

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

TUESDAY 09TH FEBRUARY 2020 AT 19.00

VIA VIDEO CONFERENCE PLATFORM, ZOOM

Meeting ID: 842 7414 1387

Passcode: 592626

OPEN TO PRESS & PUBLIC

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

AGENDA

1. (a) To receive the written resignation of Cllr Timbers 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 12th January 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.
Letter from residents on Meadow Land pertaining to Planning Application Ref: 2020/22247/FUL.
YLCA email (22/01/21) Climate Action 50 Point Plan.
YLCA email (25/01/21) The Right to Regenerate update via NALC.
6. Planning Applications (Note: further documents received before the meeting may be considered)
a) Applications to note and for comment:
Ref: 2020/22247/FUL Construction of 6 houses, garages and access road, Meadow Lane, Cononley
Ref: 2020/22369/HH First floor extension, loft conversion, Aire View, Cross Hills Rd, Cononley.
Ref: 2020/22288/FUL Garden Room Extension, High View, Windle Lane, Cononley.
b) Decisions, withdrawals and appeals to be reported and noted:
Ref: 2020/22119/HH Caravan removal and new single-story annexe, Crag View, Cononley. *Granted.*
Ref: 2020/22098/HH Rear extension Aireside Terr, Cononley. *Granted.*
7. To discuss and resolve that the Parish Council declares a Climate Emergency and formulates a Climate Action Plan for the Parish of Cononley.
8. To discuss and agree the way forward with the bridge repair at Dead Eye in view of the ongoing delay with the replacement.
9. To discuss and consider the setting up of a Cononley Clean Up week in February (in line with Covid-19 guidelines).
10. To receive an update regarding the creation of 'Village Gateways' and related funding applications.
11. Action list – to report on work in progress and resolve upon any further actions to be taken.
12. (a) To receive and note any updates from the s106 Sub Committee, regarding the Planning Gain Funds from the Mill Development.

- (b) To approve the Newground Landscape Services fee proposal for the Playing Field Development work (stages C-L) at a cost of £3,600 plus VAT.
13. To receive an update on the current situation regarding the Covid-19 support network in the village.
 14. Report from Council representatives.
 15. Clerk's report.
Feedback on FOI Webinar.
Update on the Allotments Agreement Feedback.
Bowling Club VAT reimbursement request.
 16. Matters for debate and resolution:
 17. (a) To approve the allocation of Parish Council Reserves of £2,466.51 and agree to an appropriate scheme or schemes for this amount, to comply with the NALC guidance of maintaining six months operating reserves.
(b) To approve the appointment of Town Parish Audit for the PC Internal Audit 2021.
(c) To approve the review of the following PC documents and policies: Standing Orders, Financial Reserves Policy. Grants Policy and Lone Working Policy (circulated).
(d) To approve the adoption of a Vexatious Policy (circulated), further to YLCA Advice.
(e) To approve up to £250.00 for consumable costs for the village defibrillator and nominate Cllr Clark as the PC contact.
(f) To approve the distribution of the Calendar Sales surplus funds, in pursuant with the Grants Policy, based on applications received from: Cononley Brownies & Rainbows, Cononley Art Group and the Playing Field Advisory Committee (swing repair).
(g) To consider a request from CVIAC (circulated) for the PC to pay a Community Room Hire Charge of £8 per hour for Council Meetings, Public Meetings and Consultation events.
 18. To receive the monthly report on assets, maintenance and Council finance and approve budgets, payments, receipts and estimates as scheduled therein.
 19. To note the date of the next Council meeting.
 20. Any urgent items to be noted for future meetings.

Mr Lee Senior Clerk & RFO to the Parish Council 3rd February 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) i To note the signed Minutes of 23/11/20 as presented.
 - ii To note the draft Minutes of 25/01/20 as presented.
 - (b) To note the adoption of the Lone Working Policy by the PC.
 - (c) To note Covid-19 Risk Assessment 15.
 - (d) To note the CVIAC Action Plan dated 29.03.21.
 - (e) 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 18th January 2021.
- (b) To receive and note any requests from the Playing Field Advisory Committee based on any urgent safety or maintenance issues. *Child Swing repair needed and funds request from PC.*
- (c) To receive an update on the Playground Inspection date, including Risk Assessment and costs.
- (d) To receive an update on the Gala plans for 2021 (subject to Covid-19 guidelines) and note the potential Gala dates of the third Saturday in June or the third Saturday in September
- (e) To approve any payments, receipts and estimates as scheduled therein.
- (f) To discuss any other urgent item received after the publication of this Agenda.

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

Minutes of the Meeting of Cononley Parish Council
held remotely via Zoom Platform. Meeting ID: 842 7414 1387
on Tuesday 09th February 2021 at 19.00

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

21.019 (a) The Parish Council received the resignation of Cllr D. Timbers from the position of Chair of the Parish Council.

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

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

21.021 There were no declarations of interest from members or officers present.

21.022 The minutes of Parish Council meeting held on 12th January 2021 were received and approved.

21.023 (a) Questions arising from public participation.

Four members of the public expressed their concerns regarding Planning Application Ref: 2020/22247/FUL (construction of six houses, garages and access road on Meadow Lane). A number of issues were raised collectively. It was acknowledged the outline planning permission was obtained seven years ago. However, there is concern that this is a greenfield site not a brownfield site. There is a lack of parking and also there will be an increase in traffic on Meadow Lane which is becoming increasingly busy. Perhaps a one-way system or traffic calming measures on Meadow Lane may help. Access to the site is far from ideal and it was noted the new footpath would be going on to a private road. Concern was also expressed about sewerage (Yorkshire Water are regularly in attendance on Meadow Close/Meadow Lane) and surface water which drains poorly on Meadow Lane. The height of boundary fencing was felt to be obtrusive. A worry is that trees could be cut down in the future. The impact on wildlife including birds and bats was noted. Owls are seen regularly in the area. One resident felt this plan is more suited to a town than a village.

On another matter, a member of the public stated that Network Rail had removed the abandoned car in the station car park.

A member of the public spoke about Planning Application ref no 2020/22218/FUL (Netherghyll Lane). The gentleman who is directly affected by the plan said he was happy with the compromise on privacy, whilst noting it is still a very large development. The balcony is now approximately half the width of the original application. There are still concerns about drainage. Rain water needs to go into the beck rather than running down Netherghyll Lane.

(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 89 cases per 100,000 people, down dramatically from last month. The Pendle area has an average of 210 cases per 100,000 people and the Bradford area has 223 cases per 100,000 people. Cllr Brown reiterated this is still a situation where we all need to remain very careful.

Cllr Brown stated that a new 'Private' sign had appeared at the lead mines. However, members of the public should still feel comfortable walking there as the farmer whose land it is, hasn't erected the sign and he remains happy for people to access the site. The Devonshire Estate appears not to have erected the sign. Cllr Brown reiterated people should not be put off from walking on the site and they should contact him directly with any concerns.

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

Letter from residents on Meadow Land pertaining to Planning Application Ref: 2020/22247/FUL.

YLCA email (22/01/21) Climate Action 50 Point Plan.

YLCA email (25/01/21) The Right to Regenerate update via NALC.

Letter sent from Network Rail to Rt Hon Julian Smith MP further to a village resident regarding the Network Rail footpath closure at the Floss.

21.024 (a) Planning Applications for comment.

Ref: 2020/22247/FUL Construction of 6 houses, garages and access road, Meadow Lane, Cononley. Further to taking into account the views of the public present. The Parish Council made the following comments: *The properties, especially plot 6, are of considerable size and will dominate this part of the village. The PC is extremely concerned about the height and scale of some of the property boundaries.*

Chairman's signature

This part of the village has low boundary features, some written into their deeds and we want to see this open aspect preserved. We welcome the proposed footpath and would like to see this as a shared use facility to include the use of cycles to match with the facility through the Mill site. We would like to see its status preserved so that it cannot be removed at a later date.

This site does suffer from drainage issues. These need to be addressed and the impact on neighbouring properties taken into account. The PC would like the development to comply with the Climate Emergency Strategic Plan to ensure that opportunities for efficiency and carbon reduction are maximised and measures are taken to mitigate the environmental harm of developing this greenfield site. The developer's bio diversity statement is insufficient. Additionally, the PC would like any existing trees that are incorporated into the scheme to be made subject TPO regulations.

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

Objection due to the scale of the application and the resulting impact on the Conservation Area.

Ref: 2020/22288/FUL Garden Room Extension, High View, Windle Lane, Cononley. *No comment.*

Ref: 2020/22218/FUL (Amendment to the original application) A late addition for discussion after publication of the Agenda. The following additional comments are made. *The Parish Council welcomes the privacy compromise but feels the design is overbearing. Conditions should be put in place to ensure rainwater flows into the beck and not Netherghyll Lane.*

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

- 21.025 To discuss and resolve that the Parish Council declares a Climate Emergency and formulates a Climate Action Plan for the Parish of Cononley.

The Parish Council resolved to form a Climate Action Plan to be led by Cllr Timbers, Cllr Clark and Cllr Dracup. It was felt there is little point in declaring a Climate Emergency but an Action Plan which also included the CVI and residents would be the way forward.

- 21.026 To discuss and agree the way forward with the bridge repair at Dead Eye in view of the ongoing delay with the replacement.

Cllr Timbers updated the PC on his efforts to get the bridge replacement actioned and the response from the NYCC Principal Rights of Way Officer. Cllr Timbers was reassured that the replacement bridge will be in situ no later than March 2022. Cllr Timbers pointed out that we had been waiting two years for the bridge.

The PC agreed this work is long overdue and it will be of great benefit when the path is reopened. It was acknowledged if the PC paid for the work it would speed matters up. However, it was felt to be inappropriate for the Parish Council to fund all of the costs required to fit the bridge as this is the responsibility of NYCC. Rough costs are estimated at between £3-£4.5K for installation. Alternative options discussed include the PC making a contribution of up to half the costs. A check could also be made to see if the work met the s106 criteria. Cllr Allum agreed to investigate if there are any legal avenues open to the PC to get this work done quicker.

- 21.027 To discuss and consider the setting up of a Cononley Clean Up week (in line with Covid-19 guidelines).

There had been a number of complaints received by residents about litter in certain parts of the village. Stockshott Lane is particularly bad. It was felt the PC should take a lead on organising a village Clean Up Week in compliance with Covid-19 regulations. CDC have removed the additional bags of litter collected on previous occasions.

It was agreed the PC would organise a Clean Up Week commencing Saturday 27th March- 3rd April.

The PC will provide bin bags and design a poster advertising the clean up. It was noted a second clean up could then take place on May 25th as part of the planned Keep Britain Tidy Campaign.

- 21.028 To receive an update regarding the creation of 'Village Gateways' and related funding applications. £2,000 from the NYCC Locality Fund towards the scheme has been received. The paperwork for the application has been signed and returned.

Payment for £8,750 from the AJ1 Project Road Safety Fund is due to be received. The paperwork for The agreement has been signed and all paperwork received.

Cllr Clark is to arrange a meeting with NYCC Highways and the Gateway supplier to draft a plan of Action. The aim is to complete the works by the end of the year. Cllr Allum and Cllr Mitchell have offered to assist with the project.

Chairman's signature

--

21.029 Action List

There are a small number of allotment rents for 2020 still unpaid. The Clerk is chasing these up. Cllr Clark agreed to assist in one specific case.

The Clerk observed a decaying elder tree atop of the path linking the Candelisa Mill Development with Moorfoot Lane. This could become a safety issue. Cllr Mitchell has agreed to try to find a solution for this.

The Casual Councillor Vacancy has been advertised and has a closing date of 14th February. There has been one expression of interest sent to CDC Elections Department. It is understood a further expression of interest is likely to forthcoming.

Excellent progress has been made by Jason regarding the new website and the setting up and gaining access to the MailChimp account. The website will soon be ready for top level checks by the PC.

The Clerk is having ongoing dialogue with CDC regarding the dog bins being overflowing and full. The issue is going to a higher level of management in a bid to find a solution.

The Clerk will find out from the PC Insurers if the village defibrillator is included in the policy or needs to be added.

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

The designs for the Playground redevelopment are ready to go to consultation in line with Covid regulations. The s106 committee is examining further parts of the village that may be eligible for s106 monies. They may include Dead Eye Pond and the Yorkshire Water site. Further dialogue will need to take place with CDC regarding this.

The work being undertaken by Newground is being split into two parts. The first phase is to undertake any replacements of worn-out playground equipment and look at surfacing improvements for soft play areas. The second stage will focus on the grassy playing field.

(b) To approve the Newground Landscape Services fee proposal for the Playing Field Development work (stages C-L) at a cost of £3,990 plus VAT.

Due to the requirement for the PC to obtain three quotes it was noted this figure is a small increase on the original proposal but it still represents the best value. It was resolved to approve the payment of £3,990 plus VAT to Newground Landscape Services.

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

The Covid-19 poster has been updated with up-to-date contact details for helpers. The requests for assistance from villages is at the same level as last month.

21.032 Report from Council Representatives

Cllr Timbers had received a video from the resident complaining about cockerel noise purporting to be emanating from the allotments. Both Cllr Timbers and the Clerk had subsequently contacted the resident and neither had received a reply.

Cllr Timbers had circulated an update on the footpath group. In addition the group has gained two new volunteers.

Cllr Timbers confirmed the Employment Committee will be reformed and will comprise of Cllr Timbers, Cllr Dracup, Cllr Lambert, Cllr Mitchell and Cllr Allum.

Cllr Allum updated the meeting regarding current plans to improve access to the canal towpath. He had attended a meeting with Canal & River Trust, CDC and NYCC. There are two options, either ramped access or stepped access. Ideally level access is preferred. Ramped access will be a big civil engineering job and a costly option. Full surveys would need to be undertaken. Costs could be up to £100,000. This is unlikely for the foreseeable future. CDC would be willing to fund design work related costs if the C&RT can supply a quote. A quicker and more realistic option is stepped access. This could be undertaken by volunteers. The C&RT is keen to see something done. The C&RT advised that the blue 'Cononley' sign affixed on the towpath by them may be temporarily taken down and put in storage until access improvement work is undertaken.

21.033 Clerk's report.

The Clerk updated the meeting on the YLCA led FOIA webinar which had been very useful. It was recommended that all Town and Parish Councils adopt a Vexatious Policy a template of which is available via YLCA.

The Clerk had made a site visit to the village on 26th January and liaised with the Lengthsman on any matters arising.

Chairman's signature

--

The Clerk advised the meeting he is seeking professional external advice from both YLCA and the Financial Consultant with regards to the repayment of VAT to the Bowling Club and subsequent reclamation of the VAT amount from HMRC. The Bowling Club has put in a request for a repayment of VAT for the amount of £450.26.

The Clerk had received feedback from a number of Councillors regarding the current Allotments Agreement. There is an agreement that grammar needs tidying up and the layout improving. The Clerk advised that for any major changes to take place to the agreement, a consultation with ploholders should take place first. Given the time-consuming and potentially fractious nature of that process it was agreed to leave the current agreement in place, subject to the necessary grammatical changes.

The Lengthsman requires a further pallet of grit. Given the severe nature of the recent spell of weather supplies are diminishing fast.

The Clerk confirmed the next Craven Area Branch Meeting of YLCA is on February 24th. Cllr Clark will attend via Zoom.

The Clerk stated that YLCA had been asking for views of the extension of powers to hold remote meetings beyond May 2021 and that he strongly felt this is necessary in view of the uncertain Covid situation during 2021.

A member of the public had asked about renting or buying the stone shed on the Playing Field for a new business venture. The Clerk had explained this wouldn't be possible due to Sole Trustee regulations.

The Clerk confirmed that Parish Council elections for the parish of Cononley are scheduled for May 2022.

21.034 Matters for debate and **resolution**:

- (a) It was resolved that the Parish Council Reserves of £2,466.51 would be allocated to appropriate future schemes to improve conservation and access as required.
- (b) The appointment of Town Parish Audit for the 2021 internal audit was approved.
- (c) It was resolved to defer until March the approval of the following PC documents and policies: Standing Orders, Financial Reserves Policy. Grants Policy and Lone Working Policy (circulated) to allow additional time to review the documents.
- (d) The adoption of a new the adoption of a Vexatious Policy (circulated) was deferred until March.
- (e) It was resolved to allocate £250.00 for consumable costs for the village defibrillator and appoint Cllr Clark as the PC lead contact.
- (f) The cost applications received from: Cononley Brownies & Rainbows (£95.00) and the Playing Field Advisory Committee (swing repair) £118.00 were approved as part of the distribution of surplus Calendar Sales Funds.
Applications received from the Friends of Cononley School and Cononley Art Group are deferred until further information on amounts requested is received.
- (g) It was resolved to approve a request from the Cononley Village Institute Advisory Committee (circulated) for the PC to pay a Community Room Hire Charge of £8 per hour for Council Meetings, Public Meetings and Consultation events. This will further confirm that the PC and CVIAC are separate entities.

21.035 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 (9th January-5th February) which was approved: It was therefore **resolved** to approve the following payments:

Chairman's signature

--

INV/ Due Period	Payee	Power	Net Amount	VAT	Gross Amount
Jan	Financial Consultant (Dec)	s111 LGA72	£221.25	£44.25	£265.50
Jan	Zoom inv (paid via card)	s111 LGA72	£11.99	£2.40	£14.39
Jan	PC Bank Card Service charge	s111 LGA72	£3.00		£3.00
Jan	YLCA Webinar (Climate Action) Cllrs Clark & Timbers	s111 LGA72	£30.00		£30.00
Jan	Lengthsman (Dec) inc Salt	s111 LGA72	£436.75		£436.75
Jan	Website (1&1)	s111 LGA72	£15.00	£3.00	£18.00
Feb	Clerk Office costs (Jan)	s112 LGA72	£35.00		£35.00
Feb	Clerks Salary (Jan)	s112 LGA72	£670.95		£670.95
Feb	Clerks Travel (Jan 26 th)	s112 LGA72	£5.20		£5.20
Feb	Financial Consultant (Jan)	s111 LGA72	£166.75	£33.35	£200.10
Feb	YLCA Webinar, FOIA, Parish Clerk	s111 LGA72	£15.00		£15.00

The Clerk's timesheet for January was approved.

The bank reconciliations for January as presented and previously circulated by the RFO were approved. The PC Current Account had funds of £26,446.78 as of 31st January 2021.

The Parish Council Reserves were £13,466.51 as of January 31st 2021.

21.036 It was confirmed that the next meeting of the Parish Council will be held on Tuesday 9th March 2021 at 19.00 via the remote video conference platform Zoom.

There being no further business, the meeting ended at 20.46

Chairman's signature

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 February 2021,
immediately after the statutory meeting of the Parish Council**

Cononley Village Institute (CVIAC)

Present: Those members who attended the statutory meeting.

- 21.02 (a) The signed Minutes of 23/11/20 as presented and the draft Minutes of 25/01/20 as presented were approved.
- (b) The lone working policy has been deferred by the Sole Trustee until changes have been made.
- (c) The Covid-19 Risk Assessment version 15 as presented by CVIAC was noted.
- (d) The CVIAC Action Plan (circulated) dated 29.03.21 was noted.
- (e) The finance report for CVIAC and payments, receipts and estimates as scheduled therein were noted.

Cononley Village Playing Field (CVPF)

- 21.03 (a) The Playing Field Advisory Committee (PFAC) Meeting Minutes (circulated) dated 18th January 2021 were approved.
- (b) There were no urgent safety issues raised by the Playing Field Advisory Committee. The PC has agreed to fund the child Swing repair at a cost of up to £118.00 further to a request from PFAC.
- (c) The Playing Field Advisory Committee is awaiting a reply from the Playground Inspection Company regarding the annual inspection date.
- (d) The Gala plans for 2021 (subject to Covid-19 guidelines) and the potential Gala dates of the third Saturday in June or the third Saturday in September were noted.
- (e) The payments, receipts and estimates as scheduled therein were approved.

There being no further business, the meeting ended at 20.56

Chairman's signature
