

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

**TUESDAY 09TH MARCH 2020 AT 19.00
VIA VIDEO CONFERENCE PLATFORM, ZOOM**

Meeting ID: 831 5939 0583

Passcode: 927330

OPEN TO PRESS & PUBLIC

Signed: Mr Lee Senior, Clerk & RFO to the Council, 3rd March 2021

AGENDA

1. (a) To receive the written resignation of Cllr Allum from the position of chairman of Cononley PC.
(b) To elect a Chairman to fill the vacancy in this office.
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 Council meeting held on 9th February 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. YLCA White Rose News Update (22nd February)
6. Planning Applications (Note: further documents received before the meeting may be considered)
 - a) Applications to note and for comment:
Ref: 2021/22525/TCA Cross Hills Rd, Cononley. Fell two sycamore trees, Cononley.
 - b) Decisions, withdrawals and appeals to be reported and noted:
Ref: 2020/21902/FUL Change of use from agricultural land to garden, Windle Lane. *Granted*.
7. To receive a general update on the Allotments.
8. To discuss the latest position regarding the closure of the footpath over the Airedale railway line at the Flish and agree any action to be taken.
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. To receive an update on the current situation regarding the Covid-19 support network in the village.
12. Report from Council representatives.
13. Clerk's report.
14. Matters for debate and resolution:
15. (a) To approve the request for a data collection package for VAS for the Speedwatch Group at a cost of £200 + VAT and also the erection of a new post to affix a Community Speed Watch sign at a cost of £80 as part of the distribution of surplus Calendar Sales funds.
(b) To approve request from Cononley Art Group for the amount of £155.70 for 6 easels from Skipton Art Shop as part of the distribution of the Calendar Sales surplus funds.

- (c) To approve the review of the following PC documents and policies:
Grants Policy and Lone Working Policy (circulated).
- (d) To approve the spending of £500 from the Beautifying the Village budget on a new 'Happy to Chat bench with supplementary wildflowers and plants at The Pinfold.
- 16. To receive the monthly report on assets, maintenance and Council finance and approve budgets, payments, receipts and estimates as scheduled therein.
- 17. To note the date of the next Council meeting (April 13th).
- 18. Any urgent items to be noted for future meetings.

Mr Lee Senior Clerk & RFO to the Parish Council 4th March 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 any signed or unsigned minutes
 - (b) To note the adoption of the Lone Working Policy by the PC.
 - (c) To note the finance report for the CVIAC and approve payments, receipts and estimates as scheduled therein.

Cononley Village Playing Field (CVPF)

- 1. (a) To note the Minutes from the PFAC Meeting dated 22nd February 2021 (circulated)
- (b) To receive and note any requests from the Playing Field Advisory Committee based on any urgent safety or maintenance issues. *Baby swing replacement parts ordered.*
- (c) To receive an update on the Playground Inspection date, including Risk Assessment and costs.
- (d) To approve any payments, receipts and estimates as scheduled therein

Mr Lee Senior Clerk & RFO to the Parish Council 3rd March 2021

Minutes of the Meeting of Cononley Parish Council
held remotely via Zoom Platform. Meeting ID: 831 5939 0583
on Tuesday 09th March 2021 at 19.00

Present: Cllr K. Clark (Chair) H. Lambert, M. Dracup, D. Timbers, B. Mitchell, M. Allum.
In attendance: The Clerk, CDC Cllr A. Brown, one member of the public.

21.037 (a) The Parish Council received the resignation of Cllr M. Allum from the position of Chair of the Council.

(b) Cllr K. Clark was elected as chair of the Council and proceeded to chair the meeting.

21.038 Apologies for absence were received from County Councillor P. Mulligan.

21.039 Cllr Clark declared an interest in item number 6a as co-applicant and also item number 15a as Speedwatch co-ordinator.

21.040 The minutes of Parish Council meeting held on 9th February 2021 were received and approved.

21.041 (a) Questions arising from public participation.

One member of the public explained about the benefits of the data collection package for the Speedwatch VAS system. The gentleman explained the Speedwatch group had been in existence for four years and was making a positive difference. He remarked how traffic speeds have increased in the past year due to the group being inactive as a result of Covid-19. The package will allow data, which is used on a laptop to be more objective and also to be cross-referenced across two sites.

The gentleman also raised the matter of a second VAS system being needed for Cononley Lane. This is a busy road and he wondered if the PC would consider helping to fund a second VAS at a future date.

(b) To hear updates from Craven District Council and North Yorkshire County Council Councillors.

Cllr A Brown gave an update on Covid-19 infection rates in Craven and neighbouring districts. Craven has 45 cases per 100,000 people, down dramatically from last month. Cllr Brown reiterated that complacency was a real danger.

Cllr Brown stated he felt there was a need for the PC to write to Network Rail asking why it was taking so long to sort out the matter of the closed footpath over the railway line at The Flish.

He also mentioned that a number of residents at Cononley Woodside had complained about train noise. The footpath crossing the railway there has a flashing light warning system. The residents wondered if the path could be relocated but NYCC are not keen. He suggested the residents speak to the PC first.

Cllr Brown confirmed there would be no CDC elections this year, due to the expected local government reorganisation that is taking place within North Yorkshire.

Cllr Brown commented on the amendments to the housing application. There is possibly a question whether the wall opposite Meadow Close is too high and perhaps a question mark about one house being too intrusive. It would be hard to make any worthwhile comments regarding road access.

(c) Communication received from bodies located inside and outside the parish.

YLCA White Rose News (Feb 22nd) detailing information about Remote Meeting Powers.

21.042 (a) Planning Applications for comment.

Ref: 2021/22525/TCA Cross Hills Rd, Cononley. Fell two sycamore trees, Cononley. *No Comment.*

Ref: 2020/22247/FUL Construction of houses, Meadow Lane, Cononley. An amendment to this application was received by the PC after publication of the Agenda. Councillors were unable to access information via the Planning Portal before the meeting. It was agreed that a consensus would be reached electronically and any new comments sent to CDC Planning Department before the deadline date of 31st March.

(b) *There were no decisions or appeals to note.*

21.043 To receive a general update on allotments.

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

A couple of half days are needed to catch up with admin. Tasks needing to be done include, Improving the layout of the Allotments Agreement, sending out letters and invoices as required. For 2021, 32 rents had so far been received via Bacs payments. The Clerk will check for any outstanding payments for 2020 and 2021 accordingly. The allotment program the PC uses easily identifies any non-payments of rents.

Chairman's signature

Under the direction of the Clerk, the Lengthsman has fitted a new door lock for the shared greenhouse and is sourcing a new arm for the window. The Lengthsman has also done some repairs to the fence alongside plots 36/36A. He is also going to improve the path access alongside the front of the shared greenhouse.

The Clerk has asked the Lengthsman to replace the gate post at the entrance to the School Lane allotment site. The post is loose and consequently the gate is blowing open in the wind. A new catch may also be needed.

The donated bench is progressing in the Lengthsman's workshop. Legs are being fitted to the bench allow it to be sited on the School Lane Allotment site.

The next allotments inspection is scheduled for 8th April at 11.00am. To comply with Covid -19 guidance, the numbers of attendees should be kept to a minimum.

- 21.044 To discuss the latest position regarding the closure of the footpath over the Airedale railway line at the Floss and agree any action to be taken.

The Clerk has been in regular contact with Network Rail, along with Marten from the Station Users Group and a member of the public. An email update from Network Rail received on 5th March 21 states that Network Rail have done some recent trackside checks. It is possible that sighting can be improved at the level crossing by carrying out some extra de-vegetation work. If it is successful it will mean the crossing will not be reliant on the whistle board and therefore the audibility issue with the Azuma train horns.

Network Rail is going to carry out work between the 5th & 16th April subject to ecology checks. After the work, sightings will be rechecked. The PC will receive a further update before the end of April.

A notification letter will be issued to lineside residents in advance of the work starting to ensure everyone in the area is aware of the works being carried out. It was resolved that the Clerk contacts Network Rail to ask for an explanation over the delay of one month with the vegetation work.

- 21.045 Action List

There have been two confirmed expressions of interest for the Parish Councillor Vacancy.

Ownership of the defibrillator has been confirmed to be Global CPAD rather than the PC.

Cllr Mitchell has asked Candelisa to see if the decaying elder tree at the joining of the Candelisa path to Moorfoot Lane comes under their remit. He will also speak with the adjacent householder. As a last resort the Lengthsman could fell and remove it.

The Clerk will get in touch with the local PCSO and try to take matters forward regarding the HGV that got stuck near the Institute recently.

It was agreed the Clerk will ask the Riverside Caravan and Camp Site if they have any dates for caravan rallies in 2021. This would be useful to know for the impact of visitors in the village.

It was agreed the Clerk will ask the web designer if the MailChimp can be used before the website is ready.

- 21.046 (a) To discuss any updates regarding the s106 Planning Gain Funds from the Mill Development and take any further actions.

The work mentioned last month on the Playground redevelopment is still ongoing. It is expected that some aspects of the Dead Eye pond improvement work will qualify for s106 funds. Work is ongoing to investigate the feasibility of a borehole as a potential water supply for the allotments.

- 21.047 To receive an update on the Covid-19 village support network.

The support network remains open. Requests for assistance from villages is at the same level as last month.

- 21.048 Report from Council Representatives

Cllr Timbers confirmed the Employment Committee had met remotely and there are no issues.

Further dialogue will take place with the Clerk as required.

Cllr Allum reported that the Clerk had circulated the latest information on the canal towpath link to the A629 road. He confirmed the ramp option was very unlikely due to the astronomical costs.

Stepped access is the most likely. Cllr Allum will continue to do what he can with regards getting this project actioned and update the PC accordingly.

Cllr Dracup spoke about some trees on some open space land on Skipton Road after a resident had contacted him to ask how to go about getting the trees pruned. He would make contact with CDC to try and work out who the land belongs to as a starting point.

Chairman's signature

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21.049 Clerk's report.

The Clerk informed the meeting that there are two interested persons for the role of Parish Councillor.

The Clerk confirmed the Internal Auditor for the current year had requested a remote audit.

The website continues to move forward. Further to Councillor feedback, top level checks and improvements for the site were agreed. The feedback for the site so far is very good.

The Clerk had received advice from YLCA and our financial consultant regarding the VAT repayment to the Bowling Club. The advice was consistent. The PC has the right to pay the VAT to the club from its account but this would be at its own expense.

The financial consultant continued to be very helpful, approachable and knowledgeable. The draft accounts are progressing nicely.

YLCA has confirmed that currently legislation to meet remotely ends at Midnight 6th May. There is a Groundswell of support from the local government sector for these powers to be extended or made permanent and for Councils to have the choice to use them as required.

NALC are currently lobbying the Government to action this. There is uncertainty about whether the May Parish Council meeting can be held. The situation is still unfolding.

21.050 Matters for debate and **resolution**:

(a) The VAS data collection package for Cononley Speedwatch Group at a cost of £200 + VAT and also the erection of a new post to affix a Community Speed Watch sign at a cost of £80 was approved as part of the distribution of surplus Calendar Sales funds.

(b) The request from Cononley Art Group for the amount of £155.70 for the purchase of 6 easels was approved as part of the distribution of the Calendar Sales surplus funds.

(c) The Grants Policy and Lone Working Policies were approved subject to the agreed alterations.

(d) the spending of £500 from the Beautifying the Village budget on a new 'Happy to Chat bench with supplementary wildflowers and plants at The Pinfold was approved.

21.051 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 (6th February-5th March 21) which was approved: It was therefore **resolved** to approve the following payments:

INV/Due Period	Payee	Power	Net Amount	VAT	Gross Amount
Feb	Zoom inv (paid via bank card)	s111 LGA72	£11.99	£2.40	£14.39
Feb	PC laptop McAfee Virus Protection (via bank card)	s111 LGA72	£89.99		£89.99
Feb	PC Bank Card Service charge	s111 LGA72	£3.00		£3.00
Feb	Cononley Brownies	s19 LGA76	£95.00		£95.00
Feb	Lengthsman (Salt Pallet)	s111 LGA72	£170.00		£170.00
Feb	Lengthsman (Jan)	s111 LGA72	£286.25		£286.25
Feb	Website (1&1)	s111 LGA72	£15.00	£3.00	£18.00
Feb	Financial Consultant (Feb)	s111 LGA72	£161.00	£32.20	£193.20
Feb	Lengthsman (allotments repair)	s111 LGA72	£4.99		£4.99
Mar	Transfer to Playing Field (Swing Repair)	s19 LGA76	£118.00		£118.00
Mar	Merrit & Fryers	s111 LGA72	£5.42	£1.08	£6.50
Mar	Clerk Office costs (Feb)	s112 LGA72	£35.00		£35.00
Mar	Clerk (Feb)	s112 LGA72	£639.00		£639.00

Chairman's signature

The Clerk's timesheet for February was approved.

The bank reconciliations for February as presented and previously circulated by the RFO were approved. The PC Current Account had funds of £36,065.90 as of 28th February 2021.

The Parish Council Reserves were £13,466.51 as of February 28th 2021.

21.052 It was confirmed that the next meeting of the Parish Council will be held on Tuesday 13th April 2021 at 19.00 via the remote video conference platform Zoom.

There being no further business, the meeting ended at 19.44

Chairman's signature

**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 09th March 2021,
immediately after the statutory meeting of the Parish Council**

Cononley Village Institute (CVIAC)

Present: Those members who attended the statutory meeting.

- 21.03 (a) There were no minutes to approve.
(b) The amended lone working policy has been approved by the Sole Trustee. The new policy can be used by CVIAC.
(c) The latest finance report for CVIAC and payments, receipts and estimates as scheduled therein were noted.

Cononley Village Playing Field (CVPF)

- 21.04 (a) The Playing Field Advisory Committee (PFAC) Meeting Minutes (circulated) dated 22nd February 2021 were approved. Cllr Timbers advised the meeting he is stepping down as ST rep on the PFAC Committee but is remaining on the committee. Cllr Mitchell will be the new representative.
(b) The replacement baby swing parts had been ordered and a delivery date is awaited.
(c) The Playing Field Advisory Committee has requested a Risk Assessment at a cost of £450 + VAT. This was deferred.
(d) The date for a Gala in 2021 (subject to Covid-19 guidelines) will be the third Saturday in September.
(e) The payments, receipts and estimates as scheduled therein were approved.

There being no further business, the meeting ended at 20.02

Chairman's signature

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