from the contractor was debated.

**RESOLUTION:** approved payment for grass cutting services in April, May and June totalling £1740.97.

12.4 **RESOLUTION:** authorised payment of accounts as outlined in the finance statement dated 2<sup>nd</sup> July. This included:

Long Preston Village Hall	Hall hire	£	80.00
John Goodall	Councillor expenses	£	35.98
Harrison and Cross Ltd	Street lighting works	£	60.00
Gillian Muir	Additional one off payment for 33 extra hours worked. Refer to Meeting 14/05/2015, item 16.a.1	£	294.59
HMRC	Employees and employers NIC	£	29.09
E.ON	Street lighting electricity	£	20.70
Brian G Box	Lengthsman duties	£	99.81
YLCA	Councillor training course	£	45.00
Sustainable Furniture (UK)	2 x benches and anchor kits	£	1,180.00
Getmapping Plc	Subscription for Parish Online	£	33.60
Furnitubes International Ltd	1 x bench	£	716.40
Shelley Signs Ltd	Interpretation Panel	£	1,164.00
Woodchip Computers	Website hosting	£	6.00
Gillian Muir	Clerk's expenses for June	£	27.42
Settle Stories	Donation to W.R. Mitchell Image Archive	£	250.00
<b>Total</b>			<b>£ 4,042.59</b>

12.5 The finance statement dated 2<sup>nd</sup> July was reviewed and approved.

12.6 No other financial matters were considered.

At this point Cllr Moorby provided an updated on issues relating to CDC. The collection point policy for wheelie bins has been delayed as findings of the trial that took place in Ingleton and Cowling need to be reviewed. It is likely that the new policy will be rolled out in August/September. Cllr Moorby left the meeting.

## 13. Current planning applications and issues

There were no matters to report.

**14. Correspondence**

- a. An initial enquiry has been made for permission to host a farmers market on Maypole Green. Cllr Tyrer will request more information.
- b. A request was received from Long Preston Water Trust for a copy of the email referenced in item 15.b of the parish council meeting held on 14<sup>th</sup> May 2014. Cllr Inglis will forward the relevant email to the Clerk.

**15. Information & proposals for future meetings**

- a. The section of road on the B6478 that was causing concern has been repaired.
- b. The Clerk will be on annual leave for the first two week of August.

**16. Date of the next meeting**

**RESOLUTION:** Thursday 3<sup>rd</sup> September 2015, 7.30pm at Long Preston Village Hall

The meeting closed at 10pm