

**MEMBERS OF THE COUNCIL ARE SUMMONED TO ATTEND
A MEETING OF THE CONONLEY PARISH COUNCIL
(TO BE HELD REMOTELY)**

TUESDAY 04TH MAY 2021 AT 19.00

VIA VIDEO CONFERENCE PLATFORM, ZOOM

Meeting ID: 879 7158 7470

Passcode: 938817

OPEN TO PRESS & PUBLIC

Signed: Mr Lee Senior, Clerk & RFO to the Council, 28th April 2021

AGENDA

1. (a) To receive the written resignation of Cllr Clark from the position of chairman of Cononley PC.
(b) To elect a Chairman to fill the vacancy in this office.
(c) To co-opt Alex Bell, Stacy Thornton and Mike Swinden as members of the Parish Council as per the PC co-option policy.
2. To receive apologies and reasons for absence and to resolve upon acceptance of reasons for absence.
3. To receive declarations of interest from members and officers and to receive and resolve upon any requests for dispensations from members relating to items on the agenda.
4. To receive and approve the minutes of the last Council meeting held on 9th March 2021.
5. (a) To hold a public participation session for members of the public to bring forward items of information relevant to the Council and to speak on items on the agenda (3 minutes per resident maximum).
b) To hear updates from Craven District Council and North Yorkshire County Council Councillors.
c) To receive / consider communication from bodies or individuals located inside/outside the parish.
Written resignations received from Helen Lambert and Blair Mitchell from the PC.
Network Rail official update regarding the Floss Footpath crossing (16th April).
Email from a member of the public detailing a suspected oil spill, Shady Lane, 22nd March.
YLCA advisory emails: The future of Remote Meetings and the Annual Meetings.
YLCA advisory note regarding the requisite clear days' notice during the UK mourning period.
6. Planning Applications (Note: further documents received before the meeting may be considered)
 - a) Applications to note and for comment:
Ref: 2021/22706/FUL change of use of apartment to holiday let, Horace Mills Development.
Ref: 2021/22561/HH Single storey extension to existing dwelling, Airedale Ings, Cononley.
 - b) Decisions, withdrawals and appeals to be reported and noted:
Ref: 2020/22369/HH First floor extension, Aire View, Cross Hills Rd, Cononley. *Granted.*
Ref: 2020/22321/HH Balcony, decking, new windows, Airedale Ings Cononley. *Granted.*
Ref: 2020/22222/HH Rear extension, front store, Aire View, Cross Hills Rd, Cononley. *Granted.*
7. To receive a general update on the Allotments further to the site visit on 8th April.
8. To agree the official following statement (in italics) for use only when necessary, from the PC regarding any future noise complaints pertaining to Riverside Caravan & Camping Site
Cononley Parish Council looks to support businesses working in the village. This includes the campsite, although we know that a number of villagers have concerns about it. Cononley Parish Council has no enforcement powers with regard to the running of the Riverside Campsite. The campsite operates under a planning permission, but in addition caravan club rallies can take place and additional camping can be operated on a number of days each year. If you believe planning conditions have been

breached you should contact Leon Hazeldine, Enforcement Officer at Craven District Council LHazeldine@cravencd.gov.uk . If you have concerns about noise or disturbance then these need to be directed to Environmental Health at CDC.

9. Action list – to report on work in progress and resolve upon any further actions to be taken.
10. To receive and note any updates from the s106 Sub Committee, regarding the Planning Gain Funds from the Mill Development.
11.
 - i) To receive an update on the village Gateways scheme for Cononley Lane and Cross Hills Road.
 - ii) To approve a contribution of £674.58 from PC funds to complete the Gateway scheme. The total cost of the scheme is £11,424.58
 - iii) To approve the addition of the Gateways to the PC Asset Register.
12. To receive an update on the Cononley Wildlife Group activities and approve a request from CWG that the Lengthsman replaces all rotten fence posts and repairs the wire fence as required at the boundary alongside Netherghyll Beck using a donated wire fence at the Pinfold site. This is required under Health & Safety.
13. Report from Council representatives.
14. Clerk's report.
15. Matters for debate and resolution:
16.
 - (a) To discuss and approve the draft 2020-2021 full-year PC Accounts (circulated).
 - (b) To complete and approve Section One (Annual Governance Statement) of the 2020-2021 AGAR Return.
 - (c) To approve Section Two (Accounting Statements) of the 2020-2021 AGAR Return
 - (d) To approve the cost of £200 for the 2020-2021 external audit by PKF Littlejohn (auditors).
 - (e) To discuss and approve the allocation of 70 hours of external financial support commencing 1st May by the Financial Consultant as required at the existing hourly rate plus a contribution towards office costs of £50.00.
 - (f) To approve the request from Cononley Wildlife Group for £150.00 to purchase some wildlife-friendly plants for the Pinfold area from the Calendar Sales funds.
 - (g) To discuss and approve a Great Crested Newt Survey at a cost of £200.00 at Dead Eye Pond as part of the wider Dead Eye Project.
 - (h) To discuss and approve a call-out and installation cost of £125.00 for the VAS upgrade. This cost was not known about at the March Meeting.
 - (i) To approve the spring newsletter printing costs of £111.00 using 120gsm FSC Oxygen Offset (100% from Recycle pulp waste).
 - (j) To discuss and approve an application from the Adopter Station Group for a grant of £100 to plant up the Station planters using Calendar Sales Funds in pursuant with the Grants Policy.
 - (k) To discuss and approve the request from Cononley Bowling Club for the VAT repayment of £450.26 for 2020.21.
 - (l) To approve the reimbursement of £30.00 to Mr D Gulliver for copyright charges incurred for the PC Website from the British Library.
17. To receive the monthly report on assets, maintenance and Council finance and approve budgets, payments, receipts and estimates as scheduled therein.
18. Delegated scheme of authority for the Clerk – to consider the recommendation to approve the delegation of all permissible Council powers for decision making to the Clerk up to 30th September or until the Council next meets face-to-face. To also agree to schedule monthly Clerk Advisory Meetings that will provide specific guidance for the Clerk on decisions of Council operations.
19. Any urgent items to be noted for future meetings.

Mr Lee Senior Clerk & RFO to the Parish Council 28th April 2021

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) To note the signed Minutes 25.01.01 (circulated)
 - (b) To note the draft minutes 29.03.21 (circulated)
 - (c) To discuss the 'Reviewing the Charitable Trusts' Report supplied by Richard Woolf and agree any required action.
 - (d) To confirm the appointment of Richard Woolf as Treasurer for the CVI.
 - (e) To ratify the addition of two new CVIAC Committee members (Terry Dean and Jo Clark)
 - (f) To note the finance report for the CVIAC and approve payments, receipts and estimates as scheduled therein. (circulated)

Cononley Village Playing Field (CVPF)

1. (a) To note the Minutes from the March PFAC Meeting 2021 (circulated)
- (b) To receive and note any requests from the Playing Field Advisory Committee based on any urgent safety or maintenance issues.
- (c) To note the resignation of Blair Mitchell as ST rep on the PFAC committee and appoint a replacement.
- (d) To confirm the appointment of Richard Woolf as Treasurer of the Playing Field Trust.
- (e) To note the request from PFAC to undertake a Risk Assessment in relation to the Beck. This has been advised by RoSPA.
- (f) To approve any payments, receipts and estimates as scheduled therein

Mr Lee Senior Clerk & RFO to the Parish Council 28th April 2021

Minutes of the Meeting of Cononley Parish Council
held remotely via Zoom Platform. Meeting ID: 879 7158 7470
on Tuesday 4th May 2021 at 19.00

Present: Cllr M. Dracup (Chair), D. Timbers, M. Allum, K. Clark, S. Thornton (co-opted), A. Bell (co-opted)
In attendance: The Clerk, CDC Cllr A. Brown, one member of the public.

- 21.053 (a) The Parish Council received the resignation of Cllr K. Clark from the position of Chair of the Council.
(b) Cllr M. Dracup was elected as chair of the Council and proceeded to chair the meeting.
(c) Alex Bell, Stacy Thornton and Mike Swinden were co-opted as members of the Parish Council as per the PC co-option policy.
- 21.054 Apologies for absence were received from Mike Swinden who was co-opted as a Councillor in his absence.
- 21.055 There were no declarations of interest received.
- 21.056 The minutes of Parish Council meeting held on 9th March 2021 were received and approved.
- 21.057 (a) Questions arising from public participation.
A member of the public had been observed urinating in the park. It is felt this an ongoing problem and that pubs and everyone has a responsibility to ensure this doesn't keep happening. If it does, it may need reporting to Craven District Council.
The matter of whether the bus shelter would be suitable for a bike stand was mentioned. The meeting was informed that the Canal & River Trust hadn't so far fulfilled its obligations with the funding for signage at the station.
(b) To hear updates from Craven District Council and North Yorkshire County Council Councillors (brought forward on the Agenda at the discretion of the Chair).
Cllr A Brown gave an update on Covid-19 infection rates in Craven and neighbouring districts. Craven has below 30 cases per 100,000 people and the same is true in the Pendle area. In the Bradford area it is less below 50 cases per 100,000 people. Cllr Brown advised there had been a very good take up of jabs.
Cllr Brown advised that there is a possibility of an amended planning application at Meadow Close which could incorporate more houses.
Cllr Brown stated that two pubs in the Craven area, one in Gargrave and one in Skipton, had been found to have breached Covid-19 restrictions and their licence had subsequently been revoked.
Cllr Brown confirmed the election for the Police and Crime Commissioner is the only one that will go ahead this year. He also advised that there will be an announcement from central government in June on the local government reorganisation that is taking place within North Yorkshire. He reminded the meeting that the legislation for holding remote Council meetings was changing from 7th May.
Cllr Mulligan spoke about how he believes the failure of the Government not to renew the remote meeting powers for Councils was a big mistake and very frustrating. There had been an increase in awareness and attendance of the meetings by members of the public for meetings held remotely. He pointed out it is possible to still meet remotely if the Councils give delegated authority to the paid head of service who would implement decisions.
Cllr Mulligan reminded the meeting that the next round of Locality Funding commences on 17th May and that projects are welcome to apply.
(c) Communication received from bodies located inside and outside the parish.
Written resignations received from Helen Lambert and Blair Mitchell from the PC.
Network Rail official update regarding the Flosch Footpath crossing (16th April).
Email from a member of the public detailing a suspected oil spill, Shady Lane, 22nd March.
YLCA advisory emails: The future of Remote Meetings and the Annual Meetings.
YLCA advisory note regarding the requisite clear days' notice during the UK mourning period.
Notification of an oil Spill (Shady Lane) March 21.
- 21.058 (a) Planning Applications for comment.
Ref: 2021/22706/FUL change of use of apartment to holiday let, Horace Mills Development. *The PC decision is to be confirmed post meeting.*
Ref: 2021/22561/HH Single storey extension to existing dwelling, Airedale Ings, Cononley.

Chairman's signature

*No Comment subject to the application being in accordance with the CDC Climate Action Plan.
(b) There were no decisions or appeals to note.*

Decisions, withdrawals and appeals to be reported and noted:

Ref: 2020/22369/HH First floor extension, Aire View, Cross Hills Rd, Cononley. *Granted.*

Ref: 2020/22321/HH Balcony, decking, new windows, Airedale Ings Cononley. *Granted.*

Ref: 2020/22222/HH Rear extension, front store, Aire View, Cross Hills Rd, Cononley. *Granted.*

21.059 To receive a general update on allotments.

The Clerk gave an update on key matters pertaining to the allotment sites.

There had been an allotments Inspection on 8th April. Two plots were noted as needing observation, all the others were ok. The path access along the front of the shared greenhouse had been improved by the Lengthsman who had also sourced a new arm for the window. The Lengthsman had reconnected the allotment pump for the season. The next Allotment Inspection will be 8th June at 18.00 in compliance with Covid-19 guidance.

21.060 The following statement (in italics) was approved, for use only when necessary, by the PC regarding any future noise complaints pertaining to Riverside Caravan & Camping Site. *Cononley Parish Council looks to support businesses working in the village. This includes the campsite, although we know that a number of villagers have concerns about it. Cononley Parish Council has no enforcement powers with regard to the running of the Riverside Campsite. The campsite operates under a planning permission, but in addition caravan club rallies can take place and additional camping can be operated on a number of days each year. If you believe planning conditions have been breached you should contact Leon Hazeldine, Enforcement Officer at Craven District Council LHazeldine@cravenc.gov.uk . If you have concerns about noise or disturbance then these need to be directed to Environmental Health at CDC.*

21.061 Action List

The Clerk has sent a stronger reply to Network Rail regarding the Flosch footpath crossing closure, supported by input from Councillors.

Cllr Clark and the Clerk had taken a look at the Standing Orders. This matter will need wider input from Councillors and revisiting as time constraints allow.

Cllr Allum had offered to help with a review of Internal Controls. A further Councillor is ideally needed to support this which is part of the Audit requirement.

The Clerk had been in touch with the three prospective new Councillors and has received the required paperwork as a pre-cursor to their co-option applications.

The Clerk will chase the Playground Inspection Company for a date for the playground inspection as we haven't yet received an inspection date.

21.062 (a) To receive and note any updates from the s106 Sub Committee, regarding the Planning Gain Funds from the Mill Development.

The Playing Field online consultation received 137 responses from villagers. An open day at the park was also held and some villagers attended. There were also a number of comments via Facebook.

Thanks go to Chris Marsden who helped to pull the consultation together.

At Dead Eye some contractors have been approached for fencing and decking quotes. Bird hides and dipping platforms are also being considered.

The footpath behind the Riverside Caravan and Campsite may qualify for repairs under s106, Dan has spoken to the campsite owner who is happy with the idea. Dan will also speak with NYCC.

Noticeboards at the allotments are considered a good idea that may qualify for s106 funds.

At this stage it is unclear how much the Sports Club are spending on their s106 allocation.

21.063 (i) To receive an update on the Village Gateways for Cononley Lane and Cross Hills Road.

Cllr Clark had circulated the specification for the scheme. This was approved.

The plan is for the work to be completed during October half term to minimise disruption to school traffic.

ii) A shortfall contribution of £674.58 from PC funds to complete the Gateway scheme was approved. It was noted that the total cost of the scheme is £11,424.58 and confirmed that the PC has received the remaining balance via external funding. The PC can now make the purchase from Glasdon.

iii) The addition of the Gateways to the PC Asset Register was approved. Cleaning of the Gateways will be the responsibility of the Parish Council.

Chairman's signature

- 21.064 To receive an update on the Cononley Wildlife Group activities at the Pinfold and approve a request from CWG that the Lengthsman replaces all rotten fence posts and repairs the wire fence as required at the boundary alongside Netherghyll Beck as a Health & Safety requirement.
The new bench is in place and the surplus trees from Dead Eye are now planted alongside the access track. The wire mesh fence is in poor condition. The Wildlife Group has received some donated posts but these may not be enough. More posts and mesh may be need along with the purchase of additional plants.
It was agreed that under the direction of the Clerk the Lengthsman can repair or replace the fence as requested by the Wildlife Group.
- 21.065 Report from Council Representatives
Cllr Timbers stated that the Footpath Group had received confirmation from NYCC that the path closure notice pertaining to the broken bridge near Dead Eye has been renewed as the order had elapsed.
Cllr Timbers advised the meeting about the ongoing dialogue he is having with a resident on Moorfoot Lane who is concerned about a problematic parking bay near to his property at the village car park. A bike stand planter is something the PC is contemplating in the future.
Cllr Allum reported that he will continue to liaise with C&RT over an improvement in pedestrian access from the canal towpath to the public highway.
Cllr Bell stated how he would like to see a map or signposts in the village for locations such as Dead Eye as it isn't clear where places of interest are. It may be this can be funded as part of the s106 Funds.
Cllr Bell stated that he would be happy to provide feedback for the new website.
Cllr Dracup stated that perhaps the Cononley Wildlife Group could take the map/signage idea forward.
Cllr Dracup reported that the planned roadworks on Netherghyll Lane didn't have sufficient 'Road Closure signs at the outset. The Clerk had tried to help.
- 21.066 Clerk's report.
The Clerk confirmed to the meeting that the legal challenge against the Government's decision not to extend the legislation beyond May 6th to hold remote Council Meetings had failed. The Government is asking for evidence from Councils on remote working and will revisit the matter.
The Clerk advised that the Internal Auditor for the current year will begin a remote audit on 17th May. The new website is ready to be made live after approval from the PC. It can run simultaneously alongside the existing site to begin to iron out any potential issues.
The financial consultant had produced the full year draft accounts and the Year End Accounting Statement in conjunction with the RFO.
The RFO talked through the accounts to the meeting and explained that VAT repayment requests would be higher than in previous years due to the s106 invoices. HMRC may require further information about this in due course. The repayment request under s106 for the Playing Field architect phase one fee needs to be actioned.
- 21.067 Matters for debate and **resolution**:
(a) The draft 2020-2021 full-year PC Accounts were circulated. After a couple of queries which were answered by the RFO the accounts were approved by the PC.
(b) Section One of the 2020-21 AGAR Return (Annual Governance Statement) was completed. Boxes 1-8 on the return were ticked yes by the PC.
(c) Section Two of the 2020-21 AGAR Return (Accounting Statement) was completed by the RFO and approved by the PC.
(d) The cost of £200 for the 2020-2021 external audit by PKF Littlejohn (auditors) was approved.
(e) The allocation of 70 hours of external financial assistance (as required) from 1st May by the Financial Consultant at the existing hourly rate plus a contribution towards office costs of £50.00 was approved.
(f) The request from Cononley Wildlife Group for £150.00 to purchase some wildlife friendly plants for the Pinfold area from the Calendar Sales fund was approved.
(g) A Great Crested Newt Survey at a cost of £200.00 at Dead Eye Pond was approved.
As this is part of the wider Dead Eye Project it may qualify for future s106 funding.

Chairman's signature

- (h) The additional cost of £125.00 for a call-out and installation of the VAS upgrade was approved. This cost was not known about at the March Meeting.
- (i) The spring newsletter printing cost of £111.00 using 120gsm FSC Oxygen Offset (100% from Recycle pulp waste) was approved.
- (j) The application from the Adopter Station Group for a grant of £100 to plant up the Station planters using Calendar Sales Funds in pursuant with the Grants Policy was approved.
- (k) After discussion it was agreed to approve the request from Cononley Bowling Club for the VAT repayment of £450.26 for 2020/21. The PC will instigate a review into future payment of VAT for the year 2021/22 and beyond.
- (l) The reimbursement of £30.00 costs to Mr D Gulliver for copyright charges incurred for the PC Website from the British Library was approved.

21.068 Council Administration and Finance. To receive the monthly report on assets, maintenance and Council finance and approve budgets payments, receipts and estimates as scheduled therein. The Clerk presented the Schedule of Payments (1-30th April 21) which was approved: It was therefore **resolved** to approve the following payments:

INV/Due Period	Payee	Power	Net Amount	VAT	Gross Amount
April	Briggs Printers (Spring leaflet)	s142 LGA72	£111.00		£111.00
April	Financial Consultant (Mar)	s111 LGA72	£149.50	£29.90	£179.40
April	M. Latham reimb- Dead Eye costs	s260 PHA36	£43.20		£43.20
April	Community First (by card)	s111 LGA72	£35.00	£7.00	£42.00
April	YLCA Membership renewal	s111 LGA72	£434.00		£434.00
April	Clerk (March salary)	s112 LGA72	£734.85		£734.85
April	Clerk Office costs (Mar)	s112 LGA72	£35.00		£35.00
April	PC Bank Card Service charge	s111 LGA72	£3.00		£3.00
April	Zoom inv (paid via bank card)	s111 LGA72	£11.99	£2.40	£14.39
April	Clerk Travel	s112 LGA72	£5.30		£5.30
April	Merrit & Fryers (Limestone)	s111 LGA72	£33.30	£6.66	£39.96
April	Merrit & Fryers (sand & cement)	s111 LGA72	£41.52	£8.30	£49.82
April	Merrit & Fryers (post fix)	s111 LGA72	£18.44	£3.69	£22.13
April	Lengthsman (March inv)	s111 LGA72	£373.01		£373.01
April	TDP (Bench Pinfold CWG)	s14 LGA72	£324.61	£64.92	£389.53
April	Website (1&1)	s111 LGA72	£15.00	£3.00	£18.00

Chairman's signature

The Clerk's timesheets for March (circulated) and April (circulated) were approved.
The bank reconciliation and Schedule of Payments for March were approved in the absence of a meeting in April as presented and previously circulated by the RFO.
The PC Current Account had funds of £39,253.28 as of 30th April 2021.
The Parish Council Reserves were £13,466.51 as of April 30th 2021.

21.069 After a lengthy debate the recommended Delegated Scheme of Authority for the Clerk was approved until 30th September 2021. This is in the absence of legislation for Councils to hold monthly public meetings remotely beyond 6th May.

It was felt that given the risks to both official PC representatives, members of the public and also the Stepping Stones Nursery it was too soon to meet face-to-face for the monthly PC Meetings. All risk cannot be eliminated and the PC has a duty of care to adhere to. The measures required to meet face-to-face are exacting, time consuming and understandably restrictive.

It was therefore agreed that the meetings that will take place in June, July and September (there is no meeting in August) will be remote meetings but will not be Council Meetings. The meetings (which the public can still attend) will provide guidance and advice for the Clerk to act on permitted operations of the PC under the Clerks Scheme of Delegation as head of paid service. The situation will be reviewed on 1st October.

There will be a Clerk's Delegated Authority Meeting on June 8th @ 19.00.

There being no further business, the meeting ended at 20.36

Chairman's signature

Chairman's signature

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**Minutes of Meetings of the Sole Trustees of
The Cononley Village Institute (223015) and of Cononley Village Playing Field (701641)
held at the Village Institute on Tuesday 04th May 2021,
immediately after the statutory meeting of the Parish Council**

Cononley Village Institute (CVIAC)

Present: Those members who attended the statutory meeting.

- 21.04 (a) The signed Minutes of 25.01.21 were noted.
(b) The draft Minutes of 29.03.21 were noted.
(c) The 'Reviewing the Charitable Trusts' document by Richard Woolf was noted. It has been over ten years since the Constitution was reviewed. This was matter was deferred pending further advice being obtained from Richard detailing his preference.
(d) Richard Woolf was confirmed as the CVI Treasurer.
(e) Terry Dean and Jo Clark were ratified as new CVIAC Committee Members.
(f) The latest finance report for CVIAC and payments, receipts and estimates as scheduled therein were noted.

Cononley Village Playing Field (CVPF)

- 21.05 (a) The Playing Field Advisory Committee (PFAC) Meeting Minutes (circulated) for February 2021 were noted.
(b) The replacement baby swing parts had been ordered and a delivery date is awaited.
(c) Blair Mitchell is no longer a Councillor so has stepped down as ST rep on the PFAC Committee.
(d) Richard Woolf was confirmed as the Treasurer of the Playing Field Trust.
(e) It was agreed that any Risk Assessment involving the beck should be incorporated as part of a wider overall future park Risk Assessment and undertaken as part of the development work.
(f) The payments, receipts and estimates as scheduled therein were approved.

There being no further business, the meeting ended at 20.51

Chairman's signature
