

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

TUESDAY 12TH JANUARY 2020 AT 19.00

VIA VIDEO CONFERENCE PLATFORM, ZOOM

Meeting ID: 872 1259 3589

Passcode: 922632

OPEN TO PRESS & PUBLIC

Signed: Mr Lee Senior, Clerk & RFO to the Council, 7th January 2021

AGENDA

1. (a) To receive the written resignation of Cllr Dracup 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 in addition to those already recorded and to receive and resolve upon any requests for dispensations from members relating to items on the agenda.
4. a) To receive and approve the minutes of the Council meeting held on 12th December 2020.
b) 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).
c) To hear updates from Craven District Council and North Yorkshire County Council Councillors.
d) To receive / consider specific communication from bodies or individuals located outside the parish.
Road Closure Notice (NYCC) Netherghyll Lane, Cononley, 2nd February 09.30-15.00.
Road Closure Notice (NYCC) Level Crossing, Cononley Lane, overnight on 27th & 28th February.
Footpath Closure Notice at the Flosch, Cononley (NYCC & Network Rail) until 3rd June 2021.
5. Planning Applications (Note: further documents received before the meeting may be considered)
a) Applications to note and for comment:
Ref: 2020/22321/HH New balcony, decking and windows at Airedale Ings, Cononley.
b) Decisions, withdrawals and appeals to be reported and noted:
Ref: None
6. To receive an update on the final Wildlife Calendar sales total and agree on the distribution of surplus funds totalling £950.00.
7. To discuss and agree the way forward for the Cononley village newsletter during 2021.
8. To receive an update regarding the creation of 'Village Gateways' and related funding applications.
9. To receive any updates and agree any further action regarding the complaints received about noise and disruption from some users of Riverside Caravan & Camping Park at busy periods.
10. Action list – to report on work in progress and resolve upon any further actions to be taken.
11. To discuss any updates regarding the s106 Planning Gain Funds from the Mill Development and take any further actions.
12. To receive an update on the current situation regarding the Covid-19 support network in the village.
13. Report from Council representatives.
14. Clerk's report.
i) The re-formation of the Employment Committee
15. To agree the dates for allotment inspections in 2021 (subject to Covid-19 regulations) and also discuss

- the need for updates to the Allotment Tenancy Agreement.
16. Matters for debate and resolution:
 17. (a) To approve the appointment of Zurich as the PC insurers for the period 27th February 2021- 26th February 2022 and the annual premium at a cost of £3,456.84.
(b) To discuss and approve the draft Precept 2021-2022 from Craven District Council.
(c) To approve the use of dedicated Councillor email addresses to comply with Data Protection regs.
 18. Council administration and finance.
(a) 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 7th January 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 presented.
 - (b) To note any updates regarding the impact Covid-19 is having on the Institute.
 - (c) To note that the new PC website will allow CVIAC to update the events page independently.
 - (d) To note the finance report for the CVIAC and approve payments, receipts and estimates as scheduled therein.
 - (e) To discuss any other urgent items received after the publication of this Agenda.

Cononley Village Playing Field (CVPF)

1. (a) To receive and note any requests from the Playing Field Advisory Committee based on any urgent safety or maintenance issues. *Does a Playground Inspection need to be booked.*
 - (b) To note the Minutes from the PFAC Meeting dated 30th November 2020.
 - (d) To approve any payments, receipts and estimates as scheduled therein.
 - (e) To discuss any other urgent item received after the publication of this Agenda.

Mr Lee Senior Clerk & RFO to the Parish Council 7th January 2021

Minutes of the Meeting of Cononley Parish Council
held remotely via Zoom Platform. Meeting ID: 872 1259 3589
on Tuesday 12th January 2021 at 19.00

Present: Cllr D. Timbers (Chair) M. Dracup, M. Allum, B. Mitchell, K. Clark.

In attendance: The Clerk, NYCC Cllr P. Mulligan, CDC Cllr A. Brown, two members of the public.

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

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

21.002 Apologies for absence were received from Cllr H. Lambert (illness).

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

21.004 (a) The minutes of Parish Council meeting held on 12th December 2020 were received & approved.

(b) Questions arising from public participation.

A member of the public spoke about how the standard of gritting done by the PC had improved this year. He raised concerns about the non-gritting of the paths within the Candelisa development.

The gentleman stated that an abandoned Ford type of car with a flat tyre had been parked at the railway station for weeks. The Police are aware and Network Rail are due to remove the vehicle.

The services for the Airedale rail line will remain the same when Northern updates its working timetables next week. The Wharfedale line will revert to an hourly service.

The gentleman had spoken to Network Rail about possible solutions with the issue of the train horn and the resultant enforced footpath closure at the Flosh. He had not been able to make much progress with them. Finally it was pointed out there is a lot of litter at the Brow area of the village.

(c) 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. The Pendle area has an average of 915 infection cases per 100,000 people. Craven has 425 cases per 100,000 and the Bradford area has 287 cases per 100,000 people. This remains a serious situation.

Cllr Brown stated the Police and Crime Commissioner election seems certain to go ahead in May 2021. It is less clear whether the Craven District elections also due in May will take place.

The next step in the devolution process is expected to be announced in mid-February and this will determine the date of the council elections.

Cllr Brown advised that there is no news yet regarding the planning application ref:

2020/22218/FUL (proposed dwelling off Netherghyll Lane).

Cllr Mulligan confirmed Cllr Brown's comments regarding the seriousness of the Covid-19 situation and that infection figures are similarly concerning across the whole of North Yorkshire. Cllr Mulligan felt that people in many cases are not as committed to this lockdown as the first one and that people need to be very vigilant.

Cllr Mulligan also spoke about pupil attendance at school during the current lockdown. Due to the Government expanding the attendance eligibility criteria, significantly more children are at school during this lockdown. Indeed, the figures are as many as fifty percent of children being in school in some cases. Cllr Timbers confirmed that pupil attendance at Cononley school is significantly higher than in the first lockdown.

(d) Communication received from bodies located outside the parish.

Road Closure Notice (NYCC) Netherghyll Lane, Cononley, 2nd February 09.30-15.00.

Road Closure Notice (NYCC) Level Crossing, Cononley Lane, overnight on 27th & 28th February.

Footpath Closure Notice at the Flosh, Cononley (NYCC & Network Rail) until 3rd June 2021.

21.005 Planning Applications

(a) Ref: 2020/22321/HH New balcony, decking and windows at Airedale Ings, Cononley. *No comment.*

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

21.006 To receive an update on Wildlife Calendar sales and agree on the distribution of the surplus funds.

It was noted there had been a late sale of one further calendar since the publication of the Agenda, giving a surplus funds total of £960.00. It was agreed that the remaining calendars should be given as donations to both the Craven-based Step into Action Group and the SCAD Charity.

Cllr Clark had drawn up a press release for Social Media and the website and it was agreed this could

Chairman's signature

- be used in the public domain.
- 21.007 To discuss and agree the way forward for the Cononley village newsletter during 2021.
It was agreed to proceed with the very welcome suggestion from Robert and Caroline-Minton Taylor that they produce the newsletter for 2021 bi-monthly as appropriate. The excellent technical assistance from Rana Wall is also gratefully received. The PC offers its grateful thanks to all involved.
It would be of significant logistical benefit for the PC to be able to use Mailchimp for the distribution of the newsletter. The Clerk will make enquiries with the web designer about this.
- 21.008 To receive an update regarding the creation of 'Village Gateways' and related funding applications.
Cllr Clark advised that Cllr Mulligan has approved the £2000 funding from the Locality Budget which will match-fund the AJ1 Project Road Safety bid for £8750 to NY Police, Fire & Crime Commissioner (this replaces the 'Cycle Friendly Cononley' project which was approved in error). Cllr Clark is still awaiting full approval to the gateways scheme from NYCC Highways before it can go ahead.
- 21.009 To receive any updates about noise from some users of Riverside Caravan & Camping Park.
There are no further developments with this matter. The Enforcement Officer at CDC will report back to the PC further to his expected meeting with the site owners in January or February.
- 21.010 Action List
The Clerk confirmed the Eibe swing repair parts for the playground swing had been ordered and would arrive with the Lengthsman within 4-6 weeks.
CDC had confirmed there would be no Parish Council elections in 2021. An advert will need to be placed for 14 days in the village and on Social Media to try and fill the Councillor vacancy on the PC. The PC had not yet received the repayment from CDC for the s106 funds regarding the purchase of the mower and aerator. The Clerk will chase this.
The new website isn't far off being ready for final top line checks before approval. The Clerk will continue to liaise with the web designer to ensure any outstanding matters are dealt with.
Cllr Clark agreed to take on the matter of the defibrillator. The Clerk will send Cllr Clark any relevant background information.
There are still a handful of allotment holders who haven't paid their rental fees for 2020. The Clerk is continuing to chase these and one has paid recently.
- 21.011 To discuss any updates regarding the s106 Planning Gain Funds from the Mill Development and take any further actions.
The landscape architect is due to meet the s106 Sub-Committee on Friday 14th January via Zoom to discuss the next steps with the Playing Field (park) re-design. The Clerk will set up the meeting.
- 21.012 To receive an update on the Covid-19 village support network.
The support group is still operational. Requests for assistance are at the same numbers as last month. The group will continue to assist where required. It was agreed that the Covid help poster needs Updating. Cllr Dracup would like to be added to the list of helpers.
- 21.013 Report from Council Representatives
Cllr Timbers had received a phone call from a resident complaining about cockerel noise purporting to be emanating from the allotments. The Clerk had a received a subsequent email confirming the matter. Cllr Timbers will respond in conjunction with the Clerk further to a look at the Allotment Agreement. The first step should be for the complainant to keep a noise diary to keep track on the dates and times of the noise.
Cllr Timbers stated there is a meeting between the Dead Eye Steering Group and the Environment Agency. Prof Jon Gray and Fran Graham intend to talk about the proposed developments and gain additional knowledge.
Cllr Timbers advised that he and Cllr Clark had attended a YLCA organised, Climate Emergency Webinar on 12th January. There were some ideas on reducing the carbon footprint which the PC may want to consider. Cllr Timbers and Cllr Clark will provide a report of the webinar to the PC.
Cllr Mitchell stated a resident had approached him about two noisy dogs that are barking almost incessantly. Cllr Mitchell sympathised as he has also heard the barking.
It was agreed the best action is for the complainant to keep a noise diary to keep a track of the noise in the first instance. This is preferable to complaining directly to CDC at this stage. Once evidence is compiled, notifying the CDC Environmental Health department will be the next step.

Chairman's signature

Cllr Mitchell provided an update regarding the lack of gritting provision along the Candelisa estate during the wintery conditions. The Mill Development site is not gritted at all.

It was agreed that the Parish Council will now grit the Candelisa site and add it to the Lengthsman's gritting list.

Cllr Mitchell had been unable to make any progress with Candelisa over the site vehicles using the path to access Moorfoot Lane. He will however continue to do what he can.

Cllr Clark wondered if there could be a handrail fitted to the path on the access to the Candelisa site from Moorfoot Lane. It was felt the PC would have to fund this if it were to happen.

Cllr Clark advised there had been a fair bit of interest from potential volunteers. This is further to the PC funded flyer which requested helpers for the various groups in the village

Cllr Allum reported that work was progressing steadily behind the scenes with a new link path from the canal towpath to the A629 road at Cononley Lane End. CDC appear to have a small underspend that may help to contribute towards the cost of the necessary design work. CDC are waiting to hear back from the Canal & Rivers Trust whose land it is, to see if they can also contribute. The scheme would need to be professionally designed and costed.

21.014 Clerk's report.

The Clerk confirmed that the Display Screen Assessment had been completed and there are no Issues.

The Clerk reported how well the Financial Consultant was doing and had circulated to members the work he has done. The Clerk is to have a zoom call with the consultant later this week.

The Lengthsman has lost his keys and it may be that some more will need to be cut. Cllr Clark stated that a message had appeared on Facebook stating some keys had been found in the park. She will follow this up to see if they belong to the Lengthsman.

The gritting is going really well and some residents are noticing the fine work the Lengthsman is doing with this.

The Clerk spoke about the requirement to appoint an external auditor for 2021. It was agreed that the PC would not use the YLCA Audit Service this year. The Clerk will examine alternative options and obtain quotes.

There had been a healthy response to the request for more volunteers with six expressions of interest from villagers.

21.015 To agree the dates for allotment inspections in 2021 (subject to Covid-19 regulations) and also discuss the need for updates to the Allotment Tenancy Agreement.

The following dates were agreed (subject to compliance with Covid-19 regulations). Thursday 8th April at 11.00am, Thursday 10th June at 18.00, Thursday 12th August at 18.00, Thursday 7th October at 11,00am.

Additional regular checks will be undertaken by the Clerk to supplement these dates.

A discussion took place about undertaking a review on the Allotments Agreement. It is felt that the layout and grammar need some improvement. The Clerk will circulate the current agreement to Councillors for comment.

21.016 Matters for debate and **resolution**:

(a) The appointment of Zurich as the PC insurers for the period 27th February 2021- 26th February 2022 at an annual premium cost of £3,456.84 was approved.

(b) The draft annual precept demand of £21,600 from Craven District Council was debated, further to the advice received from the RFO. It was resolved to accept the demand with a 0% increase to the Council Tax charge.

(c) It was resolved to use dedicated Councillor email addresses to comply with Data Protection Regulations. This also gives a consistent corporate image. Gmail is a secure platform and the Clerk will set up individual Councillor email addresses for Parish Council business.

21.017 Council Administration and Finance.

The Clerk presented the Schedule of Payments (5th December-8th January) which was approved: It was therefore **resolved** to approve the following payments:

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INV/Due Period	Payee	Power	Net Amount	VAT	Gross Amount
Dec	Zoom inv (paid via card)	s111 LGA72	£11.99	£2.40	£14.39
Dec	PC Bank Card Service charge	s111 LGA72	£3.00		£3.00
Dec	Briggs Printers	s142 LGA72	£96.00		£96.00
Dec	Lengthsman (Nov)	s111 LGA72	£131.25		£131.25
Dec	Clerks Travel (Dec)	s111 LGA72	£5.20		£5.20
Dec	Insurance Premium addition	s111 LGA72	£75.29		£75.29
Dec	Christmas Tree Lights	s144 LGA72	£900.00	£180.00	£1,080.00
Dec	Website (1&1)	s111 LGA72	£15.00	£3.00	£18.00
Dec	Bank Quarterly Service Charge	s111 LGA72	£18.00		£18.00
Dec	Clerk Office costs (Dec)	s112 LGA72	£35.00		£35.00
Dec	Clerks Salary (Dec)	s112 LGA72	£734.85		£734.85
Jan	Insurance Annual Premium	s111 LGA72	£3,456.85		£3,456.85

The Clerk's timesheet for December was approved.

The bank reconciliations for December as presented and previously circulated by the RFO were approved. The PC Current Account had funds of £20,545.11 as of 31st December 2020.

The Parish Council Reserves were £13,466.51 as of December 31st 2020.

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

There being no further business, the meeting ended at 20.22

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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 12th January 2021,
immediately after the statutory meeting of the Parish Council**

Cononley Village Institute (CVIAC)

Present: Those members who attended the statutory meeting.

- 21.01 (a) There were no Minutes to approve. The committee is due to meet next week.
- (b) It was noted that Stepping Stones Nursery continues to use the building in line with the latest Covid-19 guidance. There are no other users of the building currently.
- (c) The Clerk advised that once the new PC website is fully up and running the CVI page will be able to be updated independently by a CVI rep. This will streamline the process for advertising future events.
- (d) The finance report for CVIAC and payments, receipts and estimates as scheduled therein were noted.
- (e) There were no urgent matters requiring discussion after the publication of the Agenda.

Cononley Village Playing Field (CVPF)

- 21.01 (a) Cllr Timbers gave a verbal update on behalf of the Playing Field Advisory Committee. There are no major outstanding issues. A new replacement wooden post for the slide has been sourced by the Lengthsman who will affix the repair as soon as possible.
The Advisory Committee would like to place the order for the annual playground inspection directly, (using the email address of the PC) as they need to talk to the company about several other matters. Richard Woolf is to give an update on finances next week.
- (b) The Clerk will forward the Minutes from the Advisory Committee meeting held on 30th November 2020.
- 21.02 (c) The payments, receipts and estimates as scheduled therein were approved.

There being no further business, the meeting ended at 20.37

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