



**MINUTES OF A MEETING OF CONONLEY PARISH COUNCIL HELD  
IN CONONLEY VILLAGE INSTITUTE ON TUESDAY 27TH JUNE 2023  
AT 19.00**

Present: Cllr M Swinden (in the chair), Cllr M. Dracup, Cllr A. Powell.

In attendance: The Clerk (by zoom), & NYC Cllr A. Brown.

No members of the public were in attendance.

**23.074** (a) The written resignation of Cllr M. Swinden from the position of Chair of the PC was accepted. Further to members approval, Cllr M. Swinden was elected to the position of Chairman for this meeting.

(b) The written resignation of Cllr Robertson from the PC was received and accepted.

(c) It was resolved to co-opt NYC Councillor Andy Brown to the Parish Council in accordance with the PC's co-option policy.

**23.075** There were no apologies received.

**23.076** There were no Declarations of Interest received.

**23.077** The minutes of the May Parish Council meeting held on 9th May 2023 were accepted as a true record.

**23.078** Communication:

a) The resident who complained to the Clerk about campsite noise, didn't attend.

b) Public Participation:

Maren Lougee sent his apologies as he was unable to attend. In his absence he sent the Clerk an email stating that the Cononley station platforms will not now be extended. Longer trains are unlikely before December 2024.

c) County Councillor Andy Brown gave a brief update to the meeting. Cllr Brown stated there were no planning matters pertaining to the village. Out of the 90 seats on NYC, the split is now 45-45 Tory seats versus the other parties, though in practise NYC is still Tory controlled. A new Airedale Hospital is one of 20 across the UK that is expected to be built, though the money hasn't yet been allocated. Cllr Brown reported that the frequency of the no72 bus from Skipton to Grassington had been halved. Fish had been reported as being

*Signed by the Chair.....Tuesday 25<sup>th</sup> June 2023*



having found dead in the River Aire due to sewerage and agricultural run, off near to Cononley and also in the Leeds area. Cllr Brown reported that the canal towpath improvement work between Bradley and Silsden has never been finished. NYC have included in their funding bid but Bradford Council hasn't applied for their section in West Yorkshire.

Cllr Brown had reported to NYC a number of drainage issues in Cononley that had been dealt with. The planning application for a holiday lodge on Cross Hills Rd in Cononley has been withdrawn and will be replaced by another application this time using natural stone.

**d)** The following correspondence (circulated) was considered and noted by Councillors:

- i) YLCA White Rose Bulletins and Law and Governance Bulletins.
- ii) NYC 'Let's Talk Transport' Public Survey (open until 17<sup>th</sup> July 23).

**23.079 a)** Planning Applications received for comment:

- i) Ref: 2023/24834/FUL Holiday Lodge construction. WITHDRAWN by applicant.

**b)** Decisions, withdrawals or appeals reported by CDC.

None

**23.080** To discuss and consider taking any action regarding the complaint of noise at the Riverside Caravan & Camping site by a resident.

The Clerk reported that he'd had previous dialogue with a resident about this matter. The resident stated that they wanted to attend the next PC and would like the item on the Agenda. However the resident had failed to turn up. Cllr Brown stated that he was aware that there had been one week of noise and some minor disturbances in the village but he wasn't sure when. It was resolved that the Clerk would ask the complainant what specific dates she felt that the noise occurred and then this could be looked into further by NYC supported by the PC.

**23.081** To discuss and agree any action regarding the recent incident of a HGV damaging a boundary wall belonging to a resident on 16th May 2023.

Cllr Brown stated that he'd spent one hour with the resident discussing this. He feels a remarking of the junction at Skipton Road/Netherghyll Lane may help along with better signage. It was agreed there is little the PC can do directly about highway matters such as this other than liaise with NYC.

*Signed by the Chair.....Tuesday 25<sup>th</sup> June 2023*



**23.082** To receive any allotment updates and take any appropriate action.

There had been no news from the pest controller so the Clerk will chase this further to the resignation of Atholl Robertson from the PC. There are two vacant plots on the site, plots 38 and 39 that need letting as a matter of urgency. The Lengthsman will paint the new posts (photo previously circulated) and begin to roll them out as soon as possible. A discussion was held whether the agreed removal of asbestos from any plot had been listed on any correspondence to the tenants. This is to be checked.

**23.083** To receive the Action List and note any further actions to be taken.

The list was discussed and worked through. Among the items outstanding is the need to obtain alternative quotes for the Christmas lights provision in the village and also a look needs to be taken at alternative insurance policies for comparative purposes.

**23.084** To approve the quotation (circulated) from GFB Ltd, for the Dead Eye improvement work as follows: Recreation Platform with connecting boardwalk £7,155.00, 2.4m Sleeper Bench £228.00, Removable Screens £375.00, Delivery, groundworks and installation £2,945.00. A Total of £10,703.00 plus VAT with a total cost £12,843.60 payable.

A discussion ensued and the Clerk explained the cost for the platform had risen from £6,380 to the current figure since the original quote. Delivery charges were the same. It was resolved to approve the amount of £10,703.00 plus VAT.

**23.085** To note the Clerk/RFO's resignation dated 20/6/23 and agree the next steps towards obtaining a replacement Clerk/RFO and any costs.

The written resignation of the Clerk/RFO had been received and accepted by the PC. The Clerk's notice period will expire on 20<sup>th</sup> July 23. He had helpfully agreed to stay on a little beyond that period if required to allow the PC to lawfully continue to carry meet its obligations and also ensure a smooth transfer to the new person. The Clerk was thanked for his time at the PC and Councillors stated they were sorry to see the Clerk go.

A recruitment panel has been set up to oversee a replacement officer. It was agreed there is a need to advertise outside of the village. The next steps agreed were to advertise the position via the YLCA newsletter and website at a cost of £15 and also regionally in the Craven area. A recruitment budget of £500 was agreed to advertise the role. The Clerk had requested a reference from the PC.

**23.086** To discuss and agree any necessary action regarding the waste dumping site on Cross Hills Rd. It was agreed that the PC will contact the planning department at NYC via the Clerk to request there is no further extension to the planning permission for the lorries removing waste from the site. Excessive noise and mud on the road are the major issues.

*Signed by the Chair.....Tuesday 25<sup>th</sup> June 2023*



**20.087** To receive any verbal updates from Council representatives.

Cllr Dracup updated the meeting about the towpath improvement work. Farnhill PC remains keen to help with the project and will contribute up to £500. Cllr Dracup had emailed the project manager to ask if there are any preferred suppliers for the work. There are some s106 funds available plus Country Councillor Andy Brown has a small pot of funding which could also be used as a contribution to costs for the work.

Cllr Dracup also updated the meeting about the Delph. He had heard nothing back from Emma. It would be useful to find out the deed title holder.

**23.088** To approve the draft financial accounts for the year 2022/23 (circulated).

This item was deferred until the July meeting.

**23.089** Clerk's Report.

The Clerk confirmed the Internal Audit (circulated) had been passed with no areas of concern. The external audit is progressing and one month's extension had been agreed with PKF Littlejohn, the auditors. The Clerk noted that some updates on the website are required to bring it up to date.

**23.090** Matters for Debate and Resolution.

- a) Part 1 of the AGAR for the year 22/23 was approved.
- b) Part 2 of the AGAR for the year 22/23 was approved and signed.
- c) The latest Asset Register (circulated) was approved.
- d) The payment of the Internal Audit invoice was approved.

**23.092** Council Administration and Finance.

a) The monthly report on assets, maintenance and council finance and budgets, timesheets, plus Clerk, Financial Consultant and Lengthsman costs and Schedule of payments (circulated) were all approved.

It was noted the Council that on 31st May 2023, the PC had a balance of £34,051.19 in the Current account ( £10,000 is ringfenced for Awards for All) and £7,653.10 in the Reserve ( Deposit) account.

*Signed by the Chair.....Tuesday 25<sup>th</sup> June 2023*



**23.093** To note that the date of the next Parish Council Meeting is rearranged and is now scheduled for 25th July at the CVI.

**23.094** There were no urgent items at the discretion of the Chairman, or items for future meetings.

The meeting closed at 20.42

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**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) The signed minutes were approved.
  - (b) No recent unsigned minutes were received.
  - (c) The CVI rep Mike Dracup, advised the electricity contract was up for renewal at the end of the month.
  - (d) It was agreed to reduce the number of PC reps on to CVIAC to 1.
  - (e) The requested Constitutional changes by CVIAC were approved provided they meet the Charity Commission (CC) rules where required to do so.
  - (f) The request from CVIAC that a revised constitution allows lotteries to raise money for good causes or for fun was agreed subject to any required CC approval.
  - (g) The amount the CVI Treasurer can incur without prior reference Sole Trustee was raised from the current £250 to a revised amount of £500 in line with CPC Regulations at the request of the CVIAC Treasurer.
  - (h) The latest CVIAC financial report was noted and payments and receipts approved.

**Cononley Village Playing Field ( CVPF)**

1. (a) There were no recent Minutes to note.
  - (b) It was agreed that the ST would try and arrange a meeting between Kath and David the Lengthsman so he can discuss his concerns over the poor quality grass and debris within it. The noticeboard didn't have a key.
  - (c) Kath had liaised with a local plumber and he has confirmed that water pressure is sufficient for use on Gala day.
  - (d) There had been no quote yet for the soakaway but the Lengthsman had said it may settle down and the wet area had been drier recently.
  - (e) There are two new members of the Friends of the Park group.
  - (f) The financial report was approved along with payments and receipts .

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