

Minutes of the Meeting of Crayke Parish Council held on Tuesday 19th November 2019 at Crayke Sports Hall

Actions

19.071 Present

Councillors: C Merritt, N Jackson, S Featherstone, J Porter, T Moverley, L Hartley

Public: 1

District & County Councillors: N Knapton (HDC), C Patmore (NYCC)

19.072 Apologies for absence

It was **resolved** to accept apologies from: N Northeast

19.073 Declarations of interest

None

19.074 Previous Minutes

It was **resolved** to approve and sign the minutes of the meeting of the Council held on 17th September 2019 as a true record.

19.075 Open Forum

A parishioner presented planning application 19/02172/FUL and answered questions from Councillors about the development and its impacts on the village.

19.076 Community, District and County Matters

1. HDC Local Plan (standing item) – There were no developments to report. The latest information about the Plan is available on www.hambleton.gov.uk/localplan/site/index.php
2. Easingwold and Villages Community Forum – Councillor Hartley gave a brief report of the AGM on 19th September.
3. Other matters of interest – Councillor Knapton reported that work on developing the plans and specifications for the proposed new crematorium is continuing and that, based on current information, it is expected to come into service sometime in 2021.

19.077 Matters in hand

1. Matters related to fracking (standing item)
The government have imposed a moratorium on fracking within England. Minerals and Waste Joint Plan – the inspector has now accepted the inclusion of a 500m setback that SHSGAG have been recommending.
2. Village Plan
Ecology Survey - There was a good turnout for the event on 17th October to present the survey report to villagers.
History Group - A website has been set up (craykehistory.wordpress.com) and a meeting to launch the History Group is planned for Thursday 28th November in the Sports Hall.
3. Traffic Matters
 - a. West Way – Highways have informed us that the refurbishment of the

- drains is scheduled to start in March next year.
- b. Speed monitoring – 95Alive have completed their monitoring, we are waiting for them to analyse the data and publish a report.
 - c. 30mph limit – Highways are waiting for the report from the speed monitoring before they will assess our request to have the limit extended down Crayke Lane.
 - d. Parking – Parking on and around the Green was discussed. We have received a couple of complaints of vehicles parked on rights of way crossing the Green.
The Chairman has put a letter in the Parish Magazine about parking issues throughout the village.
It was agreed to write to the residents in all the properties next to the Green and the Chairman agreed to contact the owner of one of the properties.
4. Village Green
- a. Track below the Church
It was **resolved** to accept a quote of £600 for digging out, filling and rolling the eroded area on the top track. It was agreed to include in the work, a) the movement of the parking sign by one car length, to lessen the narrowing of the track at that point, b) to point out on notices of the works, and in letters to residents, the importance of leaving adequate space for the access of the disabled and elderly to the church.
It was agreed to approach the residents using the track for a contribution to the cost.
Before commissioning the work, it was agreed that residents should have an opportunity to comment on the proposal. Therefore it was agreed to put up a notice about the proposed works by the track and also in the Parish Magazine and on the Parish website and also to write to the residents directly affected.
Feedback from residents will be reviewed at the next meeting.
 - b. Grass cutting - Councillor Moverley informed the meeting that the Green had been too wet for a second grass cut.
5. Standing Orders
It was **resolved** to adopt the revised Standing Orders approved at the September meeting.
6. Audit Panel Report
The Audit Panel met on 7th November to carry out the half-year review of the accounts and administration as laid out in the Audit Plan and to review the model Financial Regulations published by the National Association of Local Councils (NALC) in September.
In the Report the Panel recommended that Council:
- a. notes that all the checks were carried out as per the Audit Plan and no irregularities were found in the management of the Council's business
 - b. accepts the proposed amendments to the model Financial Regulations and adopts the Regulations as amended
- It was **resolved** to accept the recommendations of the Panel.
7. Financial Regulations
It was **resolved** to adopt the NALC model Financial Regulations as amended by the Audit Panel.
8. Planning Seminar
Councillor Porter presented a written report on what she had learned from

Merritt

Merritt

Merritt

the YALC Seminar “Planning for New Councillors” on 21st September. The Chairman thanked her for the report and said it will be a useful guide when assessing future planning applications.

- 19.078** To receive and decide necessary action resulting from verbal reports from the Clerk or Councillors on matters of interest or concern
Councillor Porter reported that the door on the defibrillator cabinet had rusted and has been replaced under warranty.

19.079 Financial matters

1. The Chairman reported that he had examined the bank records for the period 22nd October to 18th November and that there had been no transactions in that time.
2. It was **resolved** to receive and approve the reports on:
 - the financial position as at 21st October
 - the current budget position
3. The following were noted:

Receipts:

a. Precept pt. 2	£1,575.50
b. Defibrillator fund, cash proceeds from raffle	£200.00

Payments & Charges previously agreed:
None
4. It was **resolved** to approve the following payments:

a. Wold Ecology, Crayke Community Wildlife Project 1 st part inc. VAT £0.00 (08/11/19, CPC 08-11-19).	£776.25
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The cost of the Ecology Project is £1,276.25; the AONB has agreed a grant to cover the full cost. The work is in two parts which will be billed separately. The first part, which has been completed, consisted of the Ecology Survey, subsequent report and presentation to the village. The second part is a project with the School which has yet to be done.
It was also **resolved** to approve payment of £500.00 on completion of the project with the School.
It was noted that the AONB grant is being made in two tranches, the first tranche of £750, was received in March, we will receive the final tranche when the School project has been completed.
5. It was **resolved** to approve payment of the following additional item:

a. Councillor Hartley, refreshments for the Ecology Survey event on 17 th October inc. VAT £0.20	£7.14
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6. Budget and Precept for 2020/21
It was **resolved** to approve the budget as presented.
It was **resolved** to approve a 3% inflation increase in the Precept.
7. Assets – to be reviewed at a later meeting.

19.080 Planning

1. New Applications:
 - a. 19/01935/FUL - Orwell, Church Hill - Replacement garage door to the front elevation of the dwelling house – It was **resolved** to approve the response of Neutral and the comment: “The Council has a mix of views on the application but the majority is content with it.”
 - b. 19/02076/CAT - Gelder Cottage, Church Hill - Works to trees in a conservation area. Fell 2 No. trees T1 Sweet Chestnut and T2 Pine and works to crown (20%) T3 False Acacia – It was **resolved** to approve the response of Neutral and the comment “There is insufficient information in the application about the need for the work to allow Council to make a comment.” (*see Updates below*)
 - c. 19/02172/FUL – Durham Ox, West Way – Provision of eleven garden

bedrooms, cycle store, relaxation leisure building and parking – it was **resolved** to Support the application and add the comment: “While supporting the development for the benefits it will bring to the village and noting the improvements to the main car park, Council still has a concern about the number of additional cars that the development will bring to the site and suggests that the applicant revise the layout to increase the number of parking spaces.”

2. Updates to Applications:
 - a. 19/01266/LBC and 19/01265/FUL - Crayke Cottage, Church Hill - Erection of single storey rear extension. Internal and external alterations including repositioning of oil tank – Granted
 - b. 19/02076/CAT - Gelder Cottage, Church Hill - Works to trees in a conservation area. Fell 2 No. trees T1 Sweet Chestnut and T2 Pine and works to crown (20%) T3 False Acacia - Withdrawn

19.081 New items and correspondence to note or for decision

1. YLCA Webinars for Clerks – it was **resolved** to approve the Clerk taking part in one Webinar at a cost of £15 to assess their value to Crayke.
2. YLCA Webinar “Duties, Powers and Policies of Local Council” – it was **resolved** to approve the Clerk taking part at a cost of £15.
3. It was **resolved** to appoint YLCA to carry out our internal audit at a cost of £75.
4. It was noted that NALC has advised all Local Councils that the Code of Recommended Practice on Local Authority Publicity published for the last Elections will apply for the coming General Election.
5. Email from a parishioner regarding cars parked on the Green – discussed under items 19.077.3.d and 19.077.4 above.
6. A copy from of parishioner of his email exchanges with Highways regarding issues with West Way was noted and discussed under 19.077.3 above.
7. Notice from North Yorkshire Community Messaging of a guide on how to safeguard against impersonation frauds – available at <https://www.youtube.com/watch?v=fy-RSQfwLDw> - noted
8. Notice from YLCA of the celebrations on 8th – 10th May 2020 to mark the 75th anniversary of VE Day - noted

Clerk

Clerk

19.082 Items for the next agenda

1. Members’ Code of Conduct

19.083 It was confirmed that the next meeting of the Council will be on Tuesday 21st January 2020 starting at 19:30 in the Sports Hall.

Abbreviations

E&VCF – Easingwold and Villages Community Forum	SHSGAG – South Hambleton Shale Gas Advisory Group
ETC – Easingwold Town Council	HDC – Hambleton District Council
NYCC – North Yorkshire County Council	YLCA – Yorkshire Local Councils Association
M&WJP – Minerals and Waste Joint Plan	AONB – Howardian Hills Area of Outstanding Natural Beauty

Appendix

Audit Panel

Report from the Half-Year Review Meeting on 7th November 2019

Present: C Merritt (Chair), L Hartley, T Moverley, Clerk

The Panel met to carry out the checks on Council Business as laid out in the 2019/20 Audit Plan and to review the Council's Financial Regulations.

1. Checks As Per The Audit Plan

1. Finance

The Panel reviewed the financial reports produced so far during this year along with the bank statements and payment records and found that the finances have been managed in accordance with regulatory requirements.

2. Risk Management

- a. The Panel reviewed the Council's insurance cover and was satisfied that it is adequate and covers the necessary risks.
- b. The Panel confirmed that we are registered with the Information Commissioner.

3. Governance and Council Business

- a. The Panel considered the way meetings are managed and recorded and was satisfied that we meet the statutory requirements.
- b. The Panel also reviewed how Councillors are elected or appointed and was satisfied that proper practices have been followed.
The Clerk presented a draft policy which was accepted without change. It was noted that, as Council only has only one employee, Council is not required to have a Health and Safety policy though it is good practice to.

2. Financial Regulations

From time to time the National Association of Local Councils publishes a model set of Financial Regulations which Councils are recommended to use as the base for their own. The latest version of the model was published in September.

The Panel worked through the model and proposed amendments to make it appropriate for Crayke.

3. Any item members wish to discuss

There were no other matters raised for discussion

4. Recommendations

The Panel recommends that Council:

- a. notes that all the checks were carried out as per the Audit Plan and no irregularities were found in the management of the Council's business
- b. accepts the proposed amendments to the model Financial Regulations and adopts them as amended.