

**MEMBERS OF THE COUNCIL ARE INVITED TO ATTEND A CONONLEY PARISH
COUNCIL CLERK'S DELEGATED AUTHORITY MEETING (TO BE HELD REMOTELY)
TUESDAY 12TH OCTOBER 2021 AT 19.00 VIA VIDEO CONFERENCE PLATFORM,
ZOOM**

Meeting ID: 832 9541 8170
Passcode: 161910

OPEN TO PRESS & PUBLIC

Signed: Mr Lee Senior, Clerk & RFO to the Council, 8th September 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 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 (4th May).

AGENDA ITEMS FOR DISCUSSION AND RECOMMENDATION TO THE CLERK

1. (a) The Clerk to confirm the written resignation of Cllr Clark from the 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.
(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 14th September 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) The next YLCA Craven Branch Meeting is via remote means on 20th October
 - ii) YLCA Advisory note (Local Council Pay) circulated.
 - iii) CDC Parish Liaison Meeting Follow Up
 - iiii) NYCC Respect and Protect Covid Campaign signage
 - iiiii) YLCA Compliant Councils Hub
- 7.a) Planning Applications:
After receiving guidance from members, the Clerk records the following Decisions:
 - i) Ref: 2021/23214/HH Extensions/alterations Royd House & repair to garden wall, Cononley

- ii) Ref: 2021/23215/LBC Alterations to Royd Hse & repairs to garden wall, Cononley *NO COMMENT*
- iii) Ref: 2021/23241/FUL Meadow Lane, revised scheme of 2021/22935/FUL Cononley, *OBJECTION*
- iii) Ref: 2021/23244/VAR To vary planning application 2020/22218/FUL Netherghyll Lane
- iiii) Ref: 2021/23286/TPO St Johns House, trim lower roadside branches, Cononley. *NO COMMENT*
- iiiiii) Ref: 2021/23335/TPO Land behind Oddfellows House, Cononley
- iiiiiii) Ref:2021/23248/HH to demolish conservatory/sunroom, Great Gibb Farm, Cononley
- b) The following Decisions, withdrawals and appeals by Craven District Council are noted:
 - Ref: 2021/23085/VAR Royd House, to vary planning permission ref 2017/18192/FUL. *Granted.*
 - Ref: 2021/23029/HH Replacement doors and windows, Sun St Cononley. *Granted.*
 - Ref: 2021/22765/HH Extension and alterations, Gibb Cottage. Cononley. *Granted.*
- 8. The Clerk is to receive an update on the activities of the Cleaner/Greener Group.
- 9. The Clerk to seek a recommendation from members further to the information received from the EV supplier (circulated) regarding the provision of Electric Vehicle charging points at Moorfoot Lane and also 'On Street' EV provision and consider allocating £500 excluding VAT for a feasibility study.
- 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 Clerk is to give an update on Mailchimp and to receive any recommendation from members regarding future usage of the system.
- 16. The following are recommended for Clerk's approval under the Clerk's Scheme of Delegated Authority:
 - (a) To allocate £490 plus VAT for a real Christmas tree with lights outside the shop including the power supply to the shop and external power point and also to allocate £900 for Christmas lights provision at the bandstand as last year.
 - (b) To renew the Rialtus allotments software for 12 months at a cost of £148.80.
- 17. 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.
- 18. To note that 9th November is the date of next remote Clerk's Delegate Authority Meeting.
- 19. Any urgent items to be noted for future meetings.

Mr Lee Senior Clerk & RFO to the Parish Council 6th October 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 recent Minutes
 - (b) To receive any updates from the CVI rep.
 - (c) To receive any updates on items not included on the agenda.
 - (d) 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 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 (removal of two unsafe wooden animals and electrical work).
 - (c) To discuss the remit of the PC/Structure (Cllr Bell).
 - (d) To receive any updates of the date for a stakeholder's workshop meeting (Cllr Timbers).
 - (e) To discuss & clarify the status of the Gala and whether it should be separate from PFAC general activity. (Cllr Bell).
 - (f) To agree a way forward with the issue of the trees adjacent to the Bowling Club. Favoured Options discussed are: an informal chat with two Sole Trustee reps meeting the householder as a first step or to send a letter to the householder and omit the informal chat.
 - (g) To approve any payments, receipts and estimates as scheduled therein.

Mr Lee Senior Clerk & RFO to the Parish Council 6th October 2021

Minutes of the Clerk's Delegated Authority Meeting held remotely via Zoom Platform. Meeting ID: 832 9541 8170 on Tuesday 12th October 2021 at 19.00

Present: The Clerk and Cllr K. Clark (chair), Cllr A. Bell, Cllr M. Swinden, Cllr. S. Thornton (until 7.30), Cllr Dracup (from 7.15pm).

Apologies: Cllr Timbers and 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 confirmed that Cllr Clark withdrew her resignation from the position of Chairman and agreed to be considered for Chairman for this Delegated Meeting due to the unavoidable late arrival to the meeting of Cllr Dracup.
- (b) It was recommended to the Clerk, that Cllr Clark was elected as chair for this meeting.
- (c) The Clerk received apologies from Cllr Timbers and CDC Cllr Brown.
2. Cllr Clark declared an interest to the Clerk with regards to Agenda Planning items Ref: 2021/23286/TPO, 2021/23214/HH, 2021/23215/LBC.
Cllr Dracup declared an interest in Planning item Ref:2021/23244/VAR.
3. The Clerk was advised that the minutes of Clerk's Delegated Meeting held on 14th September 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 Clerk on Planning matter Ref: 2021/23241/FUL via email in view of his unavailability to attend the meeting: Cllr Brown supports the refusal of Planning Permission for this application. He has the following comments to make:
A loss of amenity for the neighbours opposite, with loss of on street parking and part of the land is not allocated in the Local Plan for development and never had any outline permissions.
The village already has 133 net completions against a target of 115 up to 2032.
Cllr Brown cannot see any assessment of Local Plan policy ENV3t or of the council's unanimous declaration of a climate emergency. There is potential for a site of this nature to provide innovative solutions to heating.
Cllr Brown believes it is necessary to ask the developer to provide a legal statement that this and the immediately neighbouring site are genuinely in separate ownership. Two sites sharing one exit raise questions over whether they are more properly assessed as one development. Therefore, the council needs to demonstrate that it has satisfied itself over the question of genuine separation of ownership.
6. Communication received from bodies located inside and outside the parish.
7. a) After receiving guidance from members, the Clerk recorded the following Decisions:
Ref: 2021/23214/HH Extensions/alterations Royd House & repair garden wall, Cononley. *NO COMMENT*
Ref: 2021/23215/LBC Alterations to Royd House & repairs to garden wall, Cononley. *NO COMMENT*.
Ref: 2021/23241/FUL Meadow Lane, revised scheme of 2021/22935/FUL Cononley, *OBJECTION*.
Ref: 2021/23244/VAR To vary planning application 2020/22218/FUL Netherghyll Lane. APPROVE with conditions.
Ref: 2021/23286/TPO St Johns House, trim lower roadside branches, Cononley. *NO COMMENT*.
Ref: 2021/23335/TPO Land behind Oddfellows House, Cononley. *NO COMMENT*.
Ref:2021/23248/HH To demolish conservatory/sunroom, Great Gibb Farm, Cononley. *NO COMMENT*.

- b) The following Decisions, withdrawals and appeals by Craven District Council were reported:
 Ref: 2021/23085/VAR Royd House, to vary planning permission ref 2017/18192/FUL. *Granted.*
 Ref: 2021/23029/HH Replacement doors and windows, Sun St Cononley. *Granted.*
 Ref: 2021/22765/HH Extension and alterations, Gibb Cottage. Cononley. *Granted.*
8. The Clerk is to receive an update on the activities of the Cleaner/Greener Group.
 The group had discussed the matter of the engine idling signs and that the mill residents had decided to wait until spring to revisit this. It is understood that NYCC can't approve the signs as they are classed as temporary and therefore they can't support the idea. Highways also stated they can't tell the public how to drive. The group requested that part of the £175.00 allocated by the PC for signs could be used for two signs outside the school and on the fence near the railway. There was support for this from the members and Clerk. The next meeting of the group is 19th October.
 9. The Clerk to seek a recommendation from members further to the information received from the EV supplier (circulated) regarding the provision of Electric Vehicle charging points at Moorfoot Lane and also 'On Street' EV provision and also consider allocating £500 excluding VAT for a feasibility study. A discussion was held about Electric Vehicle provision in the village. The Clerk explained that using the car park at the station as a charging point was not feasible due to the lack of suitable power (further to an email to Marten Lougee from Northern). It was wondered whether the grass layby on Meadow Lane would be a suitable location. It was agreed that community engagement from villagers was important and this would be made via Mailchimp. It was felt that the survey from PodPoint would not be required at this at this stage. The Clerk will contact Bradley PC to find out how their EV scheme is progressing. The Cononley Cleaner, Group will discuss EV provision at their next meeting.
 10. The Clerk gave a verbal report on the allotments.
 The tenant on plot 36/36A had resigned. The Lengthsman was making good progress on improving the vacant plot 34 prior to splitting it into two smaller plots. Some new fencing will be provided at the front and along part of the boundary with plot 35.
 The Clerk agreed to investigate a report of corn being fed to hens from a ground feeding trough. Requests for waterbutts are still coming in.
 Cllr Swinden has a template for an Allotments Tenancy Agreement from the National Allotment Society and will do a review on the Cononley Allotments Holders Tenancy Agreement.
 Cllr Clark thanked the Clerk and Lengthsman for their work with the allotments and remarked they were looking good at this time.
 11. The Clerk to receive any updates from Councillors on the s106 Sub Committee.
 Cllr Timbers had updated the Clerk that the fencing contractor is due to start work at Dead Eye pond within the next week or two.
 Cllr Clark advised that CDC had a new Sports Development Officer, Elaine Hiser who was due to start her role on 20th October. Cllr Clark had also spoken with CDC Officer, Sharon Hudson regarding the maintenance percentage that was allowable with s106 funds. It is quite a complex process.
 Cllr Clark updated that Chris from the Playing Field Committee has received new plans from Lorcan the architect at Newground. The Playing Field Committee will review the plans at a subsequent meeting.
 12. Action List.
 The Clerk advised that Mailchimp was now available to use and that Cllr Bell had agreed to have a look at it and draft some emails with it.
 The Clerk advised that the website was now live and that Jason had changed over the existing domain name. The Clerk will cancel the agreement with the old website provider.
 The Clerk will send Cllr Dracup the latest Asset List to allow him to begin to check condition of the assets.
 The Clerk intends to put some policies on the Agenda for the December meeting along with the Budget
 It had been established that there should be three Sole Trustee representatives on both the CVI and Playing Field Advisory Committee's
 13. The Clerk to receive verbal Councillor Updates.
 Cllr Timbers (through the Clerk) updated that he was in process of gaining a price for a contractor to do the path improvement work near the campsite.
 Cllr Swinden reported he would begin undertaking a review on the Allotments Agreement within the next week or two and report back.

Cllr Dracup updated that the Cononley Wildlife group had requested the help of the Lengthsman on some

Pinfold specific tasks (circulated). The Clerk and members were in favour of the Lengthsman carrying out these requests. The Clerk pointed out that a specialist tree surgeon would probably be needed to look at the condition of the two ash trees on the site.

14. The Clerk's Report

The external auditors, PKF Littlejohn had been in touch regarding the external audit after the publication of this Agenda so the matter was discussed under the 'Clerk's Report'.

The auditor has retrospectively issued a public interest report for the financial year 19-20 as the PC had inadvertently and incorrectly claimed an exemption from external audit in spite of the Internal Auditor at that time being aware of that course of action and no advice being received to the contrary. There are no further issues with the financial year 19-20 and no suspicion of any malpractice. A discussion then ensued

with Councillors and the matter was understood and accepted. The documentation will be displayed on the website and noticeboard as appropriate.

PKF Littlejohn have issued an interim certificate for the financial year 20-21 further to the PC getting a very good report from Internal Audit earlier in the year. There has been an incorrect entry on the Agar and also the explanation for the 'variances' column of the Agar has been deemed to be not sufficient despite the Financial Adviser and RFO believing it to be adequate.

The CiLCA training has started well and the Clerk is waiting to hear comments back from his mentor regarding the first piece of work undertaken. The next webinar is on Thursday 7th Oct.

The website is now live and Jason has offered to update in the short term until the Clerk gets familiar with the new site. He has also offered some training. The CVI section can be operated independently by CVI reps.

The PC had agreed to hold the October and November monthly meetings remotely as Clerk's Delegated Authority Meetings. Subject to the Covid-19 situation, it is intended that the December Meeting would be face-to-face Parish Council Meeting at the CVI to facilitate Budget approval. A review would then be undertaken by 31st December, regarding the format of the January and February meetings.

15. Update on Mailchimp.

Mailchimp is up and running and available to use. Cllr Bell has agreed to trial a message from the Cleaner, Greener Group regarding EV provision and also send out further messages as required if the information can be drawn up beforehand by the relevant group.

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

a) To allocate £490 plus VAT for a real Christmas tree with lights outside the shop including the power supply to the shop and external power point and also to allocate £900 for Christmas lights provision at the bandstand and CVI as last year.

This was agreed by the Clerk further to members advice and recommendation.

b) To renew the Rialtus allotments software for 12 months at a cost of £148.80. Members recommended to this be renewed for the next 12 months and then cancelled in October 2022. A three month exit plan could be devised for withdrawal from the software starting July 2022. It would be necessary to manually transfer the data across to an Excel spreadsheet as an alternative. This was agreed by the Clerk.

17. 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 1st -30th September (circulated as below)

INV Due Period	Payee	Power	Net Amount	VAT	Gross Amount
Sept	Clerk Travel Reimbursement (Aug)	s112 LGA72	£5.30		£5.30
Sept	Clerk Office costs (August)	s112 LGA72	£35.00		£35.00
Sept	Pinfold costs (CWG)	s14 LGA72	£170.00		£170.00
Sept	Financial Consultant (Aug)	s111 LGA72	£161.00	£32.20	£193.20
Sept	Staff (August salary)	s112 LGA72	£702.90		£702.90
Sept	Bike Stand (K.Clark, Reimb)	Road Traffic Regulation Act 1984 ss57 &63	£62.77		£62.77
Sept	Direct Debit Zoom inv & bank costs (paid via bank card)	s111 LGA72	£11.99 £3.00	£2.40	£14.39 £3.00
Sept	Lengthsman (Aug inv)	s111 LGA72	£105.00		£105.00
Sept	Briggs Printers	s142 LGA72	£265.00		£265.00
Sept	CiLCA Tutorial Fees	s112 LGA72	£275.00		£275.00
Sept	CiLCA Course Fees (SLCC)	s112 LGA72	£410.00		£410.00
Sept	Website (1&1) Monthly cost	s111 LGA72	£15.00	£3.00	£18.00
Sept	Bank Quarterly Service Charge	s111 LGA72	£18.00		£18.00

18. The Clerk advised that 9th November is the date of the next Scheme of Delegation Meeting
18. There were no urgent items for discussion at future meetings.

There being no further business, the meeting ended at 20.33

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

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 October 2021, immediately after the statutory meeting of the Parish Council Cononley Village Institute (CVIAC)

Present: Those members who attended the statutory meeting.

- 21.08 (a) There were no Minutes available.
- (b) There is a Christmas Fair planned for 27th November (10am-4pm) with the Christmas Lights switch on at the end of the event. There are 9 tables booked so far and the PC has a table.
- (c) It was agreed that the Risk Assessment as used for the 'Cononley is Back!' event will be sufficient for the Christmas Fair with any minor changes to be made as appropriate.
- (d) The latest finance report for CVIAC and payments, receipts and estimates as scheduled therein were noted.

Cononley Village Playing Field (CVPF)

- 21.09 (a) There were no Minutes available to approve.
- (b) The removal of the two wooden animals that were decaying has been completed by the Lengthsman. The necessary electrical work to the stone shed and, on the Bandstand, had been completed by the electrician.
- (c) It was agreed by all that the current remit of the committee is rather unclear. Further clarification is needed for the benefit of the committee, Sole Trustee and wider village as a whole. It was noted that Richard Woolf is organising a workshop as a first stage to looking at what can be done regarding the structure of both the CVI and PFAC Trusts.
- (d) It is likely that the workshop will be held in the first week of November at the CVI the date to be confirmed.
- (e) Although the Gala was a success this year it was all rather ad hoc and it needs to be placed on a firmer footing. It was felt that the status of the Gala needed clarifying and rationalising. The villagers are unclear about who puts on the Gala and where the funds go. There is a chance to gain momentum for next year with separate fundraising and greater all-round clarity.
- (f) It was agreed that the Sole Trustee would send a letter to the owner of the conifer trees adjacent to the Bowling Club. This will point out the trees are the responsibility of the owner with regards Health & Safety. Cllr Swinden offered to draft a letter and send to the PC Clerk for wider input from him and other Sole Trustee reps.
- (g) The payments, receipts and estimates as scheduled therein were approved.

There being no further business, the meeting ended at 21.11