



# Sutton-in-Craven Parish Council

Minutes of the Meeting of Sutton-in-Craven Parish Council held in the Community Centre, North Street, 6.45pm on Monday 8<sup>th</sup> January 2018

## **Present**

Cllr. Morrell – Chair, Cllr. Bretan Vice-Chair, Cllr. Hawkins, Cllr. Place, Cllr. Joy, Cllr Green, and Cllr. Parsons.  
in Attendance: Clerk: Mrs Emmott, three members of the public.  
The Chairman welcomed everyone present.

## **01/01/2018 Apologies for Absence**

Cllr. Smith, Ken Hart

## **02/01/2018 Declarations of Member's Interest in Matters on the Agenda**

Cllr. Morrell and Cllr. Place declared a prejudicial interest in Planning Applications (07/01/2018). Cllr. Morrell and Cllr. Place are District Councillors and members of the Craven District Council Planning Committee. Both Councillors adjourned to the public area and took no part in the discussions.

## **03/01/2018 Minutes of the Previous Meeting**

It was **resolved** that the minutes of the meeting held on Monday 4<sup>th</sup> December 2017 (circulated to all members) were agreed as a correct record and signed by the Chairman. Proposed Cllr. Green, seconded Cllr. Bretan.

## **04/01/2018 Public Participation**

- a) A resident asked if there was any further information relating to planning applications for Thompson's Field and Greenroyd Drive.  
No further information has been received.
- b) Following vandalism which resulted in broken windows to the bus shelter outside the Village Hall and the removal of a litter bin. A request was made to CDC for a replacement bin. A replacement has not materialised.  
The clerk to look in to the matter.
- c) Leaves are blocking drains and gully's on North Road, Hazel Grove just before Cedar Grove and by the School gates, Gatering Lane.  
The clerk will inform Craven District Council and NYCC Highways.
- d) The Notice Board on the Main Street near the bus stop is proving difficult to pin on.  
The clerk to look in to the matter

## **05/01/2018 North Yorkshire County Council Report from Councillor Philip Barrett**

Cllr Barrett reported that works to the highways with regards to the Candelisa Development, Sutton Lane had been dismissed.

It was resolved to write to K. Martin, NYCC Highways and propose that the Parish Council be consulted prior to making arrangement with developers for community funds.

**New Railway Station at Cross Hills** - Report of the Corporate Director Business and Environmental Services informs an outline cost has been developed for the preferred station site identified for Cross Hills Station from this work. The estimate is £14, 390,494. For the purposes of funding, Department for Transport guidance requires the capital cost estimate to include optimism bias of 60% in the appraisal figure which increases this figure to £23,024,790. The appraisal has resulted in a low value for money Benefit Cost Ratio and based on the high cost and low BCR it will not attract funding there for is unlikely that any further work would be done to progress a new station at Cross Hills. There are no plans to safeguard the land or improve infrastructure.

It was resolved that following receiving a copy of the minutes of the Area Committee Meeting a letter be sent to the Corporate Director Business and Environmental Services informing of the Parish Councils disappointment in the decision and questioning the reasons why the decision goes against the wishes of the community.

## **06/01/2018 Craven District Council Report from Cllr. Morrell & Cllr. Place**

Cllr Place informed that some bin collections were missed over the Christmas period, but these were isolated cases and residents who informed the Council had their bins emptied on request.

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

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Reports of dog waste on public footpaths has increased. Owners are not walking their dogs as far due to the icy conditions. This is a huge problem and Craven District Council have been informed and possible solutions to help tackle the problem are being investigated.

07/01/2018

**Planning Applications**

Application Number	Location	Proposal	Comments
2017/18822/HH	Roseneath, The Acres	Proposed first floor alterations to provide new bedrooms and house bathroom also alterations to ground floor layout with new rear extension to form new kitchen/dining room with mezzanine.	No adverse comments
2017/18826/HH	Long House Farm, Ellers Road	Erection of double garage and tarmac residential drive and yard.	Materials should be in-keeping (built in stone not breezeblocks) The tarmac of Lane to include Drainage system to prevent further run-off water on the Ellers. Condition of no live-stock to be kept In the garage.

08/01/2018

**Clerks Report and Correspondence**

- a) Email to the Chair of Trustees, South Craven Community Library – Invitation to attend next meeting.
- b) Planning Comments to Craven District.
- c) Email to Woodland Trust about the slipperiness of Board Walks. Works to address the problem have been carried out.
- d) **RAISING AWARENESS OF THE POTENTIAL FOR BIRD FLU**  
The Department for the Environment, Food and Rural Affairs has asked for the help of local councils in raising awareness of the potential for a bird flu outbreak in the UK. Councils/parish meetings have been asked to display a poster or publicise the information in it.  
The information has been put on the Parish Council website.
- e) Letters received from the Village Hall Committee and the Parochial Church thanking the Council for their grant.

**1. Grant Applications – South Craven Community Library**

The Library now has 35 Volunteers from all Parishes who are committed to keeping the library, not only open, but ensuring that they offer same, if not enhanced service to the community.  
The trustees would like to request the same amount of donation from each of the Parish Councils as last year. The donation requested is £1910 for 2018/19.  
Representatives of the Library attended to give clarification on financial information.  
It was **resolved** that the request be granted. The situation will be reviewed annually.

**2. Data Protection Officer**

Under the data protection reforms (due for implementation on 25 May 2018) set out in the General Data Protection Regulation (GDPR), and the Data Protection Bill currently progressing through Parliament, all public authorities (irrespective of size), other than courts, are required to appoint a Data Protection Officer (DPO). The DPO is expected to undertake the specific tasks described in Article 39 of the applied GDPR which are intended to support compliance with the reformed scheme.  
Under the new scheme it is advised that most clerks and responsible financial officers of local council cannot be designated as the DPO of the council.  
Article 37 paragraph 5 requires that the DPO ‘shall be designated on the basis of professional qualities, and in particular expert knowledge of data protection law and practices, and the ability to fulfil the tasks referred to in Article 39.  
Craven District Councils DPO can undertake these functions on behalf of the Parish. A certain amount of work will need to be undertaken by the Parish Council to provide sufficient information to ensure the DPO can perform the tasks in Article 39. There will be an annual charge of £150 for the service.  
It was **resolved** that the Parish Council are in favour of the proposal. The clerk to contact Craven District Councils DPO and report back with any further information.

**3. Removal of Bring Sites in the Craven District**

Craven District Council has operated bring site recycling facilities throughout the district since 1970. Last year an extensive consultation was undertaken to review these sites, and a decision was reached whereby the majority of bring sites would be removed, with some remaining: including Glusburn Institute carpark.  
Over the past year, the Council have continued to monitor the sites and review their use. Inspection of the facilities has revealed significant abuse by commercial entities, which has raised concern. Furthermore, the extension of kerbside recycling to all properties in Craven since 2010 has resulted in decreased demand for bring site use by

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

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residents. Consequently, the proposition of removing all of the remaining bring sites was put to Policy Committee and approved by Members on 5<sup>th</sup> December 2017.  
The removal of sites will begin on 20<sup>th</sup> January 2018.

#### 4. Park/Pavilion Report

- a) None

#### 5. Flood/Footpath/Lighting/Highways & Tree Report

a) Flood Report

None

b) Footpath Report – Pot Holes, Gatering Lane

The pot holes have been inspected by Public Rights of Way. Their maintenance budget is committed for the rest of this financial year, but the officer has asked if this can be put forward for repair early in the next financial year. An update to be provided.

c) Parish Lighting

Following the last meeting the position of the light on Well Street, rear of 9 Harker Street was assessed. The lanterns are becoming obsolete. The light is positioned in an enclosed gated area not accessible to the public. It was resolved that the light be removed.

d) Tree Report

During the windy weather on the night of 2<sup>nd</sup> January 2018 a branch broke off a tree in Sutton Park catching a motor vehicle on the other side of the wall, Beech Grove. The damage was minimal. The clerk arranged for the branch to be removed on the 4<sup>th</sup> January 2018.

A tree surgeon also attended to assess the remains of the tree for safety. Craven District Council were contacted and have given consent for the tree to be removed. A replacement will be planted in due course.

- e) A Trees Survey is also due this year. Further information to be given at the next meeting.

#### 6. Land of Main Street/Wilson Street

Craven District Council will be forwarding a copy of the lease to our solicitors to be looked over.

#### 7. Draft Local Plan

Craven District Council is about to Publish its Local Plan and invite representations on it. The representations period is from 2<sup>nd</sup> January 2018 until 5pm on Tuesday 13<sup>th</sup> February 2018.

Following this representation period, the Publication Version Local Plan will be submitted, together with the individual representations received during the representations period, to the Secretary of State for Communities and Local Government, who will appoint an independent Inspector to conduct an Examination in Public. A summary of the main issues raised during the representation period will also be submitted to the Secretary of State.

Alongside the Publication Local Plan, the Council is also publishing the proposed Submission Policies Map showing how the adopted Policies Map intended to be changed to reflect the proposals in the Publication Local Plan. This sets out, on an Ordnance Survey base map, allocations and designations arising from policies in the local plan.

Representations at this stage should only be made on the legal and procedural compliance of the Craven Local Plan, the soundness of the Craven Local Plan and whether the Craven Local Plan is in conformity with the Duty to cooperate.

#### 8. YLCA Craven Branch Meeting

To be held at Craven District Council Offices, Skipton on the 15<sup>th</sup> January 2018 at 7pm.

#### 9. Craven District Council –Planning Decisions

Application No	Date Received	Proposal	Location	Decision Date	Decision
2017/18601/FUL	22 <sup>nd</sup> September 2017	Conversion of former Public House to 2 no. houses. Demolition of existing front and rear extensions	Bay Horse, Eilers Road,	6 <sup>th</sup> December 2017	Granted
2017/18724/HH	9 <sup>th</sup> November 2017	Proposed car port & Garden Room	10 Hazel Grove Road	22 <sup>nd</sup> December 2017	Granted
2017/18735/FUL	14 <sup>th</sup> November 2017	Multi-purpose agricultural building	Land Off Strikes Lane	5 <sup>th</sup> January 2018	Granted
App/C2708/W/17/3184379	24 <sup>th</sup> July 2017	Change of use from first floor residential to booking office.	Above Vujon Takeaway	8 <sup>th</sup> January 2018	Dismissed

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

Date \_\_\_\_\_

**Loneliness and Isolation**

Cllr. Morrell informed that Sutton has been highlighted as an area of concern on Age UK's "Heat Map" because of Loneliness and Isolation.

Cllr. Morrell proposed that arrangements be made for the use of the Community Centre prior to the Parish Council meeting each month to enable key figures in frontline services, (NYCC, CDC, NHS, Local GP Service), to be guided by key figures in the voluntary sector in order to liaise and tackle the problem. Katie Peacock, (from Exclusively Inclusive), has a key and so she can open up.

Also, to agree to having an agenda item for monthly feedback to the PC.

There may be funding available for the project in due course from a grant that CDC has applied for.

Any member of the Parish Council or indeed the public who feel they may wish to get involved in this project are welcome to attend.

It was **resolved** that members support the proposals.

**Joint Executive Meetings**

Cllr. Hawkins informed she no longer required to attend the Joint Executive Meetings.

**To authorise payments in accordance with the budget and note receipts.**

It was **resolved** to authorise payments orders and transfers listed in the report (circulated). Receipts noted.

Proposed

**Precept**

To discuss and approve the draft budget and determine the precept for 2018/19.

Details of Bank Accounts, Expenditure, Income for 2017/18 and proposed figures for the 2018/19 budget had previously been circulated to members.

The tax base for Sutton for 2018/19 is 1274.99.

It was **resolved** that the budget be approved and the precept figure of £76,000 be requested for 2018/19. Band D £59.61.

Emergency Plan Review

Monday 5<sup>th</sup> February 2018, at 6.45pm.

SPC88	Jacs	73.43	Tyre Inflator, trowel, tape
SPC89	Society of Local Council Clerks	147.00	membership
SPC90	Npower	83.48	Pavilion Gas
SPC91	Npower	532.14	Pavilion Electricity
SPC92	City Electrical Factors	8.40	bulb
SPC93	Staff (4 members)	2962.79	Salaries
SPC94	HM Revenue & Customs	439.67	Tax & National Insurance
SPC95	NYCC Pension Fund	846.26	Pension Contributions
SPC96	Merritt & Fryers	82.38	Brown Rock Salt