

MINUTES KILLINGHALL PARISH COUNCIL MEETING 05/09/2018

VENUE: Methodist Chapel, Ripon Road

TIME: 19:30

1 AUDIO OR VISUAL RECORDING

Reminder by the Chairman of the Council's expectations for the audio or visual recording of this meeting.

2. ATTENDANCE

Cllr Holdsworth (Chair), Cllr Blackburn (Vice-Chair), Cllr Rev Dixon, Cllrs Lynn, Hall, Donnelly, Moretta and Littlefair and Clerk Mrs Greenwood.

APOLOGIES – To receive apologies and approve reasons for absence.

An Apology was received from Cllr Clarkson. The reason for absence was approved by the members.

3. DECLARATIONS OF INTEREST – To receive and record any declarations of interest not already declared under the Members Register of DPIs. There were no Declarations of Interest.

4. APPROVAL OF MINUTES OF LAST MEETING -

Minutes of the Extraordinary Meeting held on 28th August 2018 were accepted as a true and correct record and signed/dated by the Chair.

5. CLERK'S REPORT

The Clerk gave the following report;

5.1 Parish Portal

5.1.1 Pavement outside St Thomas' Church has been inspected by North Yorkshire County Council, it does not meet criteria for further action at this time.

5.1.2 North Yorkshire County Council Customer Portal Link added to Killinghall Parish Council website, residents can use this link to report highways issues online. Link can be found on the Home page in the Noticeboard section under Report a Highways Problem, a list of the types of highways issues that can be reported is included.

It was RESOLVED: that the information be noted.

5.2 ROSPA Annual Inspection

An inspection of the Glebe Children's play area has been booked and we are informed that it will take place in September.

It was RESOLVED: that the information be noted.

5.3 Picking Croft Lane/Otley Road hedging and removal of fencing

Harrogate Borough Council are investigating 2 safety issues raised concerning gaps in boundary hedging between the housing development and Otley Road.

1. Corner of site next to school field – open to deep gully.

2. Fence removed near to bus stop – open to children on bikes and scooters - gap slopes towards the road.

It has been requested that both these areas are blocked off securely to prevent any possible accidents.

It was RESOLVED: that the information be noted.

6. COUNTY & DISTRICT COUNCILLOR'S REPORT –

The County & District Councillor was not able to attend the meeting.

7. BUSINESS FORWARD – To receive information on the following ongoing issues and decide further action where necessary:

7.1 Standing Orders – To receive updated Standing Orders, comment and agree.

Standing Orders had been amended as per NALC instruction and Draft copy circulated to members prior to the meeting.

Members were reminded that during the year if the Parish Council has changes to the Standing Orders that they wish to discuss - these can be considered at any time if added to the Agenda.

It was RESOLVED: that Standing Orders be approved as drafted.

7.2 General Data Protection Regulation (GDPR) compliance – website – To receive information and agree.

The Town and Parish Council Website company have given the following information regarding the service that they can provide–

To remove Newsletter signup, make the website GDPR cookie compliant and provide an up-to-date cookie Policy Page with GDPR compliant cookie statement – cost £60.00

It was RESOLVED to approve the instruction to Town and Parish Council Website to carry out this service.

7.3 Consent Forms for Councillors –To complete any outstanding consent forms.

It was RESOLVED: Consent forms for photograph on Parish Council website were completed by Councillors.

7.4 YLCA guidance on recording Apologies and Reasons for Absence – to receive information.

The Clerk suggested that the KPC Meeting Register could include a paper containing Reasons for Absence.

Members were reminded of the Law and Governance information provided in White Rose Update June 2018 on recording Apologies and how the approval of a reason for absence could help a member not to lose their seat through non-attendance (throughout a period of 6 consecutive months) (Local Government Act 1972 section 85).

The Clerk gave the following guidance.

1. When a member is unable to attend a meeting – they email the Clerk giving reason for absence.
2. Clerk lets members have reasons for absence in writing at beginning of meeting.
3. There is no requirement for the Chairman to state reasons at meeting, they need only refer to the paper that contains them.
4. Members to consider and approve reasons for absence.
5. Reasons are not minuted.

It was RESOLVED: that the information be noted and the paper containing Reasons for Absence be introduced to KPC Register.

7.5 Work to tree in Glebe – To agree to remove tree growing over footpath into the Glebe.

Members discussed and agreed for the tree to be removed.

It was RESOLVED: that quotes be obtained by the Clerk for this work.

7.6 Permission to progress orders for equipment and signage for the Glebe outdoor gym equipment in the event grant agreed - To receive information and agree.

Awards For All are in the process of considering the grant application and have advised it will be some weeks before the outcome is known.

It was RESOLVED: To defer this item until the next meeting.

7.7 Consultations - To receive and comment upon the following:

7.4.1 Green Paper for Adult Social Care and Well-being by 12/09/18

7.4.2 2019/2020 Budget by 23/09/18

7.4.3 Broadband Survey by 30/09/18

It was RESOLVED: To note the Consultations and for members to consider making personal responses.

8. PLANNING APPLICATIONS - To consider and make comments to return to Harrogate Borough Council on the following planning applications:

8.1 22/08/18 HBC Planning Email 18/03162/DVCMAJ (16/00545/OUTMAJ) amendment to part of condition 5. To omit the provision of sustainable drainage system wetland.

Comments: The Parish Council agree.

8.1.1 31/08/18 HBC Planning Email 18/03162/DVCMAJ. DCPARISH 6.93.665.B.DVCMAJ Variation - Condition 5 - (retention of trees).

To allow removal of trees T3 and T4 to facilitate site access of planning permission 16/00545/OUTMAJ. Outline application for the erection of up to 73 dwellings and formation of associated landscaping with access considered. Land off Ripon Road, Killinghall. E428651 N458562.

A late email was received from HBC Planning giving further information with regards to the removal of the two trees at site entrance (discussed at the Extraordinary Meeting on 28/08/18).

In response, Councillors discussed this new information and made the following comments:

The Parish Council made their decision at the meeting on 28/08/18 based on the information available on the day. In light of the new information received the Parish Council Agree to the trees being removed.

Comments: The Parish Council agree.

8.2 20/08/18 18/03282/FUL. DCPARISH 6.93.690.A.FUL Erection of first floor extension and alterations to fenestration (Revised scheme). New Grainbeck, 24 Moor Close, Killinghall. HG3 2DZ

Comments: The Parish Council has no objections.

8.3 22/08/18 18/03325/FUL. DCPARISH 6.93.13835.FUL Erection of conservatory. 8 Petty Whin Close, Harrogate. HG3 2YB

Comments: The Parish Council has no objections.

8.4 23/08/18 18/03430/FUL. DCPARISH 6.93.37.C.FUL Conversion of 2 barns to form 2 detached dwellings. Pott Bridge Farm, Beckwithshaw, Harrogate HG3 1SF.
Comments: The Parish Council has no objections.

9. PLANNING DECISIONS/ INFORMATION

The Councillors received the following planning decisions/information:

9.1 To receive Invitation to Public Exhibition – Proposed Residential Development, Land at Grainbeck Manor, Killinghall. Killinghall Village Hall, 06/09/18 3.00pm to 7.00pm.

It was RESOLVED that the information be noted.

9.2 10/08/18 TPO 57/2018 Provisional – Land comprising field at grid reference 428493 458961, Ripon Road, Killinghall.

It was RESOLVED that the information be noted.

9.3 To receive information from Harrogate Borough Council on the phasing out of paper consultation on Planning Applications and the introduction of Electronic Consultations and to consider and agree a response.

Members discussed the phasing out of paper consultation on Planning Applications and the introduction of Electronic Consultations.

The Parish Council view all the paperwork provided by HBC for Applications at their meeting in order to agree a response and therefore are not happy to move to e-consultation and are not happy to pay a charge for the information, they particularly object to paying for Outline Major Developments.

It was RESOLVED to:

(i) Return the survey with the above comments.

(ii) Enquire as to whether Harrogate Borough Council would be in a position to contribute to the Parish purchasing a digital projector to view Applications at meetings.

(iii) Enquire as to the possibility of HBC Planning being able to provide Planning Application information on memory stick.

(iv) Obtain estimates for Digital Projector.

(v) Pass on Members' further comments to HBC Planning.

- Killinghall Parish has a number of large developments at various stages it would be helpful if one site was given one Application reference number throughout. Changes to Conditions within the Application continuing with the same reference number so that the progression of the Application can be more easily followed.

It would also help if all information under one reference number is all entered on one data file to enable the reader to follow the trail from first application through to closure of the development thus avoiding confusion and duplication.

10. PARISH COUNCILLOR'S REPORTS –

10.1 Grass Cutting

Idea proposed for grass cutting of verges - to consider alternative mowers to obtain neater cut.

It was RESOLVED that the information be noted and members to consider. Item to be added to next Agenda.

10.2 Grant application for outdoor fitness equipment in the Glebe

An update was given to the members as follows: - Awards For All contacted the Vice Chair to discuss the application. All further information required by Awards For All was supplied including comparison of costs from 3 companies, history of site, reasons for application and the Parish Council's plans in the event that the overall cost over runs – (they were informed that £2,000 has been offered to the Parish Council if this situation should arise). Awards For All will advise the outcome of the application in a few weeks' time.

It was RESOLVED that the information be noted

10.3 NEW PCSO

On 10/09/18 the new PCSO for Killinghall will be Craig Simpson Walker badge no 3775.

It was RESOLVED that the information be noted

10.4 Report received that builders waste has been left adjacent to the footpath between Crag Lane and Cautley Drive.

It was RESOLVED to report to Planning

10.5 Report received that Cautley Drive development plan shows a Hedge boundary running along the north side, however board fencing has been erected.

It was RESOLVED to report to Planning

10.6 Report received that drains on Ripon Road are still blocked (particularly opposite Methodist Chapel).

It was RESOLVED to contact NYCC Highways

10.7 It was noted by members that there has been no further information received regarding the installation of the school crossing.

It was RESOLVED to contact Area 6 for an update.

10.8 A reminder was given to the Clerk to send an order for the wreath to British Legion.

It was RESOLVED that the clerk will place the order.

10.9 A Vehicle continuously parked on grass verge outside the Greyhound Pub was brought to the Parish Council's attention.

It was RESOLVED to report the vehicle to Environmental Services

11. FINANCIAL MATTERS

11.1 Accounts for payment - Members received the following accounts for payment:

Payee	Item	Chq no	Amount
Sainsbury's	Envelopes and stamps	DC	£8.96
Staples	A4 paper 5 ream	DC	£20.27

Farm & Land Services	Grass Cutting	1375	£177.60
The Clerk	Salary (01.07.18- 31.07.18)	1376	£512.45
The Clerk	Expenses (01.07.18- 31.07.18)	1377	£37.80
The Clerk	Expenses (01.08.18- 31.08.18)	1378	£39.60
The Clerk	Salary (01.08.18- 31.08.18)	1379	£512.45
The Clerk	Postage	1380	£2.95

It was RESOLVED that the accounts presented for payment be approved

11.2 Councillors approved cheques being drawn for Clerk's salary and expenses – see above.

It was RESOLVED that the cheques presented for payment be approved

11.3 To receive information on reporting of expenses to HMRC and agree. HMRC require Broadband expenses to be added to salary amount when reporting monthly earnings. Clerk has sought YLCA advice and they confirm this is the case. **It was RESOLVED to agree that commencing end of September 2018 HMRC report – Broadband expenses be added to month's salary.**

11.4 Bank Reconciliation and Budget Comparison

Councillors received the bank reconciliation and Budget Comparison to 31st August 2018 previously circulated.

It was RESOLVED that the Bank Reconciliation and Budget Comparison be noted.

11.5 To note credit received on unused cartridges - £9.60 to be redeemed at Prink Ink. Members received information that Clerk had returned unused cartridges compatible with previous printer and had received a credit.

It was RESOLVED that the credit amount be noted.

11.6 Internal Audit – To arrange for an Internal Audit to be carried out in October.

It was RESOLVED that one of the Councillors would carry out an Internal Audit of the Parish Council Accounts in October.

12. CORRESPONDENCE –

There was no new correspondence to report.

13. ITEMS FOR NEXT AGENDA –

No further items were given for next Agenda.

14. DATE OF NEXT PARISH COUNCIL MEETING –

The next meeting of the Parish Council is to be held on 3rd October 2018 at 7.30pm.

The meeting closed at 21:45