

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

TUESDAY 20TH JULY 2021 AT 19.00

VIA VIDEO CONFERENCE PLATFORM, ZOOM

Meeting ID: 873 7783 2315

Passcode: 594056

OPEN TO PRESS & PUBLIC

Signed: Mr Lee Senior, Clerk & RFO to the Council, 14th July 2021

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 nonparticipating 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 (4th May).

AGENDA ITEMS FOR DISCUSSION AND RECOMMENDATION TO THE CLERK

1. (a) The Clerk to confirm the written resignation of Cllr Timbers from the position of chair of the PC. (b) Further to members discussion, it is recommended to the Clerk that Cllr M Allum 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 Clerk's Delegated Authority meeting held on 8th June 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: 2021/22789/FUL 12 new dwellings, Meadow Lane. *Objection. Comments to be minuted.*
Ref: 2021/22935/FUL 5 new dwellings, Meadow Lane Cononley. *Objection. Comments to be minuted.*

Clerk's signature

Ref: 2021/22874/HH Two storey, single storey extension & porch extension, Cononley. *No*

Comment.

Ref: 2021/22765/HH Extension and entrance relocation at Stockshott Lane Cononley. *No Comment.*

Ref: 2021/22862/FUL New heat pump to replace LPG at Stockshott Lane, Cononley. *No Comment.*

Ref: 2021/22863/LBC New heat pump to replace LPG at Stockshott Lane, Cononley. *No Comment.*

b) The following Decisions, withdrawals and appeals by Craven District Council are noted:

Ref: 2021/22811/HH Single store side & first floor extension Shady Lane, Cononley. *Granted.*

Ref: 2021/22695/HH Retrospective landscaping/decking, Airedale Ings, Cononley. *Granted.*

8. To discuss and recommend to the Clerk all suitable options for providing sustainable water to the Allotments. Options for consideration include a borehole if appropriate and also the purchase of additional water containers funded by the PC up to the cost of £1,000.
9. The Clerk is to take advice and a recommendation from Councillors regarding the PC's Christmas lights provision for Christmas
2021 and discuss whether additional Christmas decorations are needed.
10. It is noted that the PC will be having a presence at the 'Cononley is back!' event on 31st July at the CVI. Available PC representatives on that day should inform the Clerk.
11. Action list – to report on work in progress and note any further actions to be taken.
12. The Clerk to receive any updates from Councillors on the s106 Sub Committee.
13. The Clerk to receive an update on costings and a recommendation from Councillors regarding the purchase of a portable hand-held payment device to receive payments. The existing Financial Regulations would need updating with a new policy approved for portable payments. The Clerk has circulated further information on this.
14. The Clerk is to receive an update regarding the possibility of cycle parking at the village shop.
15. The Clerk is to receive a verbal update from Council representatives.
16. Clerk's general report and any correspondence received.
 - i) Resignation of Cllr Allum on 31st July is noted by Councillors and the Clerk.
 - ii) Update from NYCC to Cllr Mulligan regarding the Footpath closure at the Flosh.
 - iii) Notification from NYCC that the Gordon Terrace Path Order has been referred to the Secretary of State.
17. The following are recommended for Clerk's approval under the Clerk's Scheme of Delegated Authority:
 - (a) Ten pounds is agreed to purchase a trial can of brightly coloured dog waste spray for use via the Lengthman to highlight dog waste in public places.
 - (b) It is recommended under the Clerk's Delegated Authority that two man-made Noticeboards for the Allotment sites are purchased by the PC at a cost of £1038.78 plus VAT. Quotes have been obtained.
 - (c) A request has been made by Cononley Wildlife Group for the sum of £170.00 to create a wildlife garden at Cononley Primary School (the letter with costings circulated).
 - (d) The September newsletter costs of up £350 are recommended for approval. The costs are higher than the summer newsletter due to this issue being four pages instead of two and recycled paper being used.
 - (e) To purchase 6 litter pickers at cost of circa £17 each up to a limit of £110.00 for future litter picking events, further to the success of the springtime clean up.
18. 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.
19. To note that 14th September is the date of next Clerk's Delegated Authority Meeting (There is no August meeting).
20. Any urgent items to be noted for future meetings.

Clerk's signature

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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) To note any recent signed Minutes (circulated)
 - (b) To receive any updates from the CVI rep including the 'Cononley is Back!' event.
 - (c) To receive any updates on items not included on the Agenda.
 - (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 any recent signed Minutes (non-received at the time of Agenda publication) .
 - (b) To receive an update on Risk Assessments and the purchase of an Accident Book.
- (c) To receive and note any requests from the Playing Field Advisory Committee based on any urgent safety or maintenance issues raised by the Clerk or Lengthsman (wooden post condition).
- (d) To discuss the approach made by the Bowling Club to Cllr Timbers regarding leylandii trees.
- (e) To receive any updates on the Gala preparation from the Playing Field Advisory Committee. (f) To approve any payments, receipts and estimates as scheduled therein

Clerk's signature

**Minutes of the Clerk's Delegated Authority Meeting held remotely
via Zoom Platform. Meeting ID: 824 3251 6129
on Tuesday 20th July 2021 at 19.00**

Present: The Clerk and Cllr K. Clark (chair), A. Bell (from 7.30pm), M. Swinden, M. Dracup, D. Timbers.
In attendance: CDC Cllr A. Brown.

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 July 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).

- 1 (a) The Clerk had received the resignation from Cllr Timbers from the position of Chair of the Council.
(b) It was recommended that Cllr Allum was elected as chair for this meeting.
(c) The Clerk received apologies from Cllr Mulligan and Cllr Brown.
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 8th June 2021 should be accepted as a true record.
4. The member of the public present spoke about the following matters:
The planting of the floral tubs is going ahead at the station probably in August.
Parliament shuts down at the end of this week for the summer recess. Hopefully there will be a decision on devolution before then.
If there isn't a Parish Plan in place does this affect the right to object against planning applications. It was felt that this isn't the case.
5. Craven District Council Councillor A Brown gave an email update to the Clerk in view of his absence:
It would be a good idea for the PC to agree who if anyone could speak for the Parish at the CDC Planning Committee meeting when the Meadow Close planning application eventually comes before it.
Ward member grant money is available and is averaging £200 for each Parish per year.
The Covid infection rate is over 600 per 100,000 in Craven. Possibly the highest ever. In addition, Cllr Brown's contact network has lots of double vaccinated locals going down with Covid and some fit people are significantly unwell.
Cllr Mulligan had updated the Clerk via email in his absence regarding the footpath closure at the Flosh. He had contacted NYCC Rights of Way Officer, Nicky Bunting to see if anything else can be done to speed matters up. Nicky confirmed that due to the safety case presented by Network Rail and the fact that the vegetation work is due to commence on 9th August, the potential reopening date cannot be brought forward. The path reopening should follow soon afterwards if the work is successful.
6. Communication received from bodies located inside and outside the parish.
The Clerk and Council received the resignation of Cllr M. Allum from the PC effective from 31st July 21.
The Clerk had received correspondence from a resident regarding the footpath closure at the Flosh. The resident had complained to NYCC and is dissatisfied with the reply received from them. The resident is now progressing the matter further.
7. After receiving guidance from members, the Clerk recorded the following Decisions:

Clerk's signature

Ref: 2021/22789/FUL 12 new dwellings, Meadow Lane. OBJECTION.

Whilst affordable houses are welcomed, the proposed location for the 3 affordable houses is not part of the designated site within the Local Plan (Inset Map No. 25).

It appears that the 3 affordable houses have been tagged onto the end of the proposal, rather than appropriately designed into the overall scheme, giving a more appealing distribution of housing type. The loss of this land for affordable housing means a loss of green space and mature trees – and a loss of amenity to residents (dog walkers and children).

The loss of this land for affordable housing will impact visibility splays at the Meadow Lane/Meadow Close junction, having an impact on road safety, particularly young families, children and vulnerable residents walking to school.

Meadow Lane is a narrow road with inadequate parking – this will obstruct sight lines. Access onto Meadow Close and then onto Meadow Lane (a narrow, single lane which leads to the primary school and playing fields) from the 17 additional properties (total of both applications) would put an unacceptably high stress on the traffic in the area. There is already parking on the existing pavements and at the junction of Meadow Close/Meadow Lane and the junction with Meadow Lane/Main Street/Moorfoot Lane. The additional traffic in an already congested area, will cause problems especially during school opening/closing times. Campsite traffic adds to this problem at the junction of Meadow Lane/Moorfoot Lane which the majority of traffic from the new development will pass through.

The plan assumes a ‘private drive’ but this is part of a separate application (no. 22935) which is yet to be decided, so why is it shown on the plan of this application?

The development will mean loss of parking amenity for Meadow Close occupants – particularly around the entrance to the ‘private drive’. By displacing parking, other areas of the village, particularly along Meadow Lane will suffer from parking congestion and pavement parking which is hazardous to pedestrians.

The design would be more favourable if provision were made for leisure/recreational land e.g. community garden, open green space with native trees and planting. This development will put further pressure on the village playing field which cannot be expanded to accommodate a larger village population.

The Transport Statement bears much resemblance to the Transport Statement of planning application no. 22935, where cycle storage is deemed to encourage cycling and no provision whatsoever is made for safe cycling / walking infrastructure that would benefit families and school children.

Sustainable Design/Construction- Gas boilers are proposed for the houses yet these are to be banned by the government for new builds. There is no mention of solar panels or other means of renewable energy sources or electric vehicle charging points. Developers should be designing houses for a greener future, not doing more of the same.

There appears to be no biodiversity surveys undertaken by appropriately qualified surveyors to assess the current level of flora and fauna. Residents and members of Cononley’s Wildlife Group have captured footage of a barn owl hunting in this area, along with photographs and sightings of hedgehogs, redpolls, bullfinches etc. The applicant has just provided a list of ‘biodiversity enhancement opportunities’ which may or may not be implemented once the site has been cleared of mature and well-established trees and vegetation, and the construction work completed. This is therefore unlikely to ‘enhance the natural environment’ and result in a ‘net gain of biodiversity’ – unless the applicant is able to prove as such? This planning proposal contradicts CDC’s Climate Emergency Strategy and doesn’t fulfil the applicant’s obligations with respect to Craven Local Plan Policies ENV4: Biodiversity.

Cononley has now already far exceeded its targeted growth rate of delivering 115 houses between 2012 and 2032. Completed developments over recent years have already delivered 133 dwellings. There is no justification for any additional new houses in the village.

The development is linked with application 2021/22935/FUL and therefore the s106 contribution is in effect for 17 dwellings. The s106 contribution figure should therefore be recalculated. The village needs green spaces more than additional housing.

Ref: 2021/22935/FUL: 5 new dwellings, Meadow Lane Cononley. OBJECTION.

Cononley has already exceeded its quota for housing stock as identified in the Local Plan, and this application for additional housing therefore contradicts the Local Plan.

The design, lay-out and size of these five x 5-bedroomed houses are overbearing, inappropriate, not in keeping with the village, do not fulfil a need for this style/size of housing – and thereby make no contribution to village needs.

Clerk’s signature

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The development site is a green field – once used for agriculture and now an important habitat for wildlife. Residents and members of Cononley’s Wildlife Group have captured footage of a barn owl hunting in this field, along with photographs and sightings of hedgehogs, redpolls, bullfinches etc. Within the planning application documentation, there are no biodiversity surveys undertaken by appropriately qualified surveyors to assess the current level of flora and fauna.

The applicant has just provided a list of ‘biodiversity enhancement opportunities’ which may or may not be implemented once the site has been cleared of mature and well-established trees and vegetation, and the construction work completed. This is therefore unlikely to ‘enhance the natural environment’ and result in a ‘net gain of biodiversity’ – unless the applicant is able to prove as such? This planning proposal contradicts CDC’s Climate Emergency Strategy and doesn’t fulfil the applicant’s obligations with respect to Craven Local Plan Policies ENV4: Biodiversity.

No safe provision has been made for school children walking or cycling to and from school – accessible via Moorfoot Lane and the Mill site. Pedestrians and school children will be required to walk along Meadow Lane which is narrow and has inadequate pavements - rather than via a safe, off-road shared pedestrian/cycleway through the development, linking to other housing sites.

The development will generate more traffic. Each dwelling is designed to take a minimum of two cars per household. This additional volume of traffic adds to an already congested village. The Transport Statement suggests that cycle storage will encourage more cycling, and access onto a highway will encourage safe walking and cycling. No provision whatsoever has been made to improve the infrastructure for safe walking and cycling.

The access road into this development will result in a loss of parking amenity on Meadow Close. Parking will be displaced to other areas of the village creating more parking congestion and pavement parking which is hazardous to pedestrians.

This field is an important green wedge within the village - a characteristic of Cononley which should be preserved.

No POS contribution or additional public green space is included within this development which will put additional pressure on the existing village playing field and play equipment.

The Sustainable Design and Construction Statement assumes the installation of gas boilers despite the government’s plan to phase them out of new builds. There is no mention of charging points for electric cars, installation of solar panels or other means of renewable energy.

This application and application number 2021/22789/FUL are intrinsically linked, by ownership and proximity, and should be treated as one application or at least be considered with reference to each other.

Ref: 2021/22874/HH Two storey, single storey extension & porch extension, Cononley. NO COMMENT.

Ref: 2021/22765/HH Extension and entrance relocation at Stockshott Lane Cononley. NO COMMENT.

Ref: 2021/22862/FUL New heat pump to replace LPG at Stockshott Lane, Cononley. IN SUPPORT.

Ref: 2021/22863/LBC New heat pump to replace LPG at Stockshott Lane, Cononley. IN SUPPORT.

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

Ref: 2021/22811/HH Single store side & first floor extension Shady Lane, Cononley. *Granted.*

Ref: 2021/22695/HH Retrospective landscaping/decking, Airedale Ings, Cononley. *Granted.*

8. To discuss and recommend to the Clerk all suitable options for providing sustainable water to the Allotments. Options for consideration include a borehole if appropriate and also the purchase of additional water containers funded by the PC up to the cost of £1,000.
The use of a borehole has been explored but is not a straightforward or cheap option. Estimated costs are between £13k-£16k and it is likely a generator would be needed. The borehole is felt to be difficult to progress.
After a recommendation by Councillors, the Clerk agreed that £1,000 be allocated, to help plot holders collect rain water on the basis that plot holders make some attempt to collect rainwater themselves.
9. The Clerk agreed that Cllr Clark will speak to Sandra at the shop to see what practical options there are for putting a Christmas tree there and that Cllr Dracup will look at options for the bus shelter.
The PC received positive comments for its display at the Bandstand and CVI last year and it would be nice to expand the display this Christmas.
10. It is noted that the PC will be having a presence at the ‘Cononley is back!’ event on 31st July at the CVI. All available PC representatives on that day should inform the Clerk of their availability.
The Clerk informed the meeting that he had arranged with Emma the local PCSO for some Crime-Prevention leaflets to be made available at the event.

Clerk’s signature

11. Action List

The Clerk talked through some key actions.

The required documentation had been sent to the External Auditors and a response was now awaited. Cllr Swinden agreed to become a bank signatory. This was welcomed and accepted.

The Lengthsman had agreed to undertake a trail to spray any dog waste left on public pavements to highlight the issue.

Councillors Bell and Thornton are requested to send a photo and a few words about themselves to the Clerk for the new website.

The Clerk will chase up the status of the PRoW application for Moorfoot Lane, with NYCC.

The Clerk has obtained advice from Sutton-in-Craven PC about their Risk Assessment with watercourses. This has been circulated to the Sole Trustee.

12. The Clerk received updates from the s106 Sub-Committee.

At Dead Eye the preferred fencing contractor has been selected based on a fair selection process. This was noted by the Clerk. It was felt that it is better to just do the fencing in the short term. CDC has given approval for up to £6k to be spent on the project which should be eligible to reclaim under s106 funds. A green building company representative had been to visit the site for future plans which may include a Bird Hide, sand marten bank and owl boxes. It had proved too costly and unrealistic to re-route the path to the bird hide. It is simpler to place the hide where the PC has access through its own land. At the footpath near the campsite some preliminary pricing up work had been undertaken with a view to improving the path surface.

Further to a discussion about the Playing Field, the Clerk agreed that Councillor Bell would be well-placed to provide a link between the Playing Field Advisory Committee and the Sole Trustee and would be able to support Chris Marsden where possible.

13. The Clerk to receive an update on costings and a recommendation from Councillors regarding the purchase of a portable hand-held payment device to receive payments.

The Clerk had circulated a briefing note with background and facts pertaining to a handheld device.

The Clerk expressed his reservations about the extra administrative burden the use of such a machine would entail and also the practical aspects on the ground. Procedures would need to be watertight and transactions would be part of future PC Audits.

It is noted that a designated person responsible for the device would need to be appointed for each Event. Cllr Thornton will continue to draft up a policy for consideration at a future meeting.

14. The Clerk is to receive an update regarding the provision of a cycle parking stand at the village shop.

It was explained that there is nowhere to leave a bike securely while visiting the village shop. A simple bike stand would be of great use to the village and shop customers using a bike.

After taking Councillor's advice into consideration and with their support, the Clerk agreed under Delegated Authority that the PC should proceed with a bike stand subject to any necessary permission required at a cost of up to £100.00.

15. The Clerk received the following verbal update from Council representatives.

Cllr Dracup reported that Cononley Wildlife Group has been successful with its grant application via Cllr Patrick Mulligan for £870.00. The monies will be used to erect Bird Mouth fencing along the edge of the Pinfold site adjacent to Piper Lane.

Cllr Dracup is also happy to investigate green roof options for the bus shelter and street lighting options.

Cllr Clark stated that she had made a donation of £10 to the Playing Field. This is further to the £10 donation from Joan Banks via plant sales. The Clerk agreed to contact Mrs Banks to offer thanks on behalf of the Sole Trustee.

Cllr Timbers reported that the Footpath Group had met twice last month. Coppy lane was cleared and weed and nettles removed on the path behind the campsite. Planning work is ongoing to try and improve the footpath surface behind the campsite.

16. The Clerk/RFO gave a general update.

The Clerk had received notification from NYCC that the Gordon Terrace Path Order has been referred to the Secretary of State for the final decision.

The Clerk had received an email from a resident who had been the victim of two break-ins. The resident asked whether the setting up a Neighbourhood Watch Scheme may be viable. Advice from the Police is to be obtained by the Clerk. Cllr Bell had also provided some useful pointers.

Clerk's signature

The Clerk advised Cllr Timbers that Awards for All funding may be suitable for some of the Dead Eye Pond improvement works. There are no guarantees but it would be worth a look.

Clerk had received an email from a Councillor at a nearby Council stating they were in need of a locum Clerk and asking for advice.

PSCO Emma Daines had agreed to call in to the 'Cononley is back!' event on 31st July. Emma had also provided some crime-prevention leaflets for the event and for wider distribution.

The Lengthsman had done a one-off strim of the footpath near Meadowcroft. Thanks to the PC had been received for this work by CDC Cllr A Brown who acknowledged this is not PC land.

17. The following items were approved by the Clerk under the Delegated Authority after receiving advice from Councillors.
 - (a) Ten pounds to be allocated to purchase a trial can of brightly coloured dog waste spray for use via the Lengthsman to highlight dog waste in public areas.
 - (b) Two handmade Noticeboards for the Allotment sites to be purchased by the PC at a cost of £1038.78 plus VAT. Quotes have been obtained.
 - (c) The sum of £170.00 be allocated to Cononley Wildlife Group from the Youth Group Funds to create a wildlife garden at Cononley Primary School (the letter with costings circulated).
 - (d) The September newsletter production costs of up to £350.00. It is noted that the costs are higher than the summer newsletter due to this issue being four pages instead of two and recycled paper being used.
 - (e) The purchase of 6 litter pickers at cost £17.00 each up to a total limit of £110.00 for future litter picking events, further to the success of the springtime clean up.
18. The monthly report on assets, maintenance, Schedule of Payments (1st-31st June) and finance (as circulated) was agreed by the Clerk under Delegated Authority after receiving advice from Councillors. The Clerk's June Timesheet (as circulated) was noted by Councillors.

Clerk's signature

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INV Due Period	Payee	Power	Net Amount	VAT	Gross Amount
June	Financial Consultant (May)	s111 LGA72	£216.75	£43.35	£260.10
June	Town Parish Audit	s111 LGA72	£130.00		£130.00
June	Clerk Office Costs	s112 LGA72	£35.00		£35.00
June	Clerk (May salary)	s112 LGA72	£670.95		£670.95
June	Global CPD (defib battery)	s139 LGA72	£230.00		£230.00
June	Bowling Club VAT reimbursement	s139 LGA72	£450.26		£450.26
June	TWM Traffic Control (VAS Data)	Highways Act 1980 s130	£325.00	£65.00	£390.00
June	Zoom inv (paid via bank card)	s111 LGA72	£11.99	£2.40	£14.39
June	Bank Card Monthly Service charge	s111 LGA72	£3.00		£3.00
June	Website (1&1)	s111 LGA72	£24.99	£5.00	£29.00
June	Briggs Printers (Newsletter)	s142 LGA72	£153.00		£153.00
June	NYCC Street Lighting Annual Maintenance Acc invoice	s14 para27 LGA72	£39.19	£7.84	£47.03
June	Lengthsman (May inv)	s111 LGA72	£262.89		£262.89
June	PC Bank Account Quarterly charge	s111 LGA72	£18.00		£18.00

19. The date of 14th September is noted as the date of next Clerk's Delegated Authority Meeting (There is no August meeting).
20. There were no urgent items for discussion at future meetings.

There being no further business, the meeting ended at 20.25

Clerk's Signature *L.Senior*

Clerk'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 20th July 2021,
immediately after the statutory meeting of the Parish Council**

Cononley Village Institute (CVIAC)

Present: Those members who attended the statutory meeting.

- 21.06 (a) There were no signed Minutes presented.
- (b) The CVI is now using Risk Assessment version 17. Stepping Stones provide their own Risk Assessment. Hirers have to sign Hirers Agreement and provide their own Risk Assessment and agree to comply with the CVI Risk Assessment.
The building has a limit of 100 people. However, it was agreed that a smaller number would be more desirable while Covid is still widespread.
- (c) The 'Cononley is Back!' community event will comply with the CVI Risk Assessment. As much ventilation should be provided as possible. All exhibitors will be behind a desk so there will be separation. There will be no more than 20 exhibitors and an estimated maximum number of 40 people in the room at any given time. A one-way system would be desirable. Track & Trace and QR code is still present. Masks can be encouraged but not insisted upon.
- (d) The latest finance report for CVIAC and payments, receipts and estimates as scheduled therein were noted.

Cononley Village Playing Field (CVPF)

- 21.07 (a) There were no Minutes presented to approve.
- (b) The Clerk had supplied details of what a neighbouring PC does with regards to Risk Assessments for watercourses running through or close to land for which it is responsible. There were no updates from the Playing Field Advisory Committee regarding an accident book. It was agreed that using an online system would be the simplest way. PFAC haven't yet confirmed their position on this.
- (c) It is agreed the Lengthsman should undertake an appraisal of the condition of the wooden posts as soon as possible. It was noted there had been requests about toilet provision in the park from the public via a Councillor and it is felt that the Advisory Committee are considering a one-month trial. There have been instances where members of the public have been seen using urinating in the playing field grounds.
- (d) Two representatives from the Bowling Club attended the meeting. A discussion ensued about the coniferous trees that are growing in the private garden adjacent to the Bowling Club. These are the responsibility of the householder and are a potential safety risk to Bowling Club and Park users. The Club also feels the trees are impacting on the green as they continue to gain height. A Club rep is to speak with the householder and report back. Further to that report the Sole Trustee may instigate an informal meeting with the householder backed by a letter pointing out The obligations of the householder if required.
- (e) An online spreadsheet has been drawn up by the Playing Field Advisory Committee detailing ongoing tasks in progress for the Gala event. The Clerk is investigating insurance and Covid risk for the suggested bouncy castle via the PC Insurers.
- (f) The payments, receipts and estimates as scheduled therein were approved.

There being no further business, the meeting ended at 21.39

Clerk's signature
