

CRAYKE PARISH COUNCIL

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MINUTES OF ALL THE COUNCIL'S MEETINGS DURING 2017

This is a searchable record of all the Council minutes for 2017

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Minutes of the Meeting of Crayke Parish Council held on Tuesday 17th January 2017 at Crayke Sports Hall which commenced at 7.30 p.m.

Actions

1 Present:

Councillors: M Pepper (Chair), S Featherstone, L Hartley,
N Jackson, T Moverley, J Wright,
County & District Councillors: N Knapton, C Patmore
Public: 0

2 Apologies for absence

C Merritt

It was **resolved** to accept the apologies

3 Declarations of interest

None

4 Previous Minutes

It was **resolved** to approve and sign the minutes of the meeting of the Council held on 15th November 2016 as a true record.

5 Open Forum

Parish

1. Mr Holford had been invited to attend the meeting to discuss his proposal for protecting the Green. However he was not able to attend so his email was included in item 6.2.

HDC

2. The change in the green waste service to a charged-for system will start in April. The charges will be on an annual voluntary subscription basis, only bins from households that pay the subscription will be emptied. Information on how to sign up will be sent to every household.
3. HDC are carrying out a review of car parking provision which will look at all the council's car parks including those in Easingwold. The public's view will be sought on various options including methods of payment, width of bays, improved security and height restriction barriers. Carrying out the review does not necessarily imply that charges will be introduced to car parks that are currently free. Easingwold Town Council will be consulting with the parish.
4. The Council is in the process of appointing a partner to develop the old prison site in Northallerton.

NYCC

5. The Council is working through the budget process at the moment
6. The Council Chamber is being re-roofed as the old structure had become unsafe.

5 Community, District and County Matters

1. HDC Local Plan

At the HDC consultation meeting held for Parish Councils in November, we were advised to re-submit our views on the call for sites at each stage in the consultation process.

The chairman has re-submitted our response to the call for sites and circulated it to all the Parish Councillors.

The timetable for the consultations is:

- Preferred Options continues to August 2017
- Pre-submission Plan September 2017 to April 2018
- Submission / examination by the external Planning Inspector May to November 2018
- HDC adoption December 2018

In view of the length of the process it was agreed to have the HDC Local Plan as a standing item.

2. Affordable Housing Workshop in December

The Chairman had attended the workshop and gave a verbal report. There were representatives from 5 or 6 other Councils who are working on schemes. However, as Crayke has no suitable sites there seems little scope for us to set up a scheme now but we should keep up-to-date with the initiative as there may be options that open up in the future.

3. HDC Parish Liaison Meeting in December

The Chairman gave a verbal report of the meeting. Topics discussed at the meeting included: Community infrastructure levy resulting from new build, Community lead housing initiatives, HDC Local Plan consultation programme and Green Waste collection changes.

The Council has set up a “Safer Hambleton Hub” which co-ordinates the work of all the agencies with responsibility for community safety.

Residents of the District are encouraged to report suspicious behaviour. It was agreed that we would see if it was possible to put a link to the Hub’s reporting form on the village website.

It was further agreed to investigate the new procedure for requesting the monitoring of traffic volume and speed.

The representative from the Community Payback scheme was unable to attend but we will continue to investigate it.

4. NYCC Hambleton Area Committee in December

The Chairman gave a verbal report of the meeting. Various services gave formal presentations to the County Council regarding the Hambleton area: Fire & Rescue Service, Police, Howardian Hills Area of Outstanding National Beauty (AONB), Yorkshire Ambulance, Stronger Communities Programme.

5. Easingwold and Village Community Forum (E&VCF)

The Chairman had attended the meeting and confirmed that, as agreed at the last meeting, we had applied for membership.

The next meeting will be on 23rd February at the Galtres Centre; meetings are open to anyone.

6 Matters arising from the minutes

1. Village Signs:

We understand that the new signs will be installed soon. As agreed at the last meeting, we will decide what to do with the old ones afterwards.

2. Church Hill

Damage caused by parking

A parishioner who lives along the green had proposed putting up posts to prevent vehicles from damaging the edges. It was confirmed that private individuals cannot erect anything on the green without permission from the Council. It was agreed that we would not give permission for the proposal. The current situation presents problems with access for emergency and utility vehicles and also potential safety problems in bad weather. There is

Merrit /
Clerk

Merrit /
Pepper
Pepper

<p>an additional danger from cars parked on the road junction. It was agreed that the solution best lies with the behaviour of residents. The Council will seek advice from the Community Safety Partnership and the Police, NYCC Highways and ask the Area of Outstanding National Beauty Team for advice about protecting Greens.</p>	Clerk / Pepper
<p>3. Benches The bench by the school will be discussed at a later meeting.</p>	
<p>4. Village Green Registration It was resolved to apply to correct the register to include all of the Parish owned Common Land on Church Hill as Village Green. We are still researching the status of the piece of land opposite the school so this will not be included at this stage.</p>	Merrit Merrit
<p>5. Defibrillator The Chairman met an ambulance officer to discuss the costs and siting of a defibrillator in the village. The cost would be £1,167 for each unit plus annual maintenance and replacements pads if the unit was used. The recommended location was in the centre of the village. Various ideas were discussed for raising money to cover the cost. It was agreed: - to investigate funding sources for the next meeting - that the Chairman should pursue a site for the unit in the centre of the village - to let the Sports and Social Club know of Council's plans.</p>	Clerk Pepper Pepper
<p>6. Grass Cutting on Church Hill It was confirmed that the initial contribution from the Charlton Fund had been transferred to the Council so there is no outside source of funds reserved for grass cutting.</p>	
<p>7. Review of the Asset Register Work on the register is continuing.</p>	Clerk
<p>8. "Fracking" Since the previous meeting it has been established that signatories to the South Hambleton Shale and Gas Advisory Group's (SHSGAG) document will be listed as individual signatories, given that SHSGAG is not an entity in its own right. Councillors formally agreed to endorse the Group's response to the NYCC Minerals and Waste Joint Plan.</p>	
<p>9. Parish Plan The Development Officer from HDC will give a presentation to Council immediately before the next meeting in March.</p>	Pepper
<p>10. Parish Website The Councillors contact details have been added. It was agreed to pursue further funding to enable us to upgrade it.</p>	Clerk
<p>8 Receive and decide on necessary action resulting from the bi-monthly report of the Clerk</p>	
<p>1. Registration with the Information Commissioner The Clerk noted that, as a public body which holds personal information, we need to register; the cost is £35 annually. It was resolved to register.</p>	Clerk
<p>2. We have received an email from Easingwold library in which they asked us to consider making a small contribution to their running costs as villagers do benefit from their services. It was resolved to make an annual contribution of £50, subject to having the funds available.</p>	Clerk

9 Financial Matters

1. It was **resolved** to receive and approve the report of the Council's financial position as at 21st December 2016.
Council had funds of £6,880.99 available.
It was noted that the report is on the website.
2. There were no receipts or charges to note.
3. There were no invoices to pay.
4. Financial Standing Orders
There was no progress to report.
5. Additional items circulated at the meeting - None

10 Planning

1. New Applications: - None
2. Updates to Applications: - None
15/02140/FUL – Forrester's Cottage – Amendments removing the need for buttresses – it was **resolved** to make no objection.
15/00471/MRC – Rose Cottage – Awaiting the outcome of appeal
3. Other Planning Related Matters
 - a. Springfield, Brandsby Street – we have not received any further information about the second replacement tree
 - b. Crayke Castle – the owner has said he will meet with Parish councillors to discuss his plans before making a planning application
 - c. Solway Cottage – HDC are awaiting further information regarding the retrospective application.

Clerk

11 New items and correspondence to note or for decision

1. Parish Council Noticeboard
A parishioner has offered to repair it at cost. It was **resolved** to accept the offer and the Chairman was authorised to commission the repair with a limit on cost of £100.
It was agreed to keep the format of a locked side and an open side.
4. Transparency Checklist
It was **resolved** to accept and approve the Yorkshire Local Council Association' (YLCA) checklist as presented by the Clerk. The YLCA uses the checklist to vet our use of the grant we received to set up the new website.

Pepper

Clerk

12 Items for the next agenda.

1. Condition of the roads.
It was noted that there is an interactive map on the NYCC website for reporting potholes.
2. Litter Pick – Councillor Wright agreed to send the Clerk information from the previous litter pick.

- 13 It was confirmed that the next meeting of the Council will be on Tuesday 21st March 2017 starting at 19:30.
It will be preceded by a presentation from HDC about the Parish Plan process, starting at 19:00.

Minutes of the Meeting of Crayke Parish Council held on Tuesday 21st March 2017 at Crayke Sports Hall which commenced at 7.30 p.m.

		Actions
1	<p>Present</p> <p>Councillors: M Pepper (Chair), L Hartley, C Merritt</p> <p>County & District Councillors: 0</p> <p>Public: 0</p>	
2	<p>Apologies for Absence</p> <p>Parish Council: S Featherstone N Jackson, T Moverley, J Wright</p> <p>It was resolved to accept the apologies</p> <p>HDC: N Knapton</p> <p>NYCC: C Patmore</p>	
3	<p>Declarations of interest</p> <p>None</p>	
4	<p>Previous Minutes</p> <p>It was resolved to approve and sign the minutes of the meeting of the Council held on 17th January 2017 as a true record.</p>	
5	<p>Open Forum</p> <p>There were no matters raised</p>	
6	<p>Community, District and County Matters</p> <ol style="list-style-type: none"> 1. HDC Local Plan (standing item) – awaiting publication of the HDC draft 2. HDC Parish Liaison Meeting 	
	<p>The Chairman agreed to attend if no other Councillors are able to.</p>	
	<p>3. NYCC Public Rights of Way Consultation</p> <ul style="list-style-type: none"> - Though some Councillors had submitted their individual views, it was decided that we should make a complaint that we were not given sufficient time to debate the proposals and submit a Parish response. - The Chairman noted that, at the next stage of the consultation, NYCC will send us the detailed proposals about the paths within the Parish. - Coxwold Parish Council have proposed that Councils share information and views about the proposals; it was agreed that we would join in. - The future status of the permissive path was raised; the Chairman agreed to contact Crayke Estates about it. 	Pepper
	<p>4. HDC Business Awards Scheme</p> <p>It was agreed that we would review the criteria at the next meeting and consider whether they apply to any of the local businesses. The closing date for the nominations is 29th May.</p>	Pepper
	<p>5. YLCA</p> <p>Various matters from the March newsletter were discussed</p> <ul style="list-style-type: none"> - The Chairman agreed to circulate the information about the Planning seminars - Transparency Code – The Code is a government regulation which details what Local Councils must do to keep their electorate informed about the Council's activities. We reviewed how we are complying and decided that in future we will: <ul style="list-style-type: none"> - clearly indicate in the Minutes and Agenda any proposals for spending money over £100 - consider other ways to publicise proposals which will have a significant 	Pepper
		Clerk

<p>cost, e.g. separate notices on the website and noticeboard, notice on the community forum on Facebook</p>	
<p>6. HDC Rural Housing Support There will be a Small Builder and Self-Build Conference at 10:00 on 24th April in the Galtres Centre</p>	
<p>7. Broadband Subsidy Scheme This is a government scheme offering subsidies to homes and businesses which cannot get a broadband speed of at least 2Mb/second. It was agreed to publicise this on the website.</p>	Merritt
<p>8. Fire and Rescue Service The Service has launched a consultation on increasing its role in the promotion of health and wellbeing across the County. More details are available on its website (www.northyorksfire.gov.uk).</p>	
<p>7 Matters arising from the minutes</p>	
<p>1. Village Signs:</p>	
<p>The AONB has installed the new signs at the entrances to the village. The Chairman agreed to write and thank them.</p>	Merritt
<p>It was agreed that we would keep the old signs to use in fund raising activities; the Chairman agreed to store them.</p>	
<p>A parishioner has offered to make flower boxes to go on the signs and other parishioners have offered to plant and maintain them. It was agreed to gratefully accept the offer and give permission to install them. The Chairman will reply.</p>	Merritt
<p>2. Traffic Problems – (Agenda items 6.2, 6.9 and 10.3)</p>	
<p>As there were three items on the agenda which covered highway issues it was decided to combine them.</p>	
<p>The advice from our District and County Councillors is that we will need good evidence of the nature of the problems to get support from Highways or the Police. Councillor Merritt informed the meeting that he has started to assemble photographic evidence of the problems and will continue doing so over the next few months.</p>	
<p>3. Defibrillator</p>	
<p>The Durham Ox has offered to provide a site for it, which was gratefully accepted. They have also offered to help with fundraising and to provide a venue for the training course. The first fund raising will be during the Fashion and Beauty event at the Ox on 8th May.</p>	
<p>Opportunities for grant funding were discussed and it was agreed to apply to the Yorkshire Ambulance Charitable Fund (YACF).</p>	Clerk
<p>As we now have a site agreed, the meeting agreed that we should work towards purchasing and installing a defibrillator and setting up the necessary support network to deploy and maintain it. The costs involved are:</p>	
<ul style="list-style-type: none"> • Main unit and storage - £1,167 • Connecting the unit to a mains electricity system – as yet unknown • Electricity consumption - around £3 annually • The ‘pads’ are for one use only or to be replaced every three years – £25 a pair • Battery replacement every 3 years - £110 to £132 • Compulsory Community Training in the use of the unit - £200 • The Chairman recommended that, from observation of another defibrillator training event, the introductory training should include basic lifesaving skills, which St Johns Ambulance could provide at 	

less than £100.

A final decision to go ahead will be made once we know the outcome of the application to the YACF.

4. Benches

It was agreed to investigate the possibility of getting a grant to replace the bench by the school.

Clerk

5. Village Green Registration

The documents have been completed and handed to the Clerk to copy and submit.

Clerk

6. Review of the Asset Register

It was agreed to value the assets at the cost of replacement or repair. The village assets are: the benches, village signs, waste bins, railings by the rear steps to the church, noticeboard by the school and a filing cabinet.

Clerk

The Chairman will contact the AONB for a valuation of the new village signs.

Pepper

7. Parish Council Noticeboard

The board has been repaired. The meeting thanked Mr David Muir for repairing it.

It was **resolved** to reimburse him £100.00 for materials and a contribution towards the significant amount of time he had to spend on the repair work because it had been so badly damaged. The Clerk noted that a new noticeboard would have cost around £700.

8. Litter Pick

The arrangements for it have been made and the event publicised.

8 To receive and decide necessary action resulting from verbal reports from the Clerk or Councillors on matters in hand

1. Fracking

Councillor Merritt updated the meeting on activities of the South Hambleton Shale and Gas Advisory Group (SHSGAG):

It met on 16th March and submitted its response to the consultation. The initial feedback from the Joint Plan was disappointing; it did not address any of the Group's main points.

A meeting has been arranged with the MP.

Links have been established with Durham and Sheffield Universities to benefit from their technical expertise.

The advisory group is also working with the Landscape Institute to develop some proposed best practice guidelines for planning purposes.

It was noted that groups opposed to fracking are arranging a public meeting to be held in the Shipton Community Centre on Friday 31st March at 19:00..

2. Pension Regulations

The Clerk advised that we are required to register with the Pensions Regulator and follow the requirements laid out in the latest regulations about automatic enrolment. Our deadline is 5th May. There is no cost for registration.

The Clerk confirmed that we have registered.

The Clerk to provide the Chairman with the necessary documents to complete.

Clerk

3. Banking Arrangements

As agreed at the last meeting, we have applied for online access to the bank account. Before providing access, the bank has asked for a new mandate form to be completed.

The mandate was reviewed and it was **resolved** to authorise the Clerk to manage the account electronically in accordance with the Financial Regulations.

It was decided to postpone completing the mandate to the Annual Meeting when Councillors' responsibilities will be decided.

9 Financial Matters

1. It was **resolved** to receive and approve the report of the Council's financial position as at 21st February 2017.
Council had funds of £6,895.99 available.
It was noted that the report is on the website.
2. There were no receipts or charges to note.
3. It was **resolved** to confirm the payment:
 - a. ML Dawson & Sons, Grass cutting on the Green £180.00
inc. VAT £30.00, 30/01/2017
4. It was **resolved** to approve the following payments:
 - a. YLCA, annual subscription 128.00
inc. VAT £0.00
 - b. Clerk's salary and expenses £529.12
inc, VAT £0.00
 - c. Tax £125.00
 - d. Mr D Muir, repair of the noticeboard £100.00
inc. VAT £0.00 (see item 6.7 above)
 - e. Easingwold Library, donation £50.00
inc. VAT £0.00 (agreed at the January meeting, item 8; made under Section 137 of the Local Government Act as of general benefit to the village community.)

10 Planning

1. New Applications: - None
 - a. 17/00407/CAT – The Ruslings, Brandsby St. – Proposed tree works in a conservation area – it was **resolved** to support the application
2. Updates to Applications:
 - a. 15/02140/FUL – Forrester's Cottage – Amendments removing the need for buttresses – Granted
 - b. 15/00471/MRC – Rose Cottage - The Public Hearing into the Appeal (against limitations imposed on the use of the storage and grain dryer and weighbridge) will commence on 11th April 2017 – It was agreed that we do not need to take any further action at this time.

11 New items and correspondence to note or for decision

1. Crayke Good Neighbourhood Scheme (CGNS)
The CGNS had asked the Council to agree to fund the scheme should it require it at some point in the future.
Council is appreciative of the commitment of the members of the Scheme and of the benefit of its work to the community.
In response to the proposal, it was agreed that, whilst Council cannot agree to an open-ended commitment such as is proposed, should the scheme's funds fall below £100, Council would be open to provide financial support.
Councillor Merritt agreed to report back to the group.
2. Dog Waste Bins
Council discussed the benefit of providing additional bins. The following sites were proposed:
 - the junction of Mill Lane and Brandsby St., the Chairman will consult residents nearby
 - Durham Ox car park (HDC have confirmed that they would be able to

Merritt

Pepper

empty a bin there)

- at or near the junction of the track leading to the sewage works and the lane to the rear of Brandsby street properties, the Chairman agreed to ask HDC if they would be able to empty a bin there
HDC can provide bins for £372.18 each, including installation and emptying.

Pepper

12 Items for the next agenda.

1. Green planning within the parish - such as tree planting and maintenance of green areas

13 It was confirmed that next meeting of the Council, which will be the Annual Meeting, will be on Tuesday 16th May 2017 starting at 19:30.

The meeting will follow the Annual Parish Assembly which will begin at 19:15

Abbreviations

HDC – Hambleton District Council

NYCC – North Yorkshire County Council

YLCA – Yorkshire Local Council Association

Minutes of the Meeting of Crayke Parish Council held on Tuesday 16th May 2017 at Crayke Sports Hall which commenced at 7.30 p.m.

Actions

17.001 Present

Councillors: M Pepper (Chair), L Hartley, S Featherstone, N Jackson, T Moverley, J Wright

County & District Councillors: 0

Public: 0

17.002 Election of Chairman

Councillor Pepper was unanimously elected as Chairman and signed the acceptance of office.

17.003 Election of Vice Chairman

Councillor Merritt was unanimously elected as Vice Chairman.

17.004 Apologies for absence

Parish Council: C Merritt

It was **resolved** to accept the apologies

HDC: N Knapton

NYCC: C Patmore

17.005 Declarations of interest

Councillor Jackson informed the meeting that the planning application 17/00865/FUL (item 17.014.1.a) is for a property adjacent to his.

17.006 Councillors' appointments

The following appointments were made:

Bank signatories: Featherstone, Moverley, Merritt, Jackson

Audit Advisory Panel: Pepper, Merritt, Hartley

Council representatives to the Crayke Parochial Charities: Featherstone, Moverley

As co-opted School Governor representing the Council: Jackson

Hambleton Area Committee – no representative was appointed

17.007 Previous minutes

It was **resolved** to approve and sign the minutes of the meeting of the Council held on 21st March 2017 as a true record.

17.008 Minutes of the previous Annual Meeting

It was **resolved** to approve and sign the minutes of the meeting of the Council held on 17th May 2016 as a true record.

17.009 Open Forum

There were no matters raised

17.010 Community, District and County Matters

1. HDC Local Plan (standing item) – The Chairman reviewed the current position of the Local Plan and reminded the meeting that the 2nd consultation phase, on alternative sites and green spaces, is still open and closes on 2nd June 2017.
2. HDC Parish Liaison Meeting
The next meeting is in 2 days time (18th). It was noted that HDC does

circulate the notes from the meetings.

3. NYCC Public Rights of Way Consultation

- The Chairman reported that the Easingwold and Villages Community Forum has agreed to co-ordinate the responses from the local councils in the area.
- It was suggested that we should review all the public paths in the village. As a start, Councillors agreed to send the Clerk what information they can provide.
- The Clerk will ask HDC for a copy of the definitive map of the Public Rights of Way in the parish.

All

Clerk

4. E&VCF

The Chairman gave a brief report of the Forum's activities. Of note:

- it is working to set up a Community Bus scheme later in the year
- it has taken on investigating the impact of shale gas extraction ("fracking") on rural communities as one of its priorities
- the Forum's AGM will be on Tuesday 22nd June at 19:30 in the Galtres Centre

17.011 Matters arising from the minutes

1. Defibrillator:

- HDC have confirmed that we don't need to have planning permission.
- Training in use of the unit is part of the installation process, this involves a single training session which any number of people can attend. The Chairman recommended that we include instruction in basic CPR in the training.
- Fund Raising:
 - We have applied to the Yorkshire Ambulance Service Charitable Fund for a grant to help pay for buying and installing it. The Chairman reminded the meeting that grants are not given retrospectively, so we must wait until we have had a decision on our application before we can order a unit.
 - A Ladies Night of Fashion and Beauty was held at the Durham Ox on 8th May 2017. A charitable raffle held that evening raised a total of £390, which is to be split 50/50 between the Crayke Defibrillator Fund and Yorkshire Cancer Research.
- Maintaining the unit in the longer term was discussed.
 - It was agreed that, to avoid any future misunderstandings, we should have a formal agreement with the Durham Ox to define responsibilities for the unit (which they have agreed to host.)
 - It was decided that Council needs to consider further fund raising activities, both for the immediate purpose of buying a unit and periodically in the future to meet running costs.
 - It was also agreed that Council would discuss reserving part of its budget for running costs.

2. Bench by the School

We are looking for grants for refurbishing or replacing the bench.

3. Condition of the roads

We need to provide NYCC with a convincing case before they will consider taking any action to improve or ameliorate the road and traffic problems in the village. Councillor Merritt is building up a set of photographs to provide us with evidence to take to NYCC.

4. HDC business awards

Having reviewed the nomination process, the Chairman advised that it

needs information that we could not provide. He agreed to let the local businesses have the criteria.

Pepper

5. Pensions Regulations

The Clerk informed the meeting that we have completed the steps laid out in the regulations and are in a position to submit a “declaration of compliance”.

Clerk

6. Dog waste bins

As agreed at the last meeting, the Chairman had consulted with residents in the vicinity of the junction at Brandsby Street and Mill Lane and users of the Permissive Path route accessed from both. The overwhelming view was that a dog waste bin would be welcomed and used if sited either at a point on the Permissive Path which leads to the Sewerage Plant or adjacent to the Plant itself. HDC had confirmed that they were able to undertake a weekly collection, or more frequent if requested, from either or both of these sites. The cost of each new Dog/Waste Bin is £372’ which includes installation, re-siting if necessary and on-going emptying. The Durham Ox had confirmed that it was also interested in installing a dog waste bin for the use of its guests only. HDC was happy to regard this as a community facility as it would help to improve the general management of dog waste within the Parish. If the two Dog Waste Bins are ordered at the same time then HDC would undertake minor refurbishment where necessary of the Parishes existing bins.

Clerk

It was **resolved** to purchase one dog waste bin to be located on the route of the Permissive Path which leads to the Sewerage Plant.

17.012 To receive and decide necessary action resulting from verbal reports from the Clerk or Councillors on matters in hand
No matters were raised.

17.013 Financial matters

1. It was **resolved** to receive and approve the financial report for 2016/17.

2. It was **resolved** to receive and approve the report of the Council’s financial position as at 21st April 2017.

3. The following were noted:

Receipts-

b. Northern Powergrid, Wayleave £22.55

Payments

b. NYCC, Parish’s contribution to the new village signs £400.00
inc. VAT £0.00 (20/3/17, 250000750)

4. There were no invoices for payment.

5. There were no additional items.

6. Bank Mandate

It was **resolved** to accept the terms of the mandate and to authorise the Clerk, Chairman and Bank Account Signatories to sign it.

17.014 Planning

1. New Applications:

a. 17/00865/FUL – Bishop’s Cottage, Church Hill - Internal alterations to include: refurbishment and replacement windows and insulation of external walls; demolition of existing garage and 50% of existing outshot extension and construction of two storey extension.

It was **resolved** to object on the grounds that the loss of the garage would necessarily require the residents to park on the road so adding to the traffic problems along Church Hill. The Chairman and Clerk were authorised to submit a response.

As Councillor Jackson would be affected by the application, as declared in 17.005, he took no part in the discussion.

2. Updates to Applications:

- a. 15/00471/MRC – Rose Cottage - The appeal has been granted with conditions. It was decided to put the inspector's report onto the Parish website.

Clerk

17.015 New items and correspondence to note or for decision

1. Annual Return

The Annual Return has two sections for Council to consider: Section 1, the Governance Statement, summarises how we have carried out our duties during the year and Section 2, the Accounting Statement, summarises our financial activity. Once completed, it is reviewed by the external auditor, who is appointed by the government.

Council reviewed the two sections and the information documents presented by the Clerk.

2. Governance Statement

The questions in the Statement were considered and it was **resolved** to approve and sign the Statement.

3. Accounting Statement

The Clerk presented a draft Statement. It was **resolved** to approve and sign the Statement.

4. Appointment of an Internal Auditor

The Internal Auditor is someone appointed by the Council to review our processes and procedures and to verify our financial statements. It is usual to appoint an experienced Clerk from another Council who holds a Certificate in Local Council Administration.

It was **resolved** to appoint Pam Harrison, Clerk to Moss and District Parish Council, as our Internal Auditor.

5. Green planning within the parish

It was decided to investigate grants for improving the local environment.

6. Yorkshire Water – replacement of a fire hydrant

The Chairman reported on the exchanges with Yorkshire Water about the replaced hydrant. They have built up and seeded the area around it so it is much less prominent.

7. Monitoring traffic volumes and speeds

In his discussions with the Police, the Chairman was informed that in December last they had set up a monitoring box on the entrance to the village on the Easingwold Road and had recorded mean average speeds of 24 – 25 mph and so did not think speeding was a problem.

It was decided to ask the Police to put a monitor along Brandsby Street.

Pepper

8. Village Plan

The advice from HDC is to write a Village Plan not a Local Plan. It was agreed to take this route.

Councillor Hartley volunteered to assist the Chairman to work on drafting a plan.

During the discussion it was noted that conservation areas were introduced 50 years ago, in 1967, and that Civic Day, 17th June, will be used to celebrate their introduction and to raise awareness of their importance.

The Clerk was asked to obtain a map of our conservation area for the website.

Pepper /
Hartley

Clerk

17.016 Items for the next agenda.

None

17.017 It was confirmed that next meeting of the Council will be on Tuesday 18th

July 2017 starting at 19:30.

Abbreviations

E&VCF – Easingwold and Villages Community Forum

HDC – Hambleton District Council

NYCC – North Yorkshire County Council

YLCA – Yorkshire Local Council Association

Minutes of the Meeting of Crayke Parish Council held on Tuesday 18th July 2017 at Crayke Sports Hall which commenced at 7.30 p.m.

17.018 Present

Councillors: M Pepper (Chair), L Hartley, S Featherstone, J Wright, C Merritt
 County & District Councillors: N Knapton (HDC)
 Public: 0

17.019 Apologies for absence

Parish Council: T Moverley
 It was **resolved** to accept the apologies
 NYCC: C Patmore

17.020 Declarations of interest

None

17.021 Previous minutes

It was **resolved** to approve and sign the minutes of the meeting of the Council held on 16th May 2017 as a true record.

17.022 Open Forum

HDC Councillor Knapton HDC reported:

- Green Bins – the take up of the paid-for green bins has been higher than expected at 51%. The scheme is priced to recover costs, not to make a profit.
- Fly Tipping – this has increased recently, it mainly affects the northern part of the District, HDC are taking action in response and there are prosecutions in progress.

The Parish Council discussed a proposal to put a green bin on the green for parishioners' use but it was rejected because it would only benefit a few households and would need to be constantly managed and monitored.

17.023 Community, District and County Matters

1. HDC Local Plan (standing item) – The draft plan will go to Cabinet in December and then be discussed by the full Council.

2. HDC Parish Liaison Meeting

No-one was available to attend the last meeting (18th May) but we will receive the minutes which the Clerk will circulate.

3. E&VCF AGM 22nd June

Councillor Merritt had attended and gave a verbal report:

North Yorkshire Connect - www.northyorkshireconnect.org.uk

This is a community directory for North Yorkshire. It is a searchable, online directory which offers local information from community and voluntary organisations that can provide advice and support. It also lists activities and things to do.

The directory is self-entered and is not moderated. Parish Councils were encouraged to register.

Shale Gas Advisory Group

The SHSGAG Chair and Secretary gave a presentation on the structure and activities of the Group. (See also item 17.023.4 below)

4. Matters related to fracking

- a. It was noted that the E&VCF has now endorsed the South Hambleton Shale Gas Advisory Group (SHSGAG) in its activities and negotiations

Actions

Clerk

- with NYCC and Government on shale gas regulation, thereby enabling SHSGAG to speak on behalf of E&VCF when briefing MPs, NYCC etc.
- b. The submission from SHSGAG to the M&WJP which was discussed by the Parish Council in January 2017 was not adopted by the NYCC and partners.
 - c. The Chairman reported that we have had an enquiry from the Friends of the Earth under the Freedom of Information Act 2000/Environmental Act 2004, in respect of contacts with a list of companies. He has replied that we have not had any direct communication with any of the organisations in their list.
 - d. M&WJP – There is a consultation in progress on proposed changes to the Plan which runs until 6th September; the relevant information is available at www.northyorks.gov.uk/mwconsult . Councillor Merritt agreed to circulate the revisions when the document is available.
 - e. Currently Ineos are working on planning applications to drill in the East Midlands. They have not, to date, made any applications in North Yorkshire.
5. NYCC consultation on the options available to householders disposing of hazardous waste – the Parish Council agreed to respond that free disposal facilities should be available at all household waste recycling centres.
- The consultation runs until 2nd October, further information is at www.northyorks.gov.uk/hazardous-waste-disposal

Merritt

Clerk

17.024 Matters arising from the minutes

1. Defibrillator:
 - a. It was noted that Yorkshire Ambulance Service Charitable Trust (YASCF) has approved a grant to support our purchase of a defibrillator. The grant is in the form of a reduction in the price of the device and its installation.
 - b. As the grant / discount has been confirmed, it was **resolved**:
 1. to set a fund raising target of £1,600, to be raised through an appeal for donations and local fund raising events, to cover the initial outlay and for pad and battery replacements over the first four years of operation
 2. should funds be insufficient, to continue to appeal for future donations and fund raise in order to maintain this community facility.

It was also **resolved** to authorise the Chairman and Clerk to make the following payments at the appropriate time:

 3. £999 to YASCF as a part payment towards a defibrillator, storage box and installation (the total 'wholesale' cost is in the region of £1,500)
 4. up to £200 to YASCF for community training which is compulsory on installation of a unit
 5. up to £100 to a charity provider, e.g. Red Cross, St. John's Ambulance, for the provision of a community basic lifesaving skills course, including CPR
 - c. It was noted that we have received a donation of £190 towards the cost of the defibrillator from the "Ladies Night of Fashion and Beauty" which was held at the Durham Ox on 8th May.
 - d. Various options for further fund raising were discussed. It was agreed to run a raffle at the Crayke Fete on 2nd September. Councillor Wright agreed to investigate the legal issues.

Pepper / Clerk

<p>The event will also provide an opportunity to inform residents about the defibrillator and publicise the planned training event. Councillors Pepper, Merritt and Wright agreed, as a group, to manage the raffle and publicity. It was resolved to approve a budget of £50 for publicity materials and to authorise the group to purchase publicity materials up to that amount.</p>	Pepper / Merritt / Wright
<p>e. It was decided that expenditure and income related to the defibrillator should be identified in the financial reports.</p>	Clerk
<p>2. Bench by the School The Clerk provided information on a range of benches suitable for public areas in a variety of materials. It was decided that a 1.8 metre (6 ft) hardwood bench would be the most appropriate for the location. The Clerk will determine the full costs of purchase, delivery and installation for discussion at the next meeting.</p>	Clerk
<p>3. Condition of the roads / traffic problems</p> <p>a. A parishioner has been in contact with NYCC to suggest that weight restrictions are applied to vehicles going through the village and that the speed limit be reduced to 20mph. It was agreed that the Chairman and Vice Chairman should meet the parishioner to discuss his proposals The Chairman also agreed to contact Highways about the traffic problems in the village.</p> <p>b. The Chairman has managed to establish who we need to contact about setting up an exercise to monitor traffic speeds on Brandsby Street. He agreed to continue working on it and to report back at the next meeting.</p>	Pepper/ Merritt Pepper Pepper
<p>4. Pensions Regulations The Clerk informed the meeting that we have submitted our statement of compliance and that it has been acknowledged by the Regulator.</p>	
<p>5. Dog waste bins The Chairman reported that he has agreed a location for the bin with Crayke Estate and that we are now in a position to order it from HDC.</p>	Pepper / Clerk
<p>6. Annual Audit</p> <p>a. The Clerk reported that the un-audited Annual Return was posted to the External Auditor on 3rd of June (deadline was 12th June). The External Auditor's report is expected in September.</p> <p>b. The Clerk presented the Internal Auditor's report and his responses to the points she had raised. Council noted the report and acknowledged the Auditor's comments. It was resolved to endorse the Clerk's responses.</p> <p>Note: The annual audit has three stages: a review by Councillors; a review by an auditor appointed by the Council (the "Internal Auditor"), usually this is an experienced Clerk from another Council; and, lastly, a review by an auditor appointed by the government (the "External Auditor").</p>	
<p>7. Village Plan Though the Council is leading the work to develop the Plan the whole community needs to contribute. The Chairman and Councillor Hartley agreed to consider how the Parish Council might use the Fete opportunity to elicit ideas and interest from residents attending.</p>	Pepper / Hartley
<p>8. Public Rights of Way / NYCC Consultation The Chairman has contacted Crayke Estate about the permissive path through their land and reported that they have no plans to close it.</p>	

It was agreed that we should use the consultation to highlight that the Foss Way runs through the village and so parts of the path are often used by people from outside the village and in particular mention that there are two 'Foss' conservation groups that regularly walk the facility and the route is a nominated Duke of Edinburgh route for navigational skills.

During the discussion it was noted that Key Lane, which is a public right of way, is frequently blocked by a parked vehicle, that Jack Lane and Cat Lane are in urgent need of cutback and that a directional sign on the Foss Way public Footpath is broken and in a ditch. It was agreed to report all of these matters.

9. Green planning within the village

As yet no sources of funding have been identified.

17.025 To receive and decide necessary action resulting from verbal reports from the Clerk or Councillors on matters in hand

1. Councillor Merritt reported that NYCC have responded to our village green application asking for more details about ownership. He is following up the questions and will reply to NYCC.
2. The Vale of York NHS Commissioning Group will be holding public engagement events throughout the region. The events in our area will be:
 - Thursday 10th August - The Galtres Centre, Easingwold, 6.30 to 8.30pm
 - Thursday 17th August - Helmsley (venue tbc), 6.30 to 8.30pm

Merritt

17.026 Financial matters

1. It was **resolved** to receive and approve the report on the Council's financial position as at 21st June 2017.
2. The following were noted:
 - Receipts-
 - a. Precept for 1st half year £1,373.43
 - b. Donation for the defibrillator £190.00
see item 17.024.1.c above
 - Payments
 - c. Came & Co., annual insurance £288.46
3. It was **resolved** to approve the following payments:
 - a. P Harrison, Internal audit £80.55
inc. VAT £0.00 (24/5/17)
 - b. Clerk, repayment for the insurance premium as above £288.46
inc. VAT £0.00
4. Additional items circulated at the meeting
None

17.027 Planning

1. New Applications:
None received
2. Updates to Applications:
None received
3. Crayke Castle
Following recent contact between a parishioner and Historic England the issue of progress on matters of landscaping, demolition of the reservoir and changes to the castle itself had been raised, and the Parish Council had been copied in. As a result of these exchanges the Chairman had made further contact with the owner who had reiterated his previous undertaking to hold informal discussions with representatives of the PC before any future plans are submitted.

17.028 New items and correspondence to note or for decision

1. Parish Portal

HDC have set up a “portal” on their website to allow members of Parish Councils to report highway related problems directly. However, the Clerk reported that he has not yet been able to log on to it to set up an account.

Clerk

2. Transparency Fund Grant

The Clerk reported that we have been awarded £475.28 to help with the costs of software and time to extend the data available on the website.

Note: The government’s Transparency Code requires Councils to maintain a website and publish their documents. The Fund was set up to help small Councils meet the costs of buying and establishing a suitable website.

17.029 Items for the next agenda.

None

17.030 It was confirmed that next meeting of the Council will be on Tuesday 19th September 2017 starting at 19:30 in the Sports Hall.

Abbreviations

E&VCF – Easingwold and Villages Community Forum

HDC – Hambleton District Council

M&WJP – Minerals and Waste Joint Plan

NYCC – North Yorkshire County Council

SHSGAG – South Hambleton Shale Gas Advisory Group

YLCA – Yorkshire Local Council Association

Minutes of the Meeting of Crayke Parish Council held on Tuesday 19th September 2017 at Crayke Sports Hall which commenced at 7.30 p.m.

Actions

17.031 Present

Councillors: M Pepper (Chair), J Wright, C Merritt, N Jackson
 County & District Councillors: C Patmore (NYCC)
 Public: 0

17.032 Apologies for absence

Parish Council: T Moverley, L Hartley, S Featherstone
 It was **resolved** to accept the apologies
 HDC: N Knapton

17.033 Declarations of interest - None

17.034 Previous minutes

It was **resolved** to approve and sign the minutes of the meeting of the Council held on 18th July 2017 as a true record.

17.035 Open Forum

NYCC Councillor Patmore:

- The next County Hambleton Area Committee is next week. She will report back on any matters relevant to the village.
- Locality Budgets – each County Councillor oversees a fund for supporting groups and activities in area; there is still money available for our area.
- The public consultation on merging the Police and Fire & Rescue Service closes on 22nd September. The Councillor briefed the meeting on the 3 options. The decision will be made by the end of the year.

17.036 Community, District and County Matters

1. HDC Local Plan (standing item) – HDC have yet to publish the details of the next consultation phase but it is expected to start after Christmas. On the current timetable the Plan will come into operation in summer 2019.
2. E&VCF AGM 22nd June
 Councillor Pepper had attended and gave a brief verbal report:

New Chair

Councillor Peter Nottage, Chair of Easingwold Town Council, was elected to Chair the Forum for the coming year.

Footpaths

NYCC Countryside Access Service is reviewing how it manages and maintains the county's public rights of way network. Earlier in the year it ran a consultation but, as yet, it has not published the findings from the consultation. From the discussion at the meeting it was apparent that there is some concern and confusion about the purpose of the review.

NY Councillor Patmore informed the Council meeting that NYCC has a statutory duty to maintain public paths. She also said that, as yet, the Access Service has not presented Councillors with any proposals.

Further information is available at www.northyorks.gov.uk/previous-consultations

Mobile phone reception

The new mast installed at Huby may improve reception in Crayke.

Broadband

There are grants available to individuals who are currently unable to get a connection faster than 2½Mb/s. Further information is available at [https:// basicbroadbandchecker.culture.gov.uk](https://basicbroadbandchecker.culture.gov.uk).

Easingwold Community Plan – 3 key issues

Impact of shale gas extraction - the Group to monitor the effect on Easingwold and the surrounding Villages

Dementia support – it was felt that facilities in Easingwold for people with dementia and their carers are poor and there is a need to seek funding to improve them.

Car parking in Easingwold –people wanting to park for a short time have difficulty finding spaces; as NYCC are unable to assist, the Town Council will invite tenders for a study to look into the problem and propose solutions.

The minutes will be circulated to Councillors when they are available.

3. Other matters or events of interest to the village
Village Fete – The Fete had been very successful and the Chairman was asked to thank the organisers on behalf of the Council.

Pepper

Pepper

17.037 Matters arising from the minutes

1. Defibrillator:

- Thanks to the generosity of businesses, villagers and local organisations the fund has reached its initial target of £1,600 and we have been able to place the order.
Councillor and Mrs Pepper were thanked for their efforts in running the raffle and information stall at the fete.
Chairman noted that Councillors Merritt and Wright, Riverfords Organics and many residents had donated substantial prizes for the raffle.

Donations received to date

Durham Ox	£190
Hazelwood Farm B&B	£100
Easingwold District Lions Club	£500
Anonymous donation	£350
Village Fete raffle	£460

- We have received the defibrillator but the container and charging unit come separately and will take another 4 to 5 weeks.
- Training – Both the NHS and the Lions can provide suitable training for using the unit. Councillors Pepper and Wright were authorised to select a course as they plan a training event.
There will be an invitation in the October edition of the Parish News for small number to be 'consulted with in relation to training and support needs.
- A separate summary of the fund's income and expenditure is included in the financial report.

Pepper /
Wright

2. Bench by the School

The Clerk had contacted 5 suppliers to get the full cost of a replacement bench plus delivery and fixings. However, only 2 had replied.
It was **resolved** to purchase a "Kennington" hardwood bench costing £759.

It was decided to apply for matched funding from the NYCC Locality Budget. NY Councillor Patmore offered to send the relevant forms.

Clerk /
Patmore

3. Dog waste bins

- a. Two bins have been ordered, one for the Parish Council and one for The Durham Ox.
The Parish Council's bin will be sited on the access road to the sewerage plant.
- b. It was noted that the bin by the bench opposite the castle has been sprayed with graffiti. Councillor Jackson said that his wife has offered to try and clean it off.

4. Annual Audit

The Clerk has been in communication with the external auditor's office over the last few weeks to answer their questions. We have been told that all the questions have been satisfactorily answered and that the Auditor's report will follow later this month.

5. Village Plan

Councillors Hartley and Pepper have developed an approach which it is hoped will identify the key issues for residents as a precursor to developing a formal questionnaire for all. Whilst it was not possible to test this at the Crayke Fete we intend to use the next village event to do so, which could be the defibrillator training event.

Pepper /
Hartley

6. Matters related to fracking

Councillor Merritt gave an update:

The advisory group, SHSGAG, has met a couple of times over the summer and members continue to monitor both for planning applications and for latest news and research of relevance.

Operations on an experimental drill site have commenced at Kirby Misperton. INEOS, which has a licence in our area, at present seem to be focused around north Derbyshire and Nottinghamshire.

SHSGAG recently met with Kevin Hollinrake MP (KH) to discuss the current status and consultation of the Minerals and Waste Joint Plan, and to get feedback from KH on his meetings with ministers and others relating to shale gas. KH expressed his support for the work of the advisory group.

17.038 To receive and decide necessary action resulting from verbal reports from the Clerk or Councillors on matters in hand

1. The grass on Church Hill was cut just before the Fete.
2. Parking problems
Problems on Key Lane and at the junction of Westway and Crayke Lane seem to have been **resolved** after the intervention of the Chairman.
3. Faulty street light on Church Hill – Councillor Merritt reported it to HDC who have fixed it.
4. Public paths
Cat Lane – has recently been cleared
Jack Lane and Sycamore Lane – because NYCC have not been maintaining the lanes, they have become very overgrown, the Chairman reported that Sir Bob Murry has very kindly offered to have them cleared by his staff. This is a one off gesture to resolve the immediate problem with the state of the Jack Lane. The Parish Council will pursue NYCC to meet their duty to maintain the Lanes in the longer term.
5. Village Green registration
Our application to add the land by the Church to the registration for the rest of the Green has been rejected by NYCC for technical legal reasons. On advice from NYCC, we will put in for a new registration specifically for the piece of land. Councillor Merritt agreed to continue to pursue it.

Merritt

17.039 Financial matters (to end of August)

1. It was **resolved** to receive and approve the report on the Council's financial position as at 21st August 2017.
2. The following were noted:
 - Receipts-
 - a. Donation for the defibrillator £100.00
see item 17.037.1 above for the up-to-date position
 - Charges - None
3. It was **resolved** to approve the following payments:
 - a. Parish Council Websites, website hosting £120.00
inc. VAT £0.00 (1/9/17, 1800287)
4. Additional items circulated at the meeting - None

17.040 Planning

1. New Applications: None received
2. Updates to Applications: None received
3. Other planning matters
 - a) An alleged planning breach at Rookery House and a retrospective application from Solway House are in progress but HDC have not provided any further information.
 - b) Holiday lets – the meeting was concerned that recently several properties have been converted to lets without any planning consultation. The Chairman agreed to take it up with HDC.
 - c) Whistling Green – the owner has made a planning enquiry about a proposed change to the conservatory on the garage roof and has asked the Parish Council for their views. It was agreed that, in principle, the Council would have no objections but would insist that any changes be appropriate for the prominent position that the property has within the conservation area.
The Council was grateful for the opportunity to comment before an application was put in.
Councillor Merritt agreed to pass on the Council's comments and a copy of our guidelines.

Pepper

Merritt

17.041 New items and correspondence to note or for decision

1. Training for the Clerk
New accounting and audit regulations will come into force next year. It was agreed that the Clerk should attend a YLCA training course on the regulations and **resolved** to approve the expenditure of £87 plus travel costs.
2. Village Greens Seminar
It was agreed that it would be beneficial for Councillor Merritt to attend a YLCA seminar on the legal framework for registering and managing village greens. It was **resolved** to approve the expenditure of £87 plus travel costs.

Clerk

Merritt

17.042 Items for the next agenda.

Budget and precept
Report from the Audit Panel

17.043 It was confirmed that next meeting of the Council will be on Tuesday 21st November 2017 starting at 19:30 in the Sports Hall.

Abbreviations

E&VCF – Easingwold and Villages Community Forum	SHSGAG – South Hambleton Shale Gas Advisory Group
HDC – Hambleton District Council	NYCC – North Yorkshire County Council
M&WJP – Minerals and Waste Joint Plan	YLCA – Yorkshire Local Council Association

Minutes of the Meeting of Crayke Parish Council held on Tuesday 21st November 2017 at Crayke Sports Hall which commenced at 7.30 p.m.

17.044 Present

Councillors: M Pepper (Chair), J Wright, C Merritt, N Jackson, T Moverley, L Hartley, S Featherstone

County & District Councillors:

Public: 2

17.045 Apologies for absence

Parish Council:

HDC: None

NYCC: None

17.046 Declarations of interest - None**17.047 Previous minutes**

It was **resolved** to approve and sign the minutes of the meeting of the Council held on 19th September 2017 as a true record.

17.048 Open Forum

Two parishioners raised the issue of the amount of heavy traffic going through the village. One parishioner said that, from having spoken to a few of the HGV drivers, some use Crayke as a cut through between the A19 and A170. It was proposed that we should have a weight limit imposed for through traffic. A draft of a questionnaire about traffic volumes was circulated to the meeting.

There was a general discussion and various points were made:

- We should take a wider view to understand whether surrounding villages are similarly affected and what effect a weight limit in Crayke could have on them.
- Before surveying the village we need to find out what the process is for requesting traffic and speed restrictions and what criteria are used to assess whether restrictions are justified.
- The farming cycle causes peaks and troughs in HGV movements and the methodology of any survey would have to allow for this.
- The Chairman has identified the Highways Officer who is responsible for this type of issue and will arrange to meet her with the Vice Chairman.
- A parishioner suggested that she be asked to come to a Council meeting to hear our views.
- It was suggested that we canvass villagers' views before the meeting with the Officer.

A parishioner has asked if there are any plans to take part in the Armistice celebrations planned for 2018 and suggested that the Council approaches the owner of the castle to enquire whether we could have a beacon there as part of the commemorations. The Chairman agreed to ask the owner about it.

17.049 Community, District and County Matters

1. HDC Local Plan (standing item) – There have been no new developments since the Council's last meeting.
2. E&VCF meeting 25th October
Councillor Merritt had attended and gave a brief report from the meeting which is appended below.
3. HDC Parish Liaison Meeting 16th November

Actions

Pepper /
Merritt

Pepper

Councillor Merritt had attended and gave a brief report from the meeting which is appended below.

4. NYCC

- The County has announced a plan to replace sodium street lights with new LED lights. Further information is available on the County's website.
- There will be road closures over the next few weeks affecting Crayke:
 - Brandsby Street from 13th November to 8th December
 - Oulston Road from 20th November to 15th December

There is an interactive map on the County's website showing both planned and emergency works on the road network:

<https://www.northyorks.gov.uk/roadworks-map>

5. Other matters or events of interest to the village

- a. Water leak on Brandsby Street – As result of a second referral from the Parish Council Yorkshire Water found a substantial mains leak which was sealed within 24 hours.
- b. Cobblestones on Brandsby Street – the NYCC Area Highways Manager visited and agreed to request urgent remedial work
- c. The Chairman thanked Mr Gerard Shepherd for his efforts in putting Parish notices up onto the Crayke community Facebook page.

17.050 Matters arising from the minutes

1. Defibrillator:

- The training event was very successful. So much so that the trainer has offered to run two further sessions at no cost.
- The unit was installed the week after the training.
- The electrical work for the installation (the unit needs a mains supply) cost £300 which the Durham Ox paid for.
It was **resolved** to make a contribution of £190 from the defibrillator fund.
- The Chairman is in discussion with a number of Villagers with the intention of forming a Crayke community group to oversee the day to day running of the defibrillator.
- The current state of the fund is noted on the budget report.
- The Chairman was thanked for the considerable amount of time and effort he has put into getting the defibrillator up and running.

Pepper

2. Bench by the School

We have applied for a grant from the NYCC Locality Fund but not heard back from them yet.

It was **resolved** to authorise the Clerk to purchase the bench if we are given a grant from the Locality Fund. However, if our application is refused it was agreed to look for other sources of funding.

Clerk

3. Dog waste bins

- a. The bin bought by the Parish Council has been installed on the access road to the sewerage plant and is well used.

- b. There are 3 other bins which are in poor condition: by the school, on Key Lane and opposite the Church.

It was agreed to replace the one by the school.

Councillor Hartley volunteered her husband to look at the one at the end of Key Lane.

Hartley

Councillors Wright and Mrs Jackson volunteered to check on the graffiti on the one near to the Church.

Wright /
Jackson

4. Annual Audit

The report from the External Auditor was noted. There were some technical errors in the entries on the Return but the Auditor had no concerns that the relevant legislative and regulatory requirements had not been met.

The Audit for 2017/18 has been completed.

5. Village Plan

The meeting discussed ways of encouraging input from villagers. There was a suggestion that the Council fund a print run of the parish magazine containing the survey large enough for every household to receive a copy.

The meeting was reminded that HDC have offered to help us develop a methodology for a survey and a questionnaire and also to carry out the analysis of the submissions.

Councillor Merritt agreed to replace Councillor Pepper on working group.

It was decided to postpone further discussion to the January meeting.

6. Matters related to fracking

Councillor Merritt updated the meeting on the recent work of SHAGAG and fracking related developments.

a. SHSGAG

The advisory group presented at the HDC Parish Liaison meeting on 16 Nov 2017 (see item 17.049.3.)

The group continues to monitor developments and technical information.

In our latest summary we point out that even at the modest estimated resource (39 TCF, equal to 14 years of current gas demand), there would need to be 20-30 thousand wells across the North of England. The upper estimate used by Government in a POST briefing sheet, of 1300 TCF, would need around 100.000 wells, which is clearly impossible or near-impossible within the estimated shale area of Yorks/Lancs/Notts/Derbys.

b. Other developments

It has been reported that INEOS has expressed interest to NYCC in doing exploratory work in several of the licence areas around our part of North Yorkshire. This was only revealed after a FoI request from a pressure group, and is at odds with INEOS' public statements on their web site.

The exploratory fracking at Kirby Misperton is underway and has led to protest and direct action allegedly leading to around half a million pounds of police costs.

We are waiting for the results from the tests, including the monitoring of environmental pollution being tested by York University.

7. Local Housing Needs Survey

The North and East Yorkshire Rural Housing Enablers have requested that Crayke be included in a rolling programme of local housing need surveys in villages across Hambleton.

Council agreed on the understanding that there would be no cost to Crayke and that Council would see the results of the survey and be able to comment before it is reported on.

8. Public Paths

Jack Lane

The Chairman has written to both Sir Bob Murray and John Milburn, his groundsman, thanking them for the work they have done to clear the lane.

Merritt /
Hartley

Clerk

NYCC have agreed that we can remove the tree that is leaning across the lane. However, Council did not feel there was an immediate need to cut it down so it was agreed to reassess the state of the tree in 12 months' time.

Love Lane

The NYCC Public Footpaths Department have said that they will look for funding in 2018/19 to provide hard core for re-surfacing on the basis that the Parish Council would need to arrange the labour and access to the footpath.

17.051 To receive and decide necessary action resulting from verbal reports from the Clerk or Councillors on matters in hand

1. Village Greens Seminar

Councillor Merritt reported on the seminar which he had attended on behalf of the Council. His report is appended below.

The report prompted a discussion about whether there was a paved path running up through the Green to the Church. It was thought that it is likely there was one but that there would be no benefit to digging down to try and expose it. Councillor Merritt agreed to look into what could be done about the path within Village Green restrictions, and discuss with Gerard Shepherd, who had raised the question of the pathway.

17.052 Financial matters

1. It was **resolved** to receive and approve the report on the Council's financial position as at 21st October 2017.

2. The following were noted:

Receipts - None

Payments:

- | | |
|---------------------------------------|--------|
| a. YLCA, Village Greens seminar | £86.25 |
| inc. VAT £0 (24/10/17, 495-1718) | |
| b. YLCA, Accounting practices seminar | £86.25 |
| inc. VAT £0 (12/09/17, 446-1718) | |

3. It was **resolved** to approve the following payments:

- | | |
|--|---------|
| a. HDC, Dog / Litter bin for the permissive path towards the sewer plant | £310.15 |
| inc. VAT £62.03 (16/10/17, 7017075) | |

4. Additional items circulated at the meeting - None

5. Precept and Budget for 2018/19

The Clerk presented a forecast of the year-end financial balance and a draft budget for 2018/19.

The Council's forecasted bank balance at the end of the year is £4,582, excluding £411 in the defibrillator fund.

It was noted that small Local Councils are recommended keep a reserve of approximately 1 year's expenditure to allow for unexpected costs.

The draft budget, which includes base expenditure but no new projects, predicts a surplus of income over expenditure during 2018/19 of £318.

It was **resolved** that Council should always aim to keep a reserve of £4,000.

After discussion of future projects and potential areas of increased expenditure it was **resolved** to set a precept for 2018/19 of £3,089.25 and agreed that the Clerk submit a demand for that amount to HDC.

Clerk

17.052 Planning

1. New Applications:

- | |
|---|
| a. 17/02174/FUL - Hollybush Farm, Myra Bank Lane - Single storey extension linking dwelling with detached outbuilding containing utility room. – it was resolved to confirm the response of "no objection" |
| b. 17/02014/FUL - Providence Farm, Rookery Lane - Change of use of |

agricultural building into B8 general storage use of caravans and motorhomes. – it was **resolved** to confirm the response of “no objection”

2. Updates to Applications: None received
3. Other planning matters
 - a. Solway House – Planning have notified us that they have received the additional information they were seeking.
 - b. Rookery House – Planning have requested a retrospective application for demolition of barn and erection of replacement on the same site.

17.053 New items and correspondence to note or for decision

1. Audit Panel Report

The Audit Panel met on 1st November to review a draft Audit Plan and carry out the checks on the Council’s finances and administration as detailed in the Audit Plan. It also reviewed a draft Risk Register.

The Panel reported that all the checks were carried out as per the Audit Plan and no irregularities were found.

The Panel made a number of recommendations:

- a. The Clerk to draft a Health and Safety policy for consideration by the Panel.
- b. The Clerk to investigate what the Council’s duties and liabilities are when volunteers are employed on Council business and draft a policy for consideration by the Panel.
- c. We establish our liability with regard to employing ML Dawson to cut the Greens.
- d. Council adopt the Audit Plan as amended by the Panel
- e. Council adopt the Risk Register as amended by the Panel

It was **resolved** to note the report and to accept all the recommendations.

2. The Chairman informed the Meeting that he is considering moving from the Village for family reasons. Councillor Merritt, as Vice Chairman, will take on the Chairman’s responsibilities if and when necessary.

17.054 Items for the next agenda.

None

17.055 It was confirmed that next meeting of the Council will be on Tuesday 16th January 2018 starting at 19:30 in the Sports Hall.

Clerk

Clerk

Clerk

Abbreviations

E&VCF – Easingwold and Villages Community Forum	SHSGAG – South Hambleton Shale Gas Advisory Group
HDC – Hambleton District Council	NYCC – North Yorkshire County Council
M&WJP – Minerals and Waist Joint Plan	YLCA – Yorkshire Local Council Association

APPENDICES

Easingwold and Villages Community Forum Meeting held on 26 October 2017 – Report to Crayke PC 21st November 2017.

Councillor Merritt attended on behalf of Crayke PC

The new chairman of EVCF, Peter Nottage, ran the meeting very smoothly

There were two main items on the agenda: 1. Dementia and the community, 2. The Easingwold and villages Community Plan

1. Dementia and the community

The theme was the support available to members of the community suffering from dementia or Alzheimer's and their carers

There were short presentations from a number of organizations, including:

- Forget me not Friends (A local Easingwold based group, which organises group activities to support sufferers and carers)
- Dementia Forward (A North Yorkshire group formed in 2012 which provides support and information, part NHS funded, has specialist dementia nurses and other expert help available)
- Wellbeing Cafes (Social and respite regular sessions)
- Singing for all (Singing as a community and therapeutic activity, held in the Methodist Church in Chapel St, Monday mornings)
- Bocha, or Bocce (Bowling from chairs, held in Stillington Sports Centre)
- The Alzheimer's Society (Have a searchable database online for support by district or post code)
- Other local care associations

Actions:

The main needs expressed by the various groups were publicity and communication, to increase the numbers accessing the support available. A second need was for volunteers, for various purposes (e.g. driving)

Dementia Forward particularly wished to see more and earlier referrals to them from GPs, but also from members of the community.

It was suggested that a single briefing document be produced to provide information about all the support services available and contact details. This could be made available via community groups, Parish Councils, web sites, and community events etc.)

Item 2 Easingwold and Villages Community Plan

A revised version of the plan was tabled and discussed. Many items have been completed and were to be removed to an appendix; some items were de-prioritised, including that of parking issued in Easingwold market place, due to the cost of a consultancy-based review that was deemed to be needed.

Next meeting 7 December in Huby Village Hall

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## **HDC Parish Liaison Meeting: Report to Crayke PC, 21<sup>st</sup> November 2017**

**A meeting of the Hambleton District Council Parish Liaison meeting was held in Northallerton Council Chamber on 16 November at 7:30pm**  
(Hambleton comprises 126 Parishes)

Councillor Merritt attended on behalf of Crayke PC and South Hambleton Shale Gas Advisory Group (SHSGAG)

The agenda included:

1. A presentation on the community-led housing scheme, by Leah Swain

Local communities (e.g. parishes) can identify and obtain land for community housing, which is protected from 'Right to Buy' for perpetuity, and can therefore provide a resource for local housing needs and ultimately an income stream for the community.

2. A presentation on setting the Parish Precept (NB Parish precepts are not capped, unlike the HDC and other budgets)

3. A presentation on Parish Council communications

Peter Jones, Development Manager, Planning, HDC, explained the new Public Access system for parish responses to planning applications. (NB this is not the same as the Parish Portal, for all members of public to access planning information etc.)

Public Access is intended for a single registered representative of the PC to submit a single response to planning apps, in place of the older paper system by post/email.

A short list of parishes (around ten) was shown as those who have so far taken up this system, which included Crayke!

4. A presentation on highways and the reporting system (potholes etc.) which is progressing well

5. A presentation by Peter Fox of SHSGAG on shale gas and fracking and their implications to Hambleton District, plus the work of the advisory group.

This was well received, and many parishes expressed an interest in having the group present to 'clusters' of parishes (Peter Cole to take this forward with SHSGAG)

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YLCA Village Greens and Common Land seminar – Report to Crayke PC 21st November 2017

Presented by Roger Taylor, Wellers Law Group, Surrey

A summary of key points noted by attendee Colin Merritt, on 26 Oct 2017
Around 30 people attended, mainly from Parish Councils within North Yorkshire.

The seminar was based around a presentation in three parts:

1. Common Land
2. Village Greens
3. Rights of Way

A full handout of notes was provided, and notes of the meeting are available on request, but a few key points of interest follow:

1. Common Land

Common Land is defined by rights to graze livestock or of some other activity such as recreation.

Following a 1950s Royal Commission an official Commons Registry was set up after an act of parliament in 1965 (which “only did half the job”).

A subsequent Commons Act, 2006, replaced the 1965 Act, but again left some aspects **unresolved**.

All Common Land is owned. Registration of Common Land required proof of ownership, and ownership is important when dealing with the granting of easements (private rights of way).

2. Village Greens

A Village Green is completely different from Common Land.

It is defined as land allotted by some Act for the purpose of recreation, or which has been used by a significant number of inhabitants of a locality for recreation for not less than 20 years. (The use must have been ‘as of right’). Recreation is interpreted very widely (e.g. sports, dog walking, blackberry picking, kite flying). Horse riding and vehicle driving are unlawful on Village Greens.

Unlike Common Land, there is provision under the 2006 Act for new Village Greens to be created, with the specific consent of the landowner.

However, there are such severe constraints on Village Greens (cannot be changed, in perpetuity) that it is generally not advised to register small pockets of land as Village Green, since future circumstances may mean desirable changes are prevented (e.g. access, re-surfacing).

If land is given to, purchased by, or owned by default by a parish council, but is not either VG or CL, then the PC is a normal landowner, with the same rights as any other land owner.

NB:

1. “Adverse possession” means possession ‘as of right’. You cannot obtain land by adverse possession if it is Highways land.
2. It is illegal to park on a Village Green. The 20 year ‘as of right’ rule does not apply.

3. Rights of Way

Public rights of way and private rights of way are very different.

A Public right of way gives the public a right to travel in a linear route between point A and point B (not all over the land surrounding it). Public rights of way are the responsibility of Highways in principle (although some parish councils agree to take responsibility or work in partnership with Highways).

A Bridleway gives right on foot and with a horse (including a pony, an ass, a mule, but not a llama.)

A Private right of way is termed an 'easement'; i.e. a right of access across land for a particular property, over a defined route, and cannot be used by the public in general. The 20-year rule applies for evidence to establish a right of way 'as of right'. A private right of way is for a defined route and use.

NB

1. If a right of way has been given by permission in writing, then that right of way is 'by right' and cannot be taken 'as of right'. A permission by right can be retracted in future.

2. Also: A private right of way applies to a property. If that property is divided, the rights are divided proportionately e.g. if a house with a RoW is split into several properties, they cannot claim the same RoW for each property.

3. If a third party blocks a right of way, this is an obstruction. A PC can take action* to have the obstruction removed. If the person responsible refuses the authority can have the obstruction removed and recover any costs from the obstructor.
(*Serve notice under CRow Act)

4. If the Land Registry applies to a PC for an easement 'by prescription', you have 21 days to object. The PC should object immediately, since it is easier to withdraw the objection later, but power is lost after 21 days.