



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

Meeting Agenda

Date: Tuesday 9th November 2021

Time: 19.00

Location: Via Video Conferencing Platform, Zoom

Zoom Access: Meeting ID: 899 1613 5991 | Passcode: 533260

Open to the Press and Public

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

Notes:

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 councilors need to be accepted.

Items on the Agenda requiring a Parish Council decision at this meeting are Councilor 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 (4th May).

- 1 (a) The Clerk to confirm the written resignation of Cllr Clark from the of position of Chairman further to an email sent to the PC.

(b) Further to members discussion, it is recommended to the Clerk that Cllr Dracup 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.
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 Clerk's Delegated Authority meeting held on 12th October 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) correspondence from bodies or individuals located inside or outside the parish.
 - i 20's Plenty Campaign (via CDC Cllr Brown)
 - ii Impact of Tourism Questionnaire (CDC)
 - iii Complaint about stile on Moorfoot Lane (member of the public)
 - iiii YLCA Craven Branch Meeting held on 20th October.
7. Planning Applications for comment to the Clerk (late submissions may be accepted)
 - a) After receiving guidance from members, the Clerk records the following Decisions:
 - i) Ref: 2021/22874/HH Building extensions/ Secretary of State Appeal (Info only)
 - ii)
 - iii)
 - b) a) After receiving guidance from members, the Clerk records the following Decisions:
 - i) Ref: 2021/23199/HH Rear extension and Roof Windows, Woodside Lane, Cononley. GRANTED.
 - ii) Ref: 2021/23147/HH Demolish outbuilding/off street parking. Main St, Cononley. GRANTED.
 - iii) Ref: 2021/23244/VAR To vary conditions, land off Netherghyll Lane, Cononley. GRANTED.
 - iiii) Ref: 2021/22789/FUL Twelve new dwellings at Meadow Lane. Cononley. REFUSED.
 - iiiii) Ref: 2021/23286/TPO Trim lower branches, Cross Hills Rd, Cononley. GRANTED.

8. To discuss and recommend to the Clerk whether the PC should support the '20's Plenty' campaign.
9. The Clerk is to receive an update on the activities of the Cleaner/Greener Group.
10. The Clerk to give a verbal report on the allotments.
11. The Clerk to receive any updates from Councillors on the s106 Sub Committee.
12. Action list – to report on work in progress and note any further actions to be taken.
13. The Clerk is to receive a verbal update from Council representatives.
14. Clerk's report.
15. The following are recommended for Clerk's approval under the Clerk's Scheme of Delegated Authority:
 - i) To approve the expenditure of £20.00 from RBL for a wreath for the village War Memorial.
 - ii) CWG request for a contingency for costs of disposing of large dogwood (if required) up to £100.
 - iii) To approve the cost for 680 copies of the December newsletter. Two quotes received: No 1 is £240 with no added VAT. No 2 is £320 with no added VAT.
 - iiii) To approve the two invoices from PKF Littlejohn for external Audit 20-21 at total cost of £480.00 inc VAT.
 - iiiii) A grant for £261.60 to CVIAC for the Clock Tower service as previously agreed.
16. 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.
17. To note that 14th December is the date of next Parish Council Meeting is at the CVI @19.00.
A review to take place on 31st December to determine the format of the January Meeting.
18. Any urgent items to be noted for future meetings.

Mr Lee Senior Clerk & RFO to the Parish Council 3rd November 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) Unsigned Minutes
- (b) Signed Minutes
- (c) Any updates from the CVI Rep
- (d) Any items for discussion not on the Agenda
- (e) 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 any recent Minutes.
- (b) To note any recent requests for the Playing Field Advisory Cttee based on any urgent safety or maintenance issues raised by the Clerk or Lengthsman (wall damage), (removal of damaged animals).
- (c) To receive any feedback on the recent CVI/PFAC Workshop on Sat 6th Nov and take any appropriate actions further to the workshop.
- (d) To receive any additional feedback on the Beer Fest (further to Cllr Timbers' email report).
- (e) To receive an update on the latest situation with the trees adjacent to the Bowling Club.
- (f) To approve any payments, receipts and estimates as scheduled therein.

MINUTES OF THE CLERK'S DELEGATED AUTHORITY MEETING TUES 9TH NOVEMBER 2021@ 19.00 (HELD REMOTELY)

Meeting ID: 899 1613 5991

Present: Cllr M Dracup (chair), Cllr A. Bell, Cllr M. Swinden,

Cllr. S. Thornton, Cllr Timbers, Cllr Clark.

In attendance: The Clerk, CDC Cllr A. Brown and NYCC Cllr P. Mulligan.

Apologies: None

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 November 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 (4th May 21).

1 (a) The Clerk received the written resignation of Cllr Clark from the position of Chairman of the PC.

(b) Further to members discussion, it was recommended to the Clerk that Cllr Dracup fills the position of Chairman for this meeting.

The Chair reminded 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.

2. The Clerk noted there were no dispensations or interests declared by any Councillor present.

3. The Clerk was advised that the minutes of Parish Council meeting held on 12th October 2021 should be accepted as a true record.

4. There were no members of the public present.

5. NYCC Councillor P Mulligan gave an update to the Delegated Meeting. Under devolution a new Council ward will be created encompassing six constituencies. There will be an election in May for a 5-year term. In April 23 Craven DC will be dissolved. 2022 will be an important transition year.

The Police Commissioner election is taking place soon and as a result of the election some ongoing changes may be delayed or not taken forward.

There has been an inference that in central government Michael Gove will find parliamentary time to discuss local councils obtaining powers to have hybrid or online meetings as well as face-to-face in the future. Cllr Mulligan agreed to speak to NYCC Footpaths dept about the long since closed bridge near Dead Eye. Cllr Timbers will supply some background information.

CDC Councillor A Brown thanked the PC for the new traffic calming measures in the village. Cllr Brown also spoke about the forthcoming Police Commissioner elections and how he hoped that turnout would be better than the 20% last time. Covid-19 figures had been as high as 600 people per 100k but the number is currently around 373 people per 100k. There is a need to remain vigilant. Cllr Brown also spoke about devolution and the reorganization of council wards. Some of the areas lumped together seem a bit strange. Cllr Brown confirmed he will be standing for the Green Party. Cllr Brown explained that he didn't call in the Meadow Lane planning development as the grounds for refusal are strange. There will undoubtedly be more to come on this. Cllr Brown supports the 20s Plenty campaign to reduce traffic speeds to 20mph in villages by default. So far 12 other villages have signed up and the more that sign up the better. NYCC have some concerns about the scheme.

6. The following correspondence (circulated) from bodies or individuals located inside or outside the parish was noted and discussed.

i 20's Plenty Campaign (via CDC Cllr Brown). Discussed on the Agenda.

ii Impact of Tourism Questionnaire (CDC). To be sent to CDC.

iii Complaint about stile on Moorfoot Lane (member of the public). Clerk replied.

iiii Feedback from the YLCA Craven Branch Meeting held on 20th October. Cllr's Clark and Thornton attended. The meeting was a disappointment and poorly organised.

7a) The following Planning Applications were received for comment to the Clerk:

i) Ref: 2021/22874/HH Building extensions/ Secretary of State Appeal (Info only). ii)Ref: 2021/23452/TCA Tree removal/pruning, St Johns St, Cononley. *No Comment. The PC records frustration at the lack of information on the application.*

b) The Clerk records the following Decisions from Craven District Council:

i) Ref: 2021/23199/HH Rear extension and Roof Windows, Woodside Lane, Cononley. *GRANTED.*

ii) Ref: 2021/23147/HH Demolish outbuilding/off street parking. Main St, Cononley. *GRANTED.*

iii) Ref: 2021/23244/VAR To vary conditions, land off Netherghyll Lane, Cononley. *GRANTED.*

iiii) Ref: 2021/22789/FUL Twelve new dwellings at Meadow Lane, Cononley. *REFUSED*.

iiiii) Ref: 2021/23286/TPO Trim lower branches, Cross Hills Rd, Cononley. *GRANTED*.

8. To discuss and recommend to the Clerk whether the PC should support the '20's Plenty' campaign.

A discussion was held regarding the merits of the '20's Plenty' campaign. It was noted that there was a healthy number of PC's in the Craven area that were in support of it. Councillors were unanimously in favour of supporting the campaign. The Clerk will contact the organization further to contact details supplied by Cllr Clark.

9. To receive an update on the activities of the Cleaner/Greener Group.

Thanks are offered to Marten Lougee who facilitated four 'No idling' signs via Northern Rail to be sited near to the level crossing.

10. The Clerk to give a verbal update on allotments.

The Clerk is meeting the Lengthsman on 23rd November to sign off the creation of the new plots 34A/B which is now complete. The Lengthsman will collect the two new allotment noticeboards and posts and erect the boards, one on each allotment site, further to liaising with the Clerk. It was felt by all that an informal discussion about the future allotment provision including the allotment agreement would be a good idea. The Clerk will arrange a zoom link for this. Any ideas can be taken forward to a future CPC Meeting for approval.

11. The Clerk and Councillors to receive an update from the s106 Sub-Committee.

The sub-committee is meeting on Fri 12th November to discuss ongoing projects. The work on the footpath improvement is thought to be appropriate for s106 funds. The fencing work at Dead Eye is also taking place using s106 funds and this work is expected to be finished within the next couple of weeks.

12. Action list – to report on work in progress and note any further actions to be taken.

The Clerk talked through the Action List. The Canal &
River Trust have still not heard the outcome of the funding application for the towpath access improvement. The Clerk and Cllr Dracup are in contact with them. The Clerk had given Cllr Dracup a copy of the Asset Register, just before the meeting with a view to checking some of the Assets on the list. The Clerk and Cllr Bell are due to undertake a new website training session with Jason Munslow via zoom with the date to be confirmed as soon as possible. The Clerk had received a request from the Pensions Regulator to update the PC database. Regarding EV charging provision, the Clerk is to liaise with Bradleys Both PC to check on their progress and also liaise with the independent EV advisor who has been helpful to try and take this idea forward.

13. The Clerk to receive verbal updates from Councillors.

Cllr Timbers reported there was still no joy with the bridge replacement at Dead Eye. A member of the public had filled in a Section 56 complaint under the Highways Act 1980 to NYCC about the length of time being taken to erect the new bridge. Cllr Timbers had arranged a wreath for the Remembrance Day.

Cllr Thornton reported about the state of one of the bins on Cononley Lane. Cllr Clark reported that she'd attend the Act of Remembrance service on behalf of the PC. Cllr Clark had filled in and circulated the Tourism questionnaire and all Councillors had been given the chance to input. Cllr Clark is happy to be the PC Rep on tourism. Cllr Clark confirmed the Christmas Lights at the Bandstand, CVI and the new tree at the shop were fitted on Nov 19th and the village lights switch on will be Nov 27th after the Christmas Fair. Cllr Clark confirmed the new cycle stand should be fitted next week. Cllr Clark had emailed Yorkshire Housing about gaining permission to plant two trees on Meadowcroft, so far without reply. Cllr Clark discussed the idea of a defibrillator at the station on the River Aire side of the village and this seemed popular. Cllr Clark will liaise with Marten at the Station Users Group. Cllr Clark expressed her thanks to Richard Woolf for the useful and well-run workshop about the future of the village Trusts. Cllr Dracup confirmed the Cononley Wildlife Group had £70 left from the Pinfold and that NYCC Councillor Patrick Mulligan had agreed that it could be used for additional trees at the site. Cllr

Bell confirmed he was happy to use Mailchimp as a trial to plug the Christmas Fair. Cllr Bell also stated he felt the Trust workshop held by Richard Woolf was very useful. Cllr Swinden is working on the Allotments provision and had been in touch with the National Allotment Society via the PC Clerk. Cllr Swinden is happy to lead the discussion at the informal allotments chat that will be arranged.

14. The Clerk's Report.

The Clerk reported that the new website templates for the Agenda and Minutes had taken some time to format but that he was getting there. Jason had been helpful. The newsletter is probably best posted to the website as individual news items rather than copying in its entirety. The Clerk and Cllr Bell are due to undertake some training from Jason later this month. The Clerk is to hold a zoom meeting with the Financial Consultant as a precursor to the setting of Budget in December. The budget has to be set at a Full Council meeting and cannot be done via a Clerk's Delegated Meeting. The next meeting will therefore be in the CVI despite the recent increase in Covid infections. Cllr Swinden is booked onto two YLCA 'Flying Start' webinars. The Clerk is due to make inspections with the Lengthsman in the village on 16th November.

15. The following were all agreed under the Clerk's approval under the Clerk's Scheme of Delegated Authority (further to advice received from members):

- i) Expenditure of £20.00 from RBL for a wreath for the village War Memorial.
- ii) A contingency for costs of disposing of large dogwood up to £100 if required, at the request of the Cononley Wildlife Group.
- iii) Quote no 1 was approved at £240.00 with no added VAT for the cost for 680 copies of the December newsletter.

iii) The two invoices from PKF Littlejohn for external Audit 20-21 at total cost of £480.00 inc VAT.

iiii) A grant for £261.60 to CVIAC for the Clock Tower service in November 21. This is as previously agreed.

16. 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.

INV Due Period	Payee	Power	Net Amount	VAT	Gross Amount
Oct	Staff Travel Reimbursement (Sep)	s112 LGA72	£4.50		£4.50
Oct	Staff (Sept salary)	s112 LGA72	£702.90		£702.90
Oct	Financial Consultant (Sept)	s111 LGA72	£207.00	£41.40	£248.40
Oct	Staff Office costs (September)	s112 LGA72	£35.00		£35.00
Oct	Website Hosting fees reimb (J.M)	s142 LGA72	£280.80		£280.80
Oct	Direct Debit Zoom inv & Bank Costs (paid via bank card)	s111 LGA72	£11.99 £3.00	£2.40	£14.39 £3.00
Oct	Website (1&1) Monthly cost	s111 LGA72	£15.00	£3.00	£18.00
Oct	Staff (Travel reimb Oct)	s112 LGA72	£4.50		£4.50
Oct	Lengthsman (Sept inv)	s111 LGA72	£157.50		£157.50
Oct	Glasdon. 2x Gateways, Cononley Lane	Local Gov and Rating Act 87 s30	£3,424.58	£684.94	£4,109.52
Oct	Rialtus (Allotments Software)	s112 LGA72	£124.00	£24.80	£148.80

17. The meeting in December be a Parish Council Meeting rather than a Delegated Meeting. It will take place at the CVI @19.00 on 14th December. A review will take place on 31st December to determine the format of the January Meeting.

The Meeting closed at 21.05

Signed: *L.Senior*.....

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 unsigned Minutes presented were approved.
- (b) The Signed Minutes presented were approved.
- (c) There will be a Christmas Fair on 27th November from 10-4pm. Help with volunteering will be required. The PC will be having a table. The Women's Institute will be helping on the day.
- (d) Thanks were issued to Richard Woolf for hosting the recent workshop.
- (e) 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 any recent Minutes.
- (b) The Lengthsman has been sourcing stone to fix the wall which should be completed very shortly.
- (c) The recent CVI/PFAC Workshop on Sat 6th Nov was considered a success by all who attend and thanks were given again to Richard Woolf. It is clear the remit and purpose of the Trusts need to be clarified and the Constitution needs modernising. Can the Trusts be combined. Cllr Bell will liaise with Richard Woolf to do more work on this and bring a proposal back to the ST.
- (d) The Beer Fest in October was a big success raising £3729.00. The card reader proved to be a valuable asset taking around £1,000. It could be used for the Christmas Fair and future ST events.
- (e) A letter had been sent to the householder pointing out the responsibility of the trees adjacent to the Bowling Club are hers.
- (f) Payments, receipts and estimates as scheduled therein were approved