

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

**TUESDAY 14<sup>TH</sup> SEPTEMBER 2021 AT 19.00**

**VIA VIDEO CONFERENCE PLATFORM, ZOOM**

Meeting ID: 824 3251 6129

Passcode: 135994

**OPEN TO PRESS & PUBLIC**

*Signed: Mr Lee Senior, Clerk & RFO to the Council, 8th September 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 Allum from the position of Parish Councillor further to his email to the PC.  
(b) Further to members discussion, it is recommended to the Clerk that Cllr Clark fills the position of Chairperson 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 14<sup>th</sup> July 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) Network Rail have confirmed the Flosh footpath reopening.
  - ii) YLCA confirmed the next CILCA course student intake is September 2021.
  - iii) NYCC Bus Improvement Plan.
  - iiii) Highway de-restriction request on Netherghyll Lane by a member of the public.
  - iiiii) Police Crime Plan and Fire and Rescue Plan.
7. a) Planning Applications:

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Clerk's signature

After receiving guidance from members, the Clerk records the following Decisions:

Ref: 2021/23147/HH Demolition of outbuilding for off road parking space, Main St, Cononley.

Ref: 2021/23199/HH Rear extension. Roof windows, solar panels, Woodside Lane. Cononley.

Ref: 2021/22949/HH Change wooden windows & doors to Upvc, Tilotson's Ct, Cononley. *No Comment.*

Ref: 2021/23029/HH Replacement doors, windows and velux, Sun St Cononley. *No Comment.*

Ref: 2021/23045/HH New balcony, decking and windows, Airedale Ings, Cononley. *No Comment.*

Ref: 2021/23060/HH Two storey extension & link to dwelling. Netherghyll Lane. *No Comment.*

*The PC The Parish Council notes that Piper Lane is liable to potential damage (as the likely vehicle access track from the building work) and we request this is monitored.*

Ref: 2021/23085/VAR To vary planning ref 2017/18192/FUL Royd House Lingah Hill. *No Comment.*

*The PC notes the main impact on the village is the number of HGV's visiting the site and travelling through the village. The applicants are proposing to finish in Dec 2022 which seems an extremely long-time span. The PC would welcome a reassurance of when this is coming to an end.*

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

Ref: 2021/22874/HH Single and Double and Porch extension Meadow Lane. *Refused.*

Ref: 2021/22862/LBC Ground source heat pump to replace LPG system, Stockshott Lane. *Granted.*

Ref: 2021/22863/LBC Ground source heat pump to replace LPG system, Stockshott Lane. *Granted*

Ref: 2021/22935/FUL Five new dwellings, Meadow Lane. *Refused.*

Ref: 2021/22561/HH Extension to existing dwelling, Airedale Ings, Cononley. *Granted.*

8. The Clerk is to receive an update on the activities of the Cleaner/Greener Group including the issue of the use of Weedkiller on grass verges and in public areas.
9. The Clerk to seek a recommendation from members for supporting the provision of up to three Electric Vehicle charging points at Moorfoot Lane, further to the requested advisory email (circulated) from Craven DC.
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:
  - (a) To allocate up to £175.00 for the provision of signage asking motorists to turn off their engines while waiting at the railway barrier crossing- further to an approach by a member of the public and the Horace Mills Management Company.
  - (b) Membership of the National Allotment Society at a cost of £67.00 per annum, as agreed at the last Allotment Inspection Meeting.
  - (c) Advice and a recommendation is sought from members regarding the Clerk undertaking the CiLCA course which starts in September. The costs of the CiLCA Course as follows: £410.00 SLCC registration fee and £275.00 for Tutorial Support. The course provider expects the course programme to be completed as part of the Clerk's paid duties and within 12 months.
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 12<sup>th</sup> October is the date of next Meeting (a review of the next meeting format to take place on 30<sup>th</sup> September).
18. Any urgent items to be noted for future meetings.

*Mr Lee Senior Clerk & RFO to the Parish Council 8<sup>th</sup> September 2021*

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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 24/5/21 and unsigned Minutes 2/8/21 (circulated)
  - (b) To receive any updates from the CVI rep.
  - (c) To note the latest CVI committee Action Plan (circulated)
  - (d) To receive any updates on items not included 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 signed Minutes.
  - (b) 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 (wall damage update)
  - (c) To receive feedback on the Gala and discuss any matters pertaining from it.
  - (d) To approve the draft annual accounts, prepared by the Treasurer, Richard Woolf.
  - (e) To discuss and approve the purchase of a handheld card machine to accept payments at future Sole Trustee events.
  - (f) To approve any payments, receipts and estimates as scheduled therein

*Mr Lee Senior Clerk & RFO to the Parish Council 8th September 2021*

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Clerk's signature

## Minutes of the Clerk's Delegated Authority Meeting held remotely via Zoom Platform.

Meeting ID: 824 3251 6129 on Tuesday 14th September 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 (4<sup>th</sup> May).*

- 1 (a) The Clerk confirmed the PC had received the resignation from Mark Allum as a Parish Councillor.  
(b) It was recommended that Cllr Clark was elected as chair for this meeting.  
(c) The Clerk received apologies from Cllr Mulligan.
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 20<sup>th</sup> July 2021 should be accepted as a true record.
4. There were no members of the public present.
5. Craven District Council Councillor A Brown gave an update to the Delegated Meeting:  
The Covid infection rate has dropped but until the last couple of weeks there had been a marked increase in double-jabbed folks becoming infected in the village. Recent numbers of new infections in the last week are; Craven 258, Bradford area 284 and Pendle area 331, all per 100,000 people. Cllr Brown noted there had been more illnesses in Cononley due to Covid in the past three weeks. People need to remain cautious and vigilant.  
Planning law: Cononley has had 133 net completions of properties since the start of the Craven District Local Plan compared to the 115 that was the original target for 2032. The village has beaten its target with 11 years to spare. This could be a material factor in future planning applications.  
At the Mill development 8 properties are listed on the Airbnb website as residential properties. Candelisa appear to be have advised purchasers that this was residential use and permitted. Craven District Council's previous advice indicates that residential use applies to occasional letting not a systematic holiday rental business use. Residents advise that the lease prohibits commercial use. The Mill residents' group would like PC backing where possible to help against any further properties being listed although it is acknowledged the PC is limited with what it can do.  
The Planning Application for the smaller development at Meadowcroft has been refused. This is on the grounds that more houses are needed which will be controversial.  
Cllr Brown felt the Gala was a success and would like his name adding to any note of thanks from the PC  
Devolution: The Yorkshire Post has reported that a bill for £38 million has been announced for the re-organisation. Councillor Brown felt that this would represent around 1,000 redundancies.  
The first early proposals for the new Airedale seat are that it will be a big seat with 6,492 voters compared to the new average 5,300. The local Area Committee is currently planned to be based on the Skipton and Ripon Parliamentary Constituency. Planning matters could be decided in a location far removed from the area so local knowledge would be lost. In our patch four CDC Councillors will be replaced by 1 North Yorkshire Councillor, a big ask.  
Highways: there is concern about the indiscriminate use of weedkiller in the village by contractors acting on behalf of NYCC.  
Footpath Diversion application at Gordon Terrace: NYCC has referred Cllr Brown's letter stating that the diversion case is flawed to its legal team. Cllr Brown has received 21 communications from villagers stating that they've walked the alternative path, in many cases for years.

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Clerk's signature

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6. Communication received from bodies located inside and outside the parish.
  - i) Network Rail have confirmed the Flish footpath reopening.
  - ii) YLCA confirmed the next CiLCA course student intake is September 2021.
  - iii) NYCC Bus Improvement Plan.
  - iiii) Highway restriction request on Netherghyll Lane by a member of the public.
  - iiiii) Police Crime Plan and Fire and Rescue Plan.
7. a) After receiving guidance from members, the Clerk recorded the following Decisions:
 

Ref: 2021/23147/HH Demolition of outbuilding for off road parking space, Main St, Cononley. *Objection.*

Ref: 2021/23199/HH Rear extension. Roof windows, solar panels, Woodside Lane Cononley. *No Comment*

Ref: 2021/22949/HH Change wooden windows & doors to Upvc, Tilotson's Ct, Cononley. *No Comment.*

Ref: 2021/23029/HH Replacement doors, windows and velux, Sun St Cononley. *No Comment.*

Ref: 2021/23045/HH New balcony, decking and windows, Airedale Ings, Cononley. *No Comment.*

Ref: 2021/23060/HH Two storey extension & link to dwelling. Netherghyll Lane. *No Comment.*

Ref: 2021/23085/VAR To vary planning ref 2017/18192/FUL Royd House Lingah Hill. *No Comment.*

*A comment to be added requesting that the contents of the HGV's to be checked periodically.*

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

Ref: 2021/22874/HH Single and Double and Porch extension Meadow Lane. *Refused.*

Ref: 2021/22862/LBC Ground source heat pump to replace LPG system, Stockshott Lane. *Granted.*

Ref: 2021/22863/LBC Ground source heat pump to replace LPG system, Stockshott Lane. *Granted*

Ref: 2021/22935/FUL Five new dwellings, Meadow Lane. *Refused.*

Ref: 2021/22561/HH Extension to existing dwelling, Airedale Ings, Cononley. *Granted.*
8. The Clerk is to receive an update on the activities of the Cleaner/Greener Group including the issue of the use of Weedkiller on grass verges and in public areas.
 

The idea of providing compost bins to householders was discussed at the last Cleaner, Greener Group meeting on Thursday 9<sup>th</sup> September. Also discussed at that meeting was that the wind turbine is unlikely to be a community turbine. The issue of the use of weedkiller being sprayed on the grass verges and in some public areas by NYCC had been flagged up by the Group as being of concern. Cllr A Brown had also raised this. The Clerk advised that the group voiced their concerns to NYCC as a starting point and see what reply came back.
9. The Clerk to seek a recommendation from members for supporting the provision of up to three Electric Vehicle charging points at Moorfoot Lane, further to the requested advisory email (circulated) from Craven DC.
 

A discussion was held about Electric Vehicle provision in the village. Roadside charging points were felt to be desirable as well as potential charging points at the Station Car Park and Moorfoot Lane Car Park. It was recommended to the Clerk that a survey would make a good starting point and that an approach also be made to Northern Nail regarding the station car park. The Clerk agreed to contact Pod Point to see if they would be interested in undertaking a survey in Cononley and also make an approach to Northern Rail via the Friends of Cononley Station Group.
10. The Clerk gave a verbal report on the allotments.
 

The application to join the National Allotments Society (NAS) was in progress.

Work has started by the Lengthsman on dividing the vacant Plot 34 further to the decision to split future vacant plots where it is practical to do so. Cllr Clark agreed to let the outgoing tenant know that some tools are still in the shed.

The tenant at plot 36/36A has been in dialogue with the Clerk, which due to confidentiality cannot be minuted. The final Allotment Inspection of the year is scheduled for 11am on 7<sup>th</sup> October.

There had been an allotment waiting list enquiry from a Kildwick resident. The Clerk explained that the due to the length of the Waiting List currently, the PC is only accepting applications from Parish residents.
11. The Clerk to receive any updates from Councillors on the s106 Sub Committee.
 

Cllr Timbers updated that there will be a Dead Eye Pond working party on 2<sup>nd</sup> October to undertake a tidy up as a precursor to some fencing work being undertaken by a contractor later in October. The contractor will fence the parish boundary of the site and this will allow easy access. Future plans include the installation of a bird hide and dipping platform along with other subsequent work which will be undertaken as appropriate.

Cllr Timbers advised that the footpath surface replacement job near the campsite is too big and

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Clerk's signature

demanding for volunteers to undertake. The work has been scoped and costed. There has been lots of interaction with local landowners. NYCC will be contacted to ask for a contractor to undertake this work.

12. Action List.

Cllr Swinden will take a close look at the Allotments Agreement as soon as access to the NAS website is obtained.

Website: The Clerk explained he would like the new website to go live by the end of the month if possible. He will speak to the web designer to arrange this. It was agreed by all that it would be desirable to have Mailchimp set up and running to allow the December Newsletter to be sent using this system.

Cllr Bell has some expertise with both Mailchimp and developing websites and he offered to assist with both.

The Clerk reiterated the need for a financial internal control review. Cllr Bell volunteered to assist with undertaking this and it was suggested that Richard Woolf be asked to assist him, given that two people are ideally required to undertake a review.

The Clerk reiterated the need for a review on quite a number of policies and will circulate the policies as time allows.

The Clerk agreed to contact the Canal & River Trust to check on the state of play with the funding bid to improve access to the road from the towpath.

13. The Clerk to receive verbal Councillor Updates.

Cllr Timbers (and Richard Woolf) had agreed that any Beer Festival surplus should go to the Playing Field Trust bank account.

Cllr Dracup confirmed that the contract to do the fencing at the Pinfold had been awarded to D.Loss after quotes had been sought.

Cllr Bell reported that he felt the 'Cononley is Back!' event went well as did the Gala. He also stated that he had been approached about potential signage near the Mill in relation to engine noise from vehicles waiting at the level crossing.

Cllr Swinden wondered if the PC had heard anything from the Bowling Club, further to the ongoing issue with the coniferous trees. The Clerk had heard nothing but agreed to chase this up.

Cllr Clark mentioned that Starbeck station has signs in place at its level crossing similar to the type that has been requested at Cononley. A precedent has therefore been set.

14. The Clerk/RFO talked through some key actions.

The Clerk/RFO has no issue with the Sole Trustees using a hand-held device to receive card payments for Sole Trustee run events. He noted that Richard Woolf (the Treasurer of the Trusts) will oversee any use of the device. The finances for these events are separate to the PC and should not affect the PC accounts. The PC has currently sufficient funds to maintain its operations and does not need any additional income from any event run by the Sole Trustee. The Clerk does not see any requirement for the PC to purchase a hand-held device to receive payments.

The Clerk is still waiting to hear from the External Auditors for 2021.

The Clerk is still waiting to hear from Unity Trust Bank regarding adding Cllr Swinden as a signatory.

The VAT return for the year 2020-2021 needs to be submitted as soon as possible.

The Clerk reminded everyone that Autumn is the time of year when Councils do their budgeting and therefore can members now think about the budget for the year 2021/2022.

The Clerk explained to the Councillors that Councils with a Clerk who has passed the Cilca qualification can use the General Power of Competence to allow them more decision-making powers.

The Clerk agreed to set up a shared drive for important Cilca documentation so that Councillors can benefit from that information. He also reminded Councillors that they too can apply to undertake the Cilca qualification should they wish to do so.

The Clerk is to meet the Lengthsman next week and undertake a site visit.

15. The following are recommended for Clerk's approval under the Clerk's Scheme of Delegated Authority:

a) It was recommended to the Clerk that up to £175.00 be allocated for the provision of signage asking motorists to turn off their engines while waiting at the railway barrier crossing on the understanding that costs are shared with the Mill Management Company. The Clerk will liaise with Sandra who is a director.

b) It was recommended to the Clerk that the PC joins as members of the National Allotments Society further to the Allotments Committee recommendation at a cost of £67 per annum.

c) It was recommended (after discussion) that the Clerk undertakes the CILCA course as the next training development step and as natural progression from the ILCA course. The costs of the CILCA Course as

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Clerk's signature

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follows: £410.00 SLCC registration fee and £275.00 for Tutorial Support. The course provider expects the course programme to be completed as part of the Clerk's paid duties and within 12 months. The benefits to the PC of a CiLCA qualified Clerk include the PC obtaining the General Power of Competence which gives the PC the power to undertake a greater range of activities.

16. It is recommended that the Clerk/RFO's monthly report on assets, maintenance and Council finance payments, receipts, estimates and timesheet (as circulated) and shown below are agreed under Delegated Authority.

Schedule of Payments 1<sup>st</sup> July -31<sup>st</sup> August ( circulated as below)

<b>INV Due Period</b>	<b>Payee</b>	<b>Power</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Gross Amount</b>
July	Bank Card Monthly Service charge	s111 LGA72	£3.00		£3.00
July	Zoom inv (paid via bank card)	s111 LGA72	£11.99	£2.40	£14.39
July	Clerk Travel Reimbursement (June)	s112 LGA72	£10.60		£10.60
July	Clerk (June salary)	s112 LGA72	£702.90		£702.90
July	Financial Consultant	s111 LGA72	£161.00	£32.20	£193.20
July	Lengthsman (June inv)	s111 LGA72	£301.50		£301.50
July	SLCC Clerk Annual Subscription	s112 LGA72	£45.00		£45.00
July	Website (1&1) Monthly cost	s111 LGA72	£18.00		£18.00
Aug	Clerk (July salary)	s112 LGA72	£702.90		£702.90
Aug	Clerk Travel Reimbursement (July)	s112 LGA72	£5.30		£5.30
Aug	Zoom inv (paid via bank card)	s111 LGA72	£11.99	£2.40	£14.39
Aug	Lengthsman (July inv)	s111 LGA72	£194.64		£194.64
Aug	National Allotment Society subs	s111 LGA72	£56.00	£11.00	£67.00
Aug	Website (1&1) Monthly cost	s111 LGA72	£15.00	£3.00	£18.00

17. The Clerk advised that 12<sup>th</sup> October is the date of the next Meeting (a review of the next meeting format to take place on 30<sup>th</sup> September).

18. There were no urgent items for discussion at future meetings.

There being no further business, the meeting ended at 20.45

Clerk's Signature ...*L.Senior*.....

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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 14<sup>th</sup> September 2021, immediately after the statutory meeting of the Parish Council Cononley Village Institute (CVIAC)**

Present: Those members who attended the statutory meeting.

- 21.07 (a) The signed Minutes 24/5/21 and unsigned Minutes 2/8/21 (circulated) were noted.
- (b) There is to be a meeting at the weekend to discuss the future. It was noted the Cononley Wildlife Group is keen to do something for Christmas.  
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 latest CVI Action Plan (circulated) was noted.
- (d) Nothing was raised.
- (e) The latest finance report for CVIAC and payments, receipts and estimates as scheduled therein were talked through by Richard Woolf and noted. The CVI is well-placed financially. The sum of £8k was moved to the Maintenance resource fund as buildings such as the CVI are always at risk of unexpected and emergency expenditure requirements.  
There will be a hire charge of £275.00 for the Beer Festival but any surplus funds will go to the Playing Field.

**Cononley Village Playing Field (CVPF)**

- 21.08 (a) There were no Minutes presented to approve.
- (b) The recent damage to the boundary wall had been temporarily repaired by the Lengthsman. It is likely a stronger, permanent repair will be required. The Lengthsman is to examine the wooden posts next week for any signs of rot.
- (c) The feedback from the Gala had been excellent. Thanks is to be sent to the Gala Team for they're excellent efforts which were hampered in the build up by Covid-19. It was also acknowledged that the team is very few in number and the workload for the volunteers was significant. It was noted that there was an influx of volunteers on the day.
- (d) The accounts, as presented by Treasurer, Richard Woolf were approved by the Sole Trustee. Richard pointed out that starting a maintenance reserve is a good way forward.  
It was felt the exact role of the Playing Field Advisory Committee needs clarifying as does its relationship with the PC and village as a whole.  
Richard Woolf suggested that he hold a workshop to include stakeholders to look (from the ground up), at future options regarding potentially a new joint Constitution or working arrangement for both Trusts within the Charity Commission framework.
- (e) The Sole Trustee agreed to the purchased of a hand-held device to receive card payments at ST events. This could also be used by the CVI Committee as appropriate. The Treasurer is comfortable with having responsibility for it for both Trusts. The Beer Festival is ideal for a trail run. A working arrangement will need to be agreed regarding financial transactions and it was agreed that machine operators would need to be trained and not partaking in the event while on duty.
- (f) The payments, receipts and estimates as scheduled therein were approved.

There being no further business, the meeting ended at 21.05

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Clerk's signature

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