

CRAYKE PARISH COUNCIL

Minutes of the Ordinary Meeting held on Tuesday 19th July 2016 In the Sports Hall, Crayke at 7.30 pm

Present: Parish Councillors: M. Pepper (Chair), C. Merritt (Vice-Chair), S. Featherstone, L. Hartley, N. Jackson, J. Wright and M. Fielding (Clerk)

Parochial electors: 1

Public Consultation: A letter was presented to the Parish Council from a parishioner voicing concerns at the damage that tractors and other large agricultural vehicles were causing to the grass verges which form part of the Village Green on Church Hill. The Parish Council are in the process of drawing up a letter for the residents of Church Hill to request considerate parking on the hill and agreed to amend to highlight this matter. The Council agreed to include the matter as a future agenda item.

Declarations of Interest: None

1. **Apologies.** Apologies had been received from Parish Councillor T. Moverley and North Yorkshire County Councillor C. Patmore.

2. **Minutes**

Ordinary Meeting held on 17th May 2016

C. Merritt proposed and J. Wright seconded and all agreed that these be signed as a true record.

3. **Matters arising from the minutes**

3.1 **Village Signs (item 3.2)** The clerk had spoken to P. Jackson at AONB who will contact the contractor.

3.2 **Defibrillators (item 3.4).** Cllr Wright confirmed that the Ambulance Service had apologised for the delay in contacting the Parish Council due to staff shortages. When the survey had been undertaken the findings would be reported back to the Council.

3.3 **Right of Access.** There had been some minor damage to one of the posts. The situation was to be being monitored.

3.4 **No Parking Sign - letter to residents of Church Hill (item10)** The sign had been erected. J. Wright had sent a draft copy to Councillors for comment. It was agreed that the letter should also include reference to the need for more considerate parking in the light of large farm vehicles and emergency vehicles.

3.5 **Tree Preservation Order (item 13)** J. Wright drafted a submission which has been sent to HDC Planning Dept by the Clerk.

3.6 Benches (item 14) The benches were still in need of varnishing. Councillors agreed on which individual benches they would varnish.

4. Finance

4.1 Current Financial Position. The current cash in bank is £6536.71. This is a variation from the last meeting of £805.93. The Parish Council has been in receipt of £553.16 from the Transparency Fund (administered by YLCA) to part fund the new website and for additional payments for work undertaken in setting up and administering the site. The following payments had been made: Clerk's salary of £777.35 and tax of £194.20, Clerk's Expenses of £51.05, annual insurance renewal (Came & Co) of £276.49 and rental of sports hall costing £60.00. These payments totalled £1359.09.

4.2 Cheques.

4.2.1 C. Merritt advised the Council that he had purchased the "No Parking" sign on Church Hill at a cost of £54.70

Decision. N. Jackson proposed and L. Hartley seconded and all agreed that a cheque for £54.70 be raised for payment to C. Merritt.

4.2.2 The Clerk advised that the Clerk's quarterly salary of £242.89 was due

Decision. S. Featherstone proposed and L. Hartley seconded and all agreed that the Clerk's salary of £242.89 be paid.

5. Planning

5.1 Planning Applications. The clerk reported the current Parish related planning applications status as follows:

16/01053/APN	Water Hall Farm	Application for Prior Notification for Extension and link extension	Awaiting full planning application
15/02286/FUL	Crayke Castle	Demolition of reservoir	Awaiting Decision
15/02250/CAT	Crayke Castle	Proposed works to trees	Awaiting Decision
16/00471/CLE	OS Field 2064	Certificate of Lawfulness for the siting of Hay store, mobile stable block, chicken run, barn and static caravan	Granted
16/00628/FUL	OS Field 2064	Retrospective – Timber Barn	Awaiting Decision

5.2 Planning Application 16/01053/APN – Water Hall Farm. This application had been sent out by mistake and an email had been sent by HDC Planning to inform the Parish Council that it did not need to make comments.

6. **Area SE57 ('Fracking' and other Mineral extractions).** C. Merritt reported that according to an article in the Financial Times, INEOS (the petrochemicals company) is lodging as many as 30 applications in the UK to drill test wells in the next six months. Permission was granted in May for another company, Third Energy, to frack at a well in Kirby Misperton. C. Merritt is a member of the South Hambleton Shale Gas Advisory Group. The Group aims to ensure that INEOS commit to further conditions beyond the existing regulations and that NYCC impose strict regulations. Although general approval has been given, individual applications will have to be submitted for wells, pads and new infrastructure. The Parish Council would be consulted on such matters as part of the planning process.

7. **Village Green and other Land Registration.** The Clerk had visited the Records Office and copied information from the minutes which could be potentially relevant to the registration of the Green. C. Merritt to edit information and circulate to Councillors for approval before final submission is made

8. **Transparency Code for Smaller Authorities**
 - 8.1 **Appendix.** The Chair provided an appendix to provide a public record of the requirements of the Local Audit and Accountability Act 2014 and 'Code'

 - 8.2 **Progress Report.** The Chair and Vice-Chair are assisting the Clerk in writing an introduction and other material for the new website.

 - 8.3 **New Audit requirements for Smaller Authorities.** The Chair gave further details of the new requirements for authorities with expenditure under £25,000 and the need to place most Parish Council information online.

9. **'Call for Sites' - Special HDC 'Parish Councils Meeting' 12th July 2016.**

The Chair and Vice Chair tabled both a summary document regarding the terms of reference of and information submitted to the above meeting and copies of maps indicating the location of the four sites identified by owners/agents for housing development within Crayke.

Councillors agreed that the four sites identified should not be supported for the reasons submitted by the Chair and Vice Chair to the 'Call for Sites' Parish Council 'evidence based' consultation meeting.

HDC would now examine the further evidence submitted from this exercise and 'test' all submissions against agreed development criteria, with the view to produce a 'Preferred Options/Draft Plan' for formal consultation during late October 2016. This would be followed by further public/Parish Council consultation during 2017 and 2018 before a revised HDC Local Plan was adopted. Following this any housing development proposals would be subject to the normal planning processes.

Councillors acknowledged that the Parish Council had previously identified (Village Plan 2005) the need for additional ‘affordable’ homes for either purchase or rent, and expressed their concern that other small development proposals would not necessarily meet that requirement. Outline planning permission had already been granted for an additional four properties adjacent to the Durham Ox. The Chair reminded the Council that under the Localism Act there was a ‘duty to cooperate’ with other bodies in meeting future housing needs.

It was agreed that the Parish Council should review its former Parish Plan as a matter of urgency.

- 10. Correspondence** A list of the correspondence received since the May meeting was circulated. A copy of this list and access to any of the listed correspondence is available on request to the clerk. It was agreed that the Chair would define what constitutes ‘correspondence’ in view of the volume of non-business circulars received.
- 11. Training for Chair.** The chair asked for approval to attend an evening Chairs’ training course run by YLCA, at a cost of approximately £45. Approval was given by the Parish Council.
- 12. Parish Clerk**

Matters under this item were discussed in private in view of the fact that both salary details and the views of the current and recent past clerks were discussed.

Resignation of Clerk

The Chair reported that he had received a formal resignation from Mrs. M. Fielding asking that she be released from her contract ‘directly after the September Parish Council meeting, or sooner’. Whilst disappointed with this decision Councillors expressed their appreciation of the work undertaken by the Clerk over the past year and asked that this be conveyed to Mrs. M. Fielding.

An Assessment of the Workload and Duties of the Parish Clerk

The Chair tabled a report at the meeting which contained an assessment of the current and expected future workload (additional ‘transparency’ requirements) of the Clerk, ahead of advertising for a replacement.

Whilst not based upon a formal measurement of the workload the views of the current and previous two Crayke Clerks had been taken into account as with other serving Clerks within the area and the YCLA. In the light of these findings the Chair suggested a number of options with the recommendation that contractual hours be increased.

Councillors agreed that the contracted Clerk Hours should be immediately increased (new appointment) and, balancing the need to ensure that sufficient hours were allocated whilst being mindful of the resultant public cost, that the hours should be increased from 104 to 130

hours per year. It was agreed that the new appointee be asked to co-operate in the recording of hours worked so that the matter can be kept under review.

The Chair reminded the Council that it had already benefitted from a monetary grant towards additional labour costs for the current year and that it was an option to make a further bid for 2017, dependent on need.

Appointment of Replacement Clerk

It was agreed that the Chair, Vice-Chair and former Chair be given delegated authority to advertise and appoint a replacement Clerk as a matter of urgency, without the need to seek further authority from the Parish Council.

13. Date and time of the next ordinary meeting.

The next Ordinary Meeting will take place at 7.30 pm on Tuesday 20th September, 2016 at the Crayke Sports Hall.