



# Sutton-in-Craven Parish Council

Minutes of the Meeting of Sutton-in-Craven Parish Council held at the Community Centre, North Street on Monday 7<sup>th</sup> August 2023 at 6.30pm

## Present

Cllr. Morrell – Chairman, Cllr. Bretan - Vice Chairman, Cllr. Green, Cllr Parsons, Cllr. Ralph-Jennings, Cllr. Cottrell, Cllr. Dickinson and Cllr. Hawkins  
in attendance: Clerk: Mrs Emmott, Cllr. Philip Barrett and four members of the public.  
The Chairman welcomed Jacqueline Dickinson on to the Parish Council

## 89/08/2023 Apologies for Absence

None

## 90/08/2023 Declarations of Member's Interest in Matters on the Agenda

None

## 91/08/2023 Minutes of the Previous Meeting

It was **resolved** that the minutes of the meeting held on 3<sup>rd</sup> July 2023 (circulated to all members) were agreed as a correct record to be signed by the Chairman. Proposed by Cllr. Bretan, seconded by Cllr. Green. Cllr. Dickinson abstained.

## 92/08/2023 Public Participation

### Proposal for a Disabled Parking Bay N0 17. West Lane

A resident informed that allowing this bay would impact on the neighbours access.  
Residents who have any objections are advised to contact North Yorkshire Council.

### Hedges

A resident reported that the hedges on North Road (Low Fold House, Alistair House) are overgrown and are hindering access to the pavements.

### Drains

Drains at the bottom of Bent Lane leading to the top of Hazel Grove Road, are over capacity at times of heavy rainfall causing water to gush out of a drain cover in the road at the top of Hazel Grove Road. This has been reported before but is still an issue.

Crag Lane - catchment pits at the bottom of Cragg Lane tend to either fill with gravel or get covered with debris washed down from Crag Lane. Highways have previously checked this as a high priority in times of heavy rain to prevent flooding on Ash Grove.

Elm Road also suffers from flooding due to drains being over capacity.

Gatering Lane - Highways have always attended to deal with drains in the past.

Ellers Road - lots of work has recently been carried out by Highways on Ellers Road. Lots of soil, gravel and silt was left on the roadside. In recent heavy rain this has washed down to the road to the valley bottom affecting drainage and causing a skid hazard on the highway.

## 93/08/2023 Planning Applications

None

## 94/08/2023 North Yorkshire Council Report from Councillor Philip Barrett

Cllr. Barrett informed he had noted residents comments regarding the drains and informed that communication has taken place with North Yorkshire Council Highways and in the past they have been proactive in their response.

Main Street is currently being resurfaced. The work has been held up due to the weather. This has caused some inconvenience to residents not being able to park outside their homes. However the work being undertaken is necessary and any inconvenience will be short compared to the benefit.

Chairman Signature \_\_\_\_\_

Date \_\_\_\_\_

95/08/2023

**Clerks Report and Correspondence**

- a) Email to Jacqueline Dickinson informing that her co-option on to the Parish Council was successful
- b) Email to Cllr. Barrett with regards to Holme Lane road closures and blocked drains
- c) Email to resident regarding removal of obsolete streetlight rear of Harker St / Well St
- d) Email to NYC to confirm removal of the light rear of Harker Street/Well Street
- e) **Email to Area 5 Highways with regards to the Archway, Hall Drive (listed).**

Reply

Having discussed this matter with management at the local area office for highways I can confirm that the Archway structure is not owned nor maintained by NYC Highways. I am unsure of the ownership of the Archway and we will not be investigating into the ownership.

My colleague and one of the owners of the lodges have informed me that the keystone has been in its current position for 20+ years with no further movement noted.

- f) **North Yorkshire Council Parish Charter – circulated to members**

The development of this Charter is just a starting point and further work will be undertaken as the new Council works to bring together the operations of the former county, district and borough councils.

Whilst it remains the right of each parish sector council or meeting to determine whether or not it wishes to support the principles identified within the Charter, the potential benefits to local communities should encourage all parishes and North Yorkshire Council to work collaboratively.

- g) **Subsidised Bus Services Renewal – NYC Passenger Transport**

**Service Numbers 71** Lower Bradley-Kildwick-Cross Hills-Sutton-in-Craven-Airedale Hospital-Steeton & Silsden Train Station (return).

**78A.** Skipton Bus Station-Lower Bradley-Cononley-Glusburn-Cross Hills-Sutton-in-Craven-Airedale Hospital (return). Comments were forwarded from the Parish Council which included how vital these services are in transporting members of the public at peak times to the Train Station and to the Hospital to attend appointments Both services are well used and also help preventing carbon emissions in the environment.

- h) **Community Resilience**

Questionnaire completed on Community Resilience on behalf of the Parish Council by the clerk.

The Parish Council have a Community Emergency Plan which is currently being updated. One of the main problems is lack of volunteers which are required should an Emergency occur.

A new notice has been drafted asking for volunteers and will be posted on to the Parish Councils website, social media and notice boards.

- i) **6th June 2024 – D Day 80<sup>th</sup> Anniversary**

Villages, towns, cities and organisations of all sizes are being asked to mark the 80th anniversary of D-Day by lighting a beacon at **9.15pm** on 6th June 2024, in celebration of the 'light of peace' that emerged out of the darkness of war. It was **resolved** that the Beacon be lit and to ask the Park Keeper to organise this.

- j) **Metal Detecting**

A resident of Sutton-in-Craven is seeking permission to metal detect in the stream in the Clough or any other land available under that is under the Parish Councils remit.

It was **resolved** that the Clerk to contact the councils Insurance company and base permission or not on their advice.

96/08/2023

**Events Policy and Associated Documentation**

It was proposed and agreed that this item be moved to closed session.

97/08/2023

**Conservation Group**

None

98/08/2023

**To confirm a date to meet with the Village Committee**

It was resolved that dates for a meeting be forwarded to the Committee.

99/08/2023

**Park / Pavilion**

- a) **Sporty Church**

South Craven Baptist Church Youth and Childrens Worker has been in touch to say they have now the funding to set Sporty Church in the park the first session will be on the 24<sup>th</sup> September 2 -4pm. The following sessions will then be 22nd October. We will be moving to south craven school hopefully for the winter (Nov-Feb) and then for 2024 March 24<sup>th</sup>, April 28<sup>th</sup>, May 26<sup>th</sup>, June 23<sup>rd</sup>, July 28<sup>th</sup>

Chairman Signature \_\_\_\_\_

Date \_\_\_\_\_

- b) **CE School PTA Summer Fete**  
Rearranged cancelled event for August 26<sup>th</sup>.
- c) **Play Equipment**  
The Park Play Equipment - Monkey Bars and Tram lines have now been replaced by Playdale playgrounds Ltd.
- d) **Rotary Hand Seed Slotter**  
A request from the Park Keeper to purchase a Rotary Hand Seed Slotter (picture circulated) £160 plus VAT  
It was **resolved** that the clerk write to the Bowling Club to enquire if they would like to make donation towards the purchase.

**100/08/2023 Flooding/Footpath/Lighting/Highways/Trees/Land**

- a) **Footpath – Crofters Mill**  
The grass and bushes have been cut back on the footpath from Bridge Road to Crofters Mill by the Parish Council as a goodwill gesture.  
Highways are trying to find out who owns the land and is responsible for cutting the trees back near the highway as some branches are masking the Street Lights.
- b) **Footpath – Cricket Club to Bridge**  
Overgrowth of nettles was reported spilling on to the footpath.  
The Park Keeper has cut back the nettles to allow safe access for the public.
- e) **LTP – Local Transport Plan survey**  
It was resolved to circulate this to members for feedback.
- f) **Disabled Parking Bay – West Lane**  
A point 0.3 metres south west of a point opposite the south west corner of NO 17 West Lane to A point 6.3 metres north east of a point opposite the south west corner of No 17 West Lane.  
A number of residents have informed that they are objecting to this application.  
The Parish Council informed there is a strict criteria which has to be met to obtain a Disabled Parking Bay.
- g) **Drains**  
A Highways Officer visited the sites and reported the following:  
Gatering Lane – The Gully Grate is on a private road at the end of a channel designated to take rain water to the gully. It is not maintainable at public expense.  
North Street – Arrangements made to have the gully chamber cleaned and its outlet jetted.  
Cedar Grove – No issues identified.  
It was resolved that the clerk inform Highways that the drains along with the road (Gatering Lane) has previously been maintained by Highways and could they explain what has changed.
- h) **Footpath Off Holme Lane**  
A resident reported that the trimmings from cutting back the overgrowth were left on the river bank and the footpath is a hazard and is in need of maintenance.  
This footpath was reported in July 2020 Martin Webster the Highways Officer assessed the footpath and confirmed at that time it was rough but there was not a real hazard. He reported Engineers will assess it with a view of it going on the list for potential funding.  
  
Following contact with Highways it was confirmed that when they cut back vegetation over hanging the highway it is common practice to place the cuttings back on the land from where they are going. In this case they were placed on the embankment. An Officer as checked and they are causing no issues.  
  
With regards to the footpath this is being looked into. The footpath has recently been classified as an a Urban Surfaced Path which means it is no longer maintained by the PROW team and is now for area office to maintain. The Officer is awaiting on guidance regarding the intervention level of defects on the urban surfaced path. Once he has this he will be able to determine if any action needs taking.  
  
Cllr. Barret informed they may be a possibility of getting part of the path resurfaced using the Locality Budget.
- i) **Allotment Rent**  
Currently pay £25 Rent and £5 for Bins total £30 to increase to £33 in total, September 2023.  
It was **resolved** that the increase be accepted and to notify the Allotment Officer.

Chairman Signature \_\_\_\_\_

Date \_\_\_\_\_

**101/08/2023 Craven District Council –Planning Decisions**

Date Valid	Application No.	Proposal	Locations	Notified	Decision
12/06/2023	ZA23/25105/TPO	1 Beech Pruning of the lowest branches to provide clearance over the garden	43 The Hawthorns	1 <sup>st</sup> August	Granted

**102/08/2023 Members Reports from Meetings and Community Reports****Manor Way**

Cllr. Green reported that the Tree on Manor Way is causing obstruction. It was **resolved** that the Clerk to Contact Yorkshire Housing once more.

**103/08/2023 Finance**a) **Payments, Orders and Transfers**

It was **resolved** to authorise payments, orders and transfers listed in the report (circulated). Receipts noted. Proposed Cllr. Morrell, seconded Cllr. Bretan.

b) **External Audit**

PK LittleJohn LLP External Auditors have informed on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

**104/082023 Public & Press**

That the public and press be excluded from the meeting during consideration of this agenda item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business. Contract, Agreements and Policies.

**CCLA – JW Hartley for Recreation Ground**

It was **resolved** that the funds be withdrawn and used for the Recreation Ground.

**Events Policy and Associated Documents****Document 1. Casual Use of the Park**

It was **resolved** that the Casual Use of the Park Policy be amended. Proposed Cllr. Morrell, seconded Cllr. Cottrell.

**Document 2. Events Policy**

It was **resolved** that the Events Policy be amended. Proposed Cllr. Morrell, seconded Cllr. Parsons.

**Document 3. Planning an Organised Event Guidance and Application Form.**

It was **resolved** that the Event Guidance and Application form be amended. Proposed Cllr. Morrell, seconded Cllr. Bretan.

**Document 4. Charges, Deposits and Damages**

It was **resolved** that the Policy be adopted. Proposed Cllr. Morrell, seconded Cllr. Ralph-Jennings.

**105/08/2023 Future Agenda Items**

None

**106/08/2024 Date & Time of Next Meeting**

The meeting closed at 8.50pm . The next meeting will be held on Monday 4<sup>th</sup> September 2023.

Chairman Signature \_\_\_\_\_

Date \_\_\_\_\_