

**MEMBERS OF THE COUNCIL ARE INVITED TO ATTEND  
A CONONLEY PARISH COUNCIL CLERK'S DELEGATED AUTHORITY MEETING  
(TO BE HELD REMOTELY)**

**TUESDAY 08<sup>TH</sup> JUNE 2021 AT 19.00**

**VIA VIDEO CONFERENCE PLATFORM, ZOOM**

Meeting ID: 859 3516 6663

Passcode: 370924

**OPEN TO PRESS & PUBLIC**

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

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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 this is not a formal Parish Council Meeting. As the Meeting is not taking place under the LGA 1972 Act Parish Councillors are therefore not summoned. No apologies from non-participating Councillors need to be accepted.

Items on the Agenda requiring a Parish Council decision at this meeting are Councillor recommendations made to the Parish Clerk. The decisions will be made by the Clerk under the approved Clerk's Scheme of Delegated Authority using emergency delegated powers granted under Minute ref 21.069 (4<sup>th</sup> May).

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**AGENDA ITEMS FOR DISCUSSION AND RECOMMENDATION TO THE CLERK**

1. (a) The Clerk to confirm the written resignation of Cllr Dracup from the position of chair of Cononley PC.  
(b) Further to members discussion, it is recommended to the Clerk that Cllr Dan Timbers fills the position of Chairman for this meeting.  
*The Chair is to remind 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.*  
(c) Apologies for Absence -as received by the Clerk.
2. Declarations of Interest: The Clerk to note if any Councillors have stated any dispensations.
3. The Clerk to seek guidance for approval of the last Council meeting held on 4<sup>th</sup> May 2021.
4. Questions received from the public through the Clerk (5 minutes per resident maximum).
5. To hear updates from Craven District Council and North Yorkshire County Council Councillors.
6. To note (circulated) communication from bodies or individuals located inside/outside the parish.
7. Planning Applications:  
After receiving guidance from members, the Clerk records the following Decisions:  
Ref: 2021/22811/HH single story side and rear extension, Shady Lane, Cononley. *No Comment. The PC requests that the extension is built sustainably in line with the climate emergency declaration and that biodiversity measures are incorporated.*  
Ref: 2021/22695/HH Retrospective landscaping to rear of house Airedale Ings, Cononley. *No comment. However, the PC records its disapproval of artificial grass and would like the application to be in accordance with the CDC Climate Action Plan.*  
b) The following Decisions, withdrawals and appeals by Craven District Council are noted:

Ref: 2020/22218/FUL Proposed dwelling, Netherghyll Lane, Cononley. *Granted.*

Ref: 2020/22288/FUL Garden Room extension, Windle Lane, Cononley. *Granted.*

8. To receive a general update from the Clerk on the Allotments.
9. It is recommended to the Clerk that the Bike Stand/ Planter on Moorfoot Lane which will be purchased by a nearby resident, should be given Parish Council support and that the PC will liaise with CDC to ask Parking Services for approval to erect.
10. Action list – to report on work in progress and note any further actions to be taken.
11. The Clerk to receive any updates from Councillors on the s106 Sub Committee.
12. It is recommended to the Clerk that a portable hand-held payment device is purchased by the PC. This would allow the PC to receive cashless payments. During the Covid-19 pandemic this has the advantage of being contactless. The Clerk requires quotations in line with Standing Orders.
13. It is recommended to the Clerk that the PC adopts the climate emergency principles in line with Craven District Council and their climate emergency declaration. The remit for ensuring the PC meets sustainable and environmental targets will be taken up by the subsidiary group 'Cleaner, Greener Cononley'.
14. The Clerk to receive a verbal update from Council representatives.
15. Clerk's general report.
16. The following are recommended for Clerk's approval under the Clerk's Scheme of Delegated Authority:
  - (a) The circulated Internal Audit report and the completed Section Three of the AGAR 2020-21.
  - (b) It is recommended under the Clerk's Delegated Authority that £175.00 is allocated for the cost of printing the village newsletter based on a quote received from Briggs of £153.00. This is for a two-sided newsletter and factors in the price increase from 1<sup>st</sup> June 2021.
17. 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.
18. To note that 20<sup>th</sup> July is the date of next Clerk's Delegated Authority Meeting.
19. Any urgent items to be noted for future meetings.

*Mr Lee Senior Clerk & RFO to the Parish Council 28<sup>th</sup> May 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 29.03.21 (circulated)
  - (b) To receive any updates from the CVI rep
  - (c) To receive any updates from Richard Woolf
  - (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 April PFAC Meeting 2021 (circulated)
  - (b) To note the draft Minutes from the May 2021 PFAC Meeting (circulated).
  - (c) To receive and note any requests from the Playing Field Advisory Committee based on any urgent safety or maintenance issues raised in the Playground Inspection Report (May 2021).
  - (d) To receive any updates on the matter of undertaking a Risk Assessment in relation to the Beck and to discuss any steps that need to be taken.
  - (e) To approve any payments, receipts and estimates as scheduled therein

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

**Minutes of the Clerk's Delegated Authority Meeting**  
**held remotely via Zoom Platform. Meeting ID: 859 3516 6663**  
**on Tuesday 8th June 2021 at 19.00**

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

In attendance: Cllr A. Brown and Cllr Mulligan

No members of the public were in attendance.

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 June 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).

- 1 (a) The Clerk had received the resignation from Cllr Dracup from the position of Chair of the Council.  
(b) It was recommended that Cllr Timbers was elected as chair for this meeting.  
(c) The Clerk has received an email from Cllr Allum stating he would be unable to attend.
2. No dispensations or notifications of interest from attending Councillors were received by the Clerk.
3. The Clerk was advised that the minutes of Parish Council meeting held on 4<sup>th</sup> May 2021 should be accepted as a true record.
4. The Clerk had received no questions arising from public participation.
5. Updates from Craven District Council and North Yorkshire County Council Councillors  
Cllr A Brown gave an update on Covid-19 infection rates. One person in Cononley had been vaccinated twice and became infected by the virus. He reiterated we cannot get complacent about the virus.  
Cllr Brown advised that the plans for a one-way system at Skipton Cemetery have been referred back to the Planning Department.  
Cllr Brown spoke about the ongoing footpath closure across the railway at the Flosh and the need to make a protest about this situation. He suggested an organised protest at 11am on Saturday 19<sup>th</sup> June at the riverside footpath. This will raise awareness and may bring pressure on NYCC to exert some influence on Network Rail with a view to finding a way to re-open the path quickly.  
Cllr Brown said he expected an announcement from the Government on the devolution changes at NYCC with the next few weeks.  
Cllr Brown said he was willing to make an approach to CDC for permission to erect a bike stand/planter at the car park on Moorfoot Lane.  
Cllr Mulligan also urged caution regarding Covid-19 and reiterated that the situation is far from finished but that things are a lot better than they were.  
He reminded the meeting that the next round of Locality Funding had commenced and he will send application details to Parish Clerks within the area. He welcomes applications and notes there is likely to be increased interest.  
Cllr Mulligan said he expected an announcement on devolution by no later than the break-up of Parliament for the summer recess.  
Cllr Mulligan agreed to contact NYCC Rights of Way Officer, Nicky Bunting to see what can be done regarding the footpath closure at the Flosh.
6. Communication received from bodies located inside and outside the parish.  
The Clerk noted that no reply had been received to the last two emails sent to Network Rail regarding the Flosh and he expressed his disappointment and this lack of professionalism from Network Rail.
7. After receiving guidance from members, the Clerk recorded the following Decisions:

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Chairman's signature

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Ref: 2021/22811/HH single story side and rear extension, Shady Lane, Cononley. *No Comment. The PC requests that the extension is built sustainably in line with the climate emergency declaration and that biodiversity measures are incorporated.*

Ref: 2021/22695/HH Retrospective landscaping to rear of house Airedale Ings, Cononley. *No comment. However, the PC records its disapproval of artificial grass and would like the application to be in accordance with the CDC Climate Action Plan.*

The following Decisions, withdrawals and appeals by Craven District Council were reported:

Ref: 2020/22218/FUL Proposed dwelling, Netherghyll Lane, Cononley. *Granted.*

Ref: 2020/22288/FUL Garden Room extension, Windle Lane, Cononley. *Granted.*

8. The Clerk gave an update on key matters pertaining to the allotment sites.  
There is scheduled allotments Inspection on 10<sup>th</sup> June @ 6pm to be undertaken with compliance of current Covid-19 guidance.  
Rents are coming in but some tenants will need an invoice sending out.  
A discussion was held about water provision and what the PC could do to help plot holders who were finding it difficult to access water during dry spells. It is not an easy one to solve to everyone's satisfaction as different plot holders prefer different outcomes. Piping in a new mains water supply doesn't sit well with the PC's push towards environmental sustainability and the survey undertaken some time ago was inconclusive in its findings regarding this.  
Several top stones had been knocked off the allotment boundary wall near the school. Thanks go to Cllr Timbers who had undertaken a minor repair. The Clerk had informed the Lengthsman who stated this has happened previously and he would keep a close eye on it.  
The Lengthsman had sourced a new arm for the vent on the large greenhouse. He is hoping to get the donated bench on site this weekend or as soon as possible thereafter.
9. It was recommended to the Clerk that the Bike Stand/Planter for one parking bay near to the residents house on Moorfoot Lane goes ahead. The Clerk is aware that the resident will purchase the planter at his own cost and that CDC Cllr Andy Brown will work to obtain the necessary permissions.
10. Action List  
The Clerk talked through some key actions.  
Additional signatories for the banking system would be desirable at some stage in the future.  
The Clerk explained that an Asset Condition Register would be useful for the PC to have. The condition of each PC asset should be examined and recorded annually. A further Councillor is still needed to assist Cllr Allum with an internal control review. A new battery for the defibrillator has been arranged by Cllr Clark and now paid for by the PC further to a previous resolution. The Clerk had received some feedback on the website from Councillors and now needs to collate that information for the web designer. The Clerk acknowledged this matter has been going on for some time.  
The concept of highlighting dog waste on pavements and in public areas by spraying with a bright coloured spray such as pink to highlight the issue, is worth a trial from September further to notifying residents first via the next newsletter.
11. The Clerk received updates from the s106 Sub-Committee.  
The Playing Field Advisory Committee met with the s106 Sub Committee to go through the results of the recent public consultation. These have also been fed back to the Landscape Architect.  
A further quote has been received for Dead Eye Pond for the decking and bird hides, giving two in total so far. There is a further meeting with a third contractor next week.
12. It was recommended to the Clerk that the PC further investigates the purchase of a hand-held portable payment device. The Clerk said that quotes should be obtained to include commission charges. A user policy would need to be drafted and agreed by the PC and incorporated into a revised financial policy.
13. The Clerk confirmed after taking Councillor's advice into consideration, that the PC will adopt the Climate emergency principles in line with Craven District Council and their climate emergency declaration. The remit for ensuring the PC meets sustainable and environmental targets will be taken up by the subsidiary group 'Cleaner, Greener Cononley'.
14. The Clerk received updates from Councillors present.  
Cllr Dracup reported that Richard Woolf is suggesting a brainstorming workshop with representatives from the PC, Playing Field Advisory Committee and CVI Committee to attend. Mike will send suggested dates around.

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Chairman's signature

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Cllr Dracup conveyed a 'thank you' from the Cononley Wildlife Group for the monies received from the PC. The Lengthsman had fixed the bench with brackets on to the base. The Wildlife Group have purchased a small lockable box for tools.

Cllr Clark confirmed that VAS had been upgraded to receive data from 18<sup>th</sup> May. It had already provided some interesting data. Cllr Clark confirmed the newsletter is complete. The Friends of Cononley Primary School may apply for some of the remaining Calendar Sales funds for a school garden project.

Cllr Timbers reported on the one-day course he had attended, which was run by the Centre of Alternative Technology. There were good examples of windfarm generation. It was also useful for ideas for local energy and for local industry. The course will be especially useful for the Cleaner, Greener Group.

15. The Clerk/RFO gave a general update focusing mainly on the Internal Audit Report which was very positive. The auditor found no significant issues to report. The 'yes' box was ticked in all but one case. The Clerk recorded his thanks to Simon Baxter at the meeting for his valuable assistance in compiling the Accounts and for his work on the budget.
- The Clerk/RFO confirmed that the next step in the Audit process is for the External Audit to take place with PKF Littlejohn. The submission deadline is 2<sup>nd</sup> July. The exercise of public rights must include the first 10 working days of July within the 30-working day period.
- The Clerk had written to Network Rail twice asking for further answers to the Flosch footpath closure but hasn't received a response.
- The Clerk has been working with District Councillor Brown to try and get an extra dog waste bin put out at a suitable location in the village
16. The following items were approved by the Clerk under the Delegated Authority after receiving advice from Councillors.
- a) The Internal Audit report (circulated) and the completed Section Three of the AGAR 2020-21.
- b) The allocation of up to £175.00 for the cost of printing the village newsletter. This is for a two-sided newsletter and factors in a likely price increase from 1<sup>st</sup> June 2021.
17. The monthly report on assets, maintenance, Schedule of Payments, finance and timesheet (as circulated) were agreed by the Clerk under Delegated Authority after receiving advice from Councillors.

<b>INV/Due Period</b>	<b>Payee</b>	<b>Power</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Gross Amount</b>
May	ICO Annual Subs	s111 LGA72	£35.00		£35.00
May	D.Gulliver Website cost reimb	s111 LGA72	£30.00		£30.00
May	Clerk Office Costs	s112 LGA72	£35.00		£35.00
May	Financial Consultant (Apr)	s111 LGA72	£166.75	£33.35	£200.10
May	Clerk (April salary)	s112 LGA72	£702.90		£702.90
May	PC Bank Card Service charge	s111 LGA72	£3.00		£3.00
May	Zoom inv (paid via bank card)	s111 LGA72	£11.99	£2.40	£14.39
May	Bright Pay Software renewal	s111 LGA72	£49.00	£9.80	£58.80
May	CDC Bin Permit Renewal	ss5 LA83	£36.00		£36.00
May	Lengthsman (April inv)	s111 LGA72	£333.00		£333.00
May	Cononley Wildlife Group Pinfold Transfer (Minuted)	s139 LGA72	£110.00		£110.00

Chairman's signature

May	NYCC Street Lighting Annual Energy Account invoice	s14 para27 LGA72	£285.24	£57.05	£342.29
May	Cononley Wildlife Group Calendar Sales Fund payment	s139 LGA72	£150.00		£150.00
May	Cononley Station Adopters Group (Frnds of Airedale Line)	s144 LGA72	£100.00		£100.00
May	M.Dracup Printer Ink Reimb	s111 LGA72	£33.33		£33.33
May	Website (1&1)	s111 LGA72	£24.99	£5.00	£29.00
May	Dan Timbers (course reimb)	s111 LGA72	£65.00		£65.00

18. The date of 20<sup>th</sup> July will be the next Clerk's Delegated Authority Meeting.
19. The Clerk asked the Councillors to consider any new budget requirements as a pre-cursor to the Autumn budgeting requirements.

There being no further business, the meeting ended at 20.36

Clerk'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 08<sup>th</sup> June 2021,  
immediately after the statutory meeting of the Parish Council**

**Cononley Village Institute (CVIAC)**

Present: Those members who attended the statutory meeting.

- 21.05 (a) The signed Minutes of 29.03.21 were noted.  
(b) The unsigned Minutes of the May meeting were circulated.  
(c) There is to be a 'Cononley is back' event which will invite regular users to a coffee morning subject to compliance with the Government's roadmap. The PC could attend and the event could be used to promote the Gala.  
(d) The Annual Charity Report and Financial Controls document were both approved by the ST. The Accounts will be independently inspected and then need to be signed by a ST Rep. Thanks go to Richard Woolf for his work in preparing these documents.  
(e) The lone Working Policy has been amended to fit the CVI and this was noted by the ST.  
(f) The latest finance report for CVIAC and payments, receipts and estimates as scheduled therein were noted.

**Cononley Village Playing Field (CVPF)**

- 21.06 (a) The Playing Field Advisory Committee (PFAC) Meeting Minutes (circulated) for April 2021 were noted.  
(b) The draft minutes from the May PFAC Meeting were circulated.  
(c) The Playground Inspection Report highlighted nothing of significant concern. The Basketball Hoop was flagged up as needing attention. The woodchip landing areas are becoming a little compacted and the depth needs to be checked. The report has been sent to the Playing Field Advisory Committee and Sole Trustee members.  
Alex Bell is to contact the Chair to obtain more details of the Meeting he held with the Lengthsman regarding moving the goalposts near the shed, further up the field.  
(d) The matter of a Risk Assessment at the beck was again discussed at length. Additional plantings may be appropriate near the beck. RoSPA could be best placed to undertake any Risk Assessment and perhaps they could do the Annual Inspection at the same time to save costs.  
It was agreed that the ST needs more advice on Risk Assessments alongside water, from neighbouring PCs in a similar situation to see what they do. The Clerk will contact Sutton-in-Craven PC and Mike Dracup will contact Gargrave PC.  
Stacy Thornton will look into suitable Policies. As a general point it was felt that an accident book is required for the whole of the Playing Field and Playground site.  
(e) The payments, receipts and estimates as scheduled therein were approved.

There being no further business, the meeting ended at 21.10

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