



**MINUTES OF THE CLERK'S DELEGATED AUTHORITY MEETING  
TUES 8TH FEBRUARY 2022@ 19.00 (HELD REMOTELY)**

Meeting ID: 836 3041 3580

Present: Cllr A Bell (chair), Cllr M. Dracup, Cllr M. Swinden,  
Cllr. S. Thornton, Cllr D. Timbers, Cllr K. Clark.

In attendance: The Clerk, CDC Cllr A. Brown, NYCC Cllr P. Mulligan and one  
member of the public (part)

Apologies: None

*It was noted that the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 lapsed as of 7 May 2021.*

*Due to Covid-19 the Minutes below are from the Clerk's November Delegated Authority Meeting. The Meeting did not take place under the LGA 1972.*

*Decisions made at the meeting are Councillor recommendations made to the Parish Clerk, actioned under the approved Clerk's Scheme of Delegated Authority using emergency delegated powers granted under Parish Council Minute ref 21.069 (4<sup>th</sup> May 21).*

1 (a) The Clerk received the written resignation of Cllr Timbers from the position of Chairman of the PC. Cllr Timbers also tendered his written resignation from the position of Cononley Parish Councillor, effective from 31<sup>st</sup> March 2022.

(b) Further to members discussion, it was recommended to the Clerk that Cllr Bell fills the position of Chairman for this meeting.

*The Chair reminded the meeting that while the meeting is not a Full Council Meeting, the Clerk has confirmed that normal Parish Meeting procedures and formats will be followed.*

2. The Clerk noted there were no dispensations or interests declared by any Councillor present.

3. The Clerk was advised that the minutes of Parish Council meeting held on 10th December 2021 should be accepted as a true record. There was no PC Meeting in January.

4. There were no questions from members of the public present.

5. NYCC Councillor P Mulligan gave an update to the Delegated Meeting.



NYCC is to present a balanced budget in February with a Council Tax rise of 3.99%. Of this 2% will go towards Health and Social Care costs. Health Care staff, wage bills are rising which is worrying. CDC is also to present a balanced budget which is a good performance given the circumstances and that CDC is a relatively small Council. There are well-documented improvements scheduled for Skipton town centre thanks to external funding which has been sourced. The plans include improvements to the front of the rail station. The legislation for a new North Yorkshire Council is due to be approved in parliament in February. Craven area will have 9 Councillors out of the total of 90 new Councillors. The workload for elected Councillors will be challenging. A new Aire Valley ward is to be created which will include Cononley. Cllr Mulligan will support looking at the new 20 mph policy via NYCC Officers. It would be good to find out costings from Highways. The original policy was turned down because NYCC Highways and the Executive did not feel it to be appropriate. Cllr Clark agreed to contact Highways to try and obtain costings for the new policy.

CDC Councillor A Brown remarked that Covid-19 infection figures were recently 474 people per 100k. The numbers attending vaccine centre's is now remarkably low. Cllr Brown also spoke about devolution and the reorganization of Council wards and that voting at the next elections was vitally important. It could be the only election for five years. Cllr Brown said he felt that more clarification was needed on the 20-mph concept and in particular, greater clarity is needed on what 'default speed limit' actually meant. Cllr Brown is challenging two planning applications currently at Kildwick and Lothersdale. He is keeping an open mind on the ongoing Meadow Close planning application as he does on all planning-related matters. The application has gone to appeal. It is in keeping with density rules and the Planning Officer made the decision based on technical facts. Planning density is a material factor to consider in planning applications but is not the only material factor. The new housing target for Cononley by 2032 was 115 houses, but by August 21, 133 had already been approved. Cllr Brown is putting forward 9 points for consideration at the appeal and will let the PC have them if requested. Cllr Brown updated the meeting on the Gordon Terrace footpath application and this will come up at the next NYCC Executive Meeting in February. To date 24 people have filled in forms stating they've walked the path, in previous years, some from a very long time ago. A consultation note is to go to all houses on the route. Cllr Brown asked for Parish Council support with the application. Given the PC's previously supportive stance in retaining the footpath as it is, the PC's support was again reiterated to Cllr Brown.

6. The following correspondence (circulated) from bodies or individuals located inside or outside the parish was noted and discussed.

- a Footpath continued support request (via CDC Cllr Brown).
- b Community First Yorkshire AGM, 15<sup>th</sup> February, 17.30 via Zoom.
- c Draft Structural Order for The North Yorkshire Council (via YLCA).
- d Craven Branch Meeting (YLCA) 23<sup>rd</sup> February.
- e Queens Platinum Jubilee updates (YLCA).
- f Bradford Employment Hub flyer (circulated 14<sup>th</sup> Jan).
- g Elections Information Session (CDC) online @ 15<sup>th</sup> Feb, 5.30pm.

7a) The following Planning Applications were received for comment to the Clerk:

- i) Ref: 2021/23611/HH. Double extension/demolish garage, Meadow Croft. *NO COMMENT.*
- ii) Ref: 2022/23643/HH. New first floor and balcony, Woodside Farmhouse. *NO COMMENT.*
- iii) (late submission) Ref: 2021/22789/FUL. It was noted that this application has been referred by the application to the Planning Inspectorate for appeal against CDC's refusal of planning permission. The PC will reiterate its own objections to the Inspectorate.

b) The Clerk records the following Decisions from Craven District Council:

- i) Ref: 2021/23241/FUL Five new dwellings (revised scheme) Meadow Lane *REFUSED*

8. To discuss and recommend to the Clerk a way forward with the faulty Street Light on the Meadow Lane snickett. For consideration is a letter to NYCC stating the PC has evidence the light is theirs, or that the PC takes adopts the light.

A discussion was held regarding this matter. It was noted that Yorkshire Housing has confirmed that the light isn't theirs. The Clerk agreed to approach NYCC Street Lighting with historical Minutes that appeared to show the light was their responsibility and remind them that they should therefore arrange a repair.

9. The Clerk to receive an update on Speedwatch and the '20's Plenty' campaign. Cllr Clark updated the meeting and stated that the Speedwatch sessions had resumed last month. There are roughly 20 volunteers involved. Under consideration is locating the



VAS next to the entrance to the Sports Club permanently. Applying for funding for a second VAS device is something the group will look into. Cononley Lane is a potential location, potentially near Briggs. There will be further updates to follow.

**10. a)** The Clerk to receive an update from Cllr Clark on two recent incidents with HGV's in the village.

**b)** The Clerk to receive any recommendations for any course of action from the Councillors present.

Cllr Clark spoke about HGV's in the village generally and how the PC has received several reports about this via its Facebook page. In particular one HGV got stuck recently near the Institute which severely damaged a parked car. Concern was expressed by all present, while acknowledging the PC does not have the power to stop HGV's entering the village. It was also pointed out that some lorry trips such as supplying the shop are essential. Drawing the line between necessary and unnecessary journeys is very difficult. The Clerk has contacted companies in the past, without a reply and this is not necessarily the best approach. The Clerk agreed to contact NYCC Highways to find out what can be done to deter lorries from coming into village.

Cllr Clark also raised the issue of mud on the road from lorries that were working on behalf of Wades' Farm after two residents had raised the matter. It was noted that these trips are fine from the aspect of complying with the approved planning application, but it was agreed that the mud was leaving the road in an unsatisfactory state at times. Cllr Thornton agreed to contact NYCC Highways regarding the rules pertaining to mud on the road and cleaning it up afterwards, supported by the Clerk.

**11.** The Clerk to receive an update on the activities of the Cleaner/ Greener Group.

The group met last week and noted there had been a reasonable response to the recent survey. The Ace Group from Settle gave a description of their group and what they do. The Keep Britain Tidy and DNAire tidy up is going ahead and the Cononley Cleaner/Greener group will link up with them to do a litter pick and share resources along with the Cononley Wildlife Group.

The Cleaner/Greener Group has an Instagram page and this is full of tips on how to achieve a green footprint as part of the CDC Energy Saving Campaign. The Group will hold a Composting Event at the CVI on 12<sup>th</sup> March where Joan Nicholson will demonstrate good compost making techniques.

**12.** The Clerk to give a verbal report on the allotments.

The Clerk confirmed that there are new tenants on the newly created plots 34A and 34B. The Lengthsman has started work on the now vacant plot 53 with a view to splitting this plot into two, hopefully by spring. The larger job of sub dividing and improving plots 36 and 36A will take a little longer given the hefty workload of the Lengthsman. Supplying the Water butts should be able to be done in one full day by the Lengthsman with a list of names from the Clerk. There have been two expressions of interest from tenants regarding the formation of a new Allotments Association. Ideally a minimum of five names is required to make any association a viable proposition. Posters requesting volunteers are affixed on the new noticeboards. The Clerk offered his thanks to Cllr Clark and Cllr Swinden for making a site inspection on a plot recently to check on the welfare of animals which were found to be cared for adequately.

**13.** The Clerk to receive verbal updates from Councillors on the s106 sub-committee.

A meeting was held a meeting with Chris from the Playing Field Advisory Committee regarding matters pertaining to the park.

Cllr Timbers and Cllr Clark met with Elaine from CDC to walk through the profile spend of the remaining s106 funds which have to be spent within five years from September 2020. Two estimates had been received from contractors regarding the path improvement work near the campsite. One area needs extra attention as it gets particularly wet in heavy rain. Cllr Timbers is intending to get in touch with the landowner to discuss. Cllr Timbers had circulated up to date plans for the Dead Eye site. More work is needed on the ground and some old fencing needs removal before an open day in Spring. A 'Friends of Dead Eye Group' has been set up and more working parties are to be arranged. Some wooden fingerposts had been approved by CDC.

**14.** The Clerk talked through the Action List

The Clerk had added the key outstanding actions to the list. The 'Friends of Dead Eye' had approached him to finish off their Awards for All funding application and sign it off as the main contact. The Pensions Regular form is another urgent task that needs doing as soon as possible. There is a backlog of allotments administration and the assistance of Cllr Thornton with this, would be gratefully received. The CiLCA course is currently on hold due to the sheer day to day workload. The Clerk had been in touch with the PC's insurers to check Public Liability. They had confirmed that all PC registered land is covered but it is essential that the PC keeps the Asset Register up to date and informs the insurers of any changes.



**15.** The Clerk is to receive a verbal update from Council representatives.

Cllr Dracup reported that at the Pinfold site, Alan Drake had uprooted and removed the large unwanted dogwood. The Community Day at the site went well. Cllr Dracup requested that the £150.00 allocated for the Lengthsman's time for removing the dogwood, could now be used for hawthorn removal or for other uses. This was accepted. CDC Cllr A. Brown has authorised £300 for four hedgehog signs.

Cllr Thornton confirmed she will be in touch with the Clerk regarding her providing some allotment administrative assistance which had been approved by the PC. Cllr Swinden confirmed there had been an Employment Committee meeting held by zoom on 23<sup>rd</sup> December. The meeting had been helpful and it was agreed to hold a performance and salary review in the very near future.

Cllr Clark stated the Cleaner Greener Consultation group had been in touch with residents on Meadow Croft regarding two trees. Cllr Clark had requested newsletter items. She had also attended the official opening by the Friends of Cononley Station of the planted area near the level crossing at the Skipton platform side. A member of the public had donated a mosaic for the site.

Cllr Timbers confirmed that he had written his resignation from the PC effective from 31<sup>st</sup> March 2022. Cllr Bell reported that he had fallen behind recently with PC duties but he intended to do more work on the website as soon as possible.

**16.** Clerk's report.

The Clerk confirmed that the Christmas lights had been taken down and that the delay had been due to a problem with a cherry picker that is used to remove the lights.

The Clerk reported that he'd received information from CDC Elections Dept about the forthcoming Parish Elections on 5<sup>th</sup> May 2022. Paperwork will be sent out shortly and the application period for nominations is March 8<sup>th</sup>-5<sup>th</sup> April. Applications must be hand delivered and cannot be done online. It is understood that one person can take in several applications on behalf of others, but it may be better if each applicant did their own.

There will only be a Parish Council election if there are more applicants than the seven places available. The Clerk had been dealing with the renewal of the domain name for the new website. This required the termination of the existing contract and the creation of a new domain only contract with Ionos. A small refund is due to PC of £2.71. The long-awaited repair of Street Light number C8 has now been undertaken by NYCC. The Clerk thanked Cllr Bell for his recent work on the new website.

17. The following were all agreed under the Clerk's approval under the Clerk's Scheme of Delegated Authority (further to a consultation with Councillors):

- i) The reimbursement of £48.00 to Cllr Clark for poster mounts for the 'No Idling' signs.
- ii) The Clerk's amended working pattern of Monday, Tuesday, Thursday (5 hrs per day).
- iii) A reimbursement to M. Latham of £72.00 for costs incurred purchasing the Dead Eye signs.
- iiii) The format and date of the Annual Public Meeting was discussed. The meeting will be at the CVI, to start at 8pm to finish at 9.15pm. Cllr Bell agreed to chair the public meeting which will follow the PC Meeting on the same date from 7.00-7.50pm at the CVI. It was felt that it would be nice to present some slides at the meeting as per last year.

18. It is recommended that the Clerk/RFO's monthly report on assets, maintenance and Council finance payments, receipts, estimates and timesheet (as circulated) are agreed under Delegated Authority.

Schedule of Payments 1<sup>st</sup>-31<sup>st</sup> January

<b>INV Due Period</b>	<b>Payee</b>	<b>Power</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Gross Amount</b>
Jan	VAT Transfer to CVI no 3 Acc	s19 LGA76	£2,692.23		£2,692.23
Jan	Financial Consultant (Dec)	s111 LGA72	£149.50	£29.90	£179.40
Jan	Staff Office costs (December)	s112 LGA72	£35.00		£35.00
Jan	Staff (December)	s112 LGA72	£734.85		£734.85
Jan	VAT Transfer to Playing Field Acc	s111 LGA72	£545.00		£545.00
Jan	Direct Debit Zoom inv & bank costs (paid via bank card)	s111 LGA72	£11.99 £3.00	£2.40	£14.39 £3.00
Jan	Merritt & Fryers White Salt	s43, s50 HA80	£341.46	£68.29	£409.75
Jan	Merritt & Fryers White Salt	s43, s50 HA80	£341.25	£68.25	£409.50
Jan	Lengthsman (Dec inv)	s111 LGA72	£149.00		£149.00
Jan	Website (1&1) Monthly cost	s111 LGA72	£15.00	£3.00	£18.00



19. To note that 8th March is the date of next Parish Council Meeting at the CVI at 19.00. As normal in March, this will be shorter meeting due to the Public Meeting that follows it. If the Covid situation worsens the meetings may need to be switched to an online delegated format.

20. There were no urgent items noted for future meetings.

The Meeting closed at 21.08

Signed: *L.Senior*.....



**A MEETING OF  
THE SOLE TRUSTEES OF THE CONONLEY VILLAGE INSTITUTE &  
THE SOLE TRUSTEES OF CONONLEY VILLAGE PLAYING FIELD**

**Cononley Village Institute (CVIAC)**

1. To receive/and or approve:

- (a) There were no unsigned Minutes presented to approve.
- (b) The Signed Minutes dated 11/10/21 and 6/12/21 were presented and approved.
- (c) Cllr Dracup confirmed the storage alterations in the CVI are being undertaken over half-term week. The scarecrow festival will be restarted this year on 1<sup>st</sup> May based on the Platinum Jubilee theme.
- (d) It was agreed that all Cleaner, Greener events at the CVI should be free to the hirer or should be charged. It was agreed that the Sole Trustee would not overturn the CVIAC advice and any charges should be independent of PC matters.
- (e) The finance report for the CVIAC, payments, receipts and estimates as scheduled therein (circulated) were all approved.

**Cononley Village Playing Field (CVPF)**

- 1. (a) There were no recent Minutes to approve.
- (b) The Lengthsman had tightened the bolts on the rope swing and had appraised the condition of the wooden noticeboard. The board is quite old and any repairs would need to be undertaken by a joiner due to the type of joints. It was suggested that s106 funds may be a possibility for funding a brand-new board.
- (c) The recruitment campaign led by the Sole Trustee had progressed. Notices asking for new volunteers had gone up around the village. Two new volunteers had come forward to attend the next meeting. No date for the Gala had so far been set.
- (d) The new independent fitness class will start on February 13<sup>th</sup> as a 12 months trial. The organiser had made a £100 donation to the Sole Trustee for use of the park.
- (e) The PC Clerk updated on the latest position with the trees adjacent to the Bowling Club. The householder had acknowledged the work being done in March on the trees by the Bowling Club at their side. The club rep and the Clerk both feel that working relations are improving gradually.
- (f) The finance report, payments, receipts & estimates as scheduled were approved.