



# Sutton-in-Craven Parish Council

Minutes of the Annual Meeting of Sutton-in-Craven Parish Council held at the Community Centre, North Street at 6.30pm on Monday 15th May 2023

## Present

Cllr. Bretan, Cllr. Green, Cllr. Parsons, Cllr. Cottrell and Cllr. Hawkins.  
in attendance: Clerk: Mrs Emmott and Cllr. Barrett  
Apologies: Cllr. Morrell, Councillor Ralph Jennings.  
Cllr. Bretan Chaired the meeting.

## **51/05/2023** Election of Chairman

Nominations were requested for the Office of Chairman.  
Cllr. Morrell was proposed by Cllr. Bretan, seconded by Cllr. Cottrell.  
There were no further nominations for this office and Cllr. Morrell was duly elected.

## **52/05/2023** Election of Vice Chairman

Nominations were requested for the Office of Vice-Chairman  
Cllr. Bretan was proposed by Cllr. Cottrell, seconded by Cllr. Green  
There were no further nominations for this office and Cllr. Bretan was duly elected.

## **53/05/2023** Declarations of Acceptance of Office of newly elected Councillors

Cllr. Bretan signed the declaration of acceptance of Office for Vice Chairman.

## **54/05/2023** To confirm dates for forthcoming meetings

It was resolved to be the first Monday in the Month except on Bank Holidays then it will be the second.

## **55/05/2023** Appointment of chairman/members of Committee's & Appointments of representations to outside bodies

Planning – All Councillors to be forwarded planning applications in advance of meeting.  
Craven Branch Yorkshire Local Councils Association (YLCA) – Cllr. Bretan and Cllr. Green.  
Meeting to be held on the 19<sup>th</sup> June.  
Village Hall Committee Nomination (member of public) – No nominations

## **56/05/2023** Councillor's disclosure of interests and changes to register of Interest

Cllr. Bretan declared an interest in application planning 2023/24921/HH

## **57/05/2023** Minutes of the Previous Meeting

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

## **58/05/2023** Public Participation

The Chairman of the Village Committee asked if the grass could be left a little longer for marking pitches for Funday. The grass then could be cut shorter after Funday removing the white line marker (this would also prevent the liner damaging the surface).

It was agreed to inform the Park Keeper.

A resident enquired about a having a STOP sign on the junction of Main St / High Street and yellow lines on the High Street in between the Kings Arms and Black Bull.

Wet Ings Lane / Gatering Lane please see below. Concerns were also raised about subsidence.

## **59/05/2023** North Yorkshire County Council Report from Councillor Philip Barrett

Cllr. Barrett made enquiries into the Road Closure on Holme lane where two hours work was carried out and the road signs left out. The issue was to do with work permits running out.  
Highways are looking into the matter.

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

Date \_\_\_\_\_

Application Number	Location	Applicants	Proposal	Comments
ZA23/24932/FUL	View Point Stables	Isabella Shepherd	Demolish Existing Stable building and construct stable block	No adverse comments
2023/24830/FUL 5 <sup>th</sup> April 2023	Land to North of Buckstone Livery, Buck Stone Lane	Mr Sam Binney	Two additional camping pods	No adverse comments
2023/24921/HH 29 <sup>th</sup> March 2023	Hazledene The Acres	Mr Owen Holmes	Construction of a carport	This property has a number of garages and outbuildings already on site.
2023/24880/FUL 21 <sup>st</sup> March 2023	Dolly Tub Launderette 39 Gordon Street.	Jo Starr	Proposed increase in height of existing single storey building to provide first floor apartment	No additional parking provided. (Parking earmarked on the plans is currently allocated to the launderette and occupied most of the time. This street is currently very busy and difficult to access (cars parked down both sides of the road). Extra traffic would exacerbate this problem. The development would significantly impact neighboring properties, loss of light and privacy. The proposed elevation is out of keeping with surrounding buildings.
26 <sup>th</sup> April 2023	Kings Arms Inn, High Street	Nazia Shah	Hard & Soft landscaping works to existing front terrace, including 1no. retractable awning and festoon lighting on timber posts	No adverse Comments

- a) Letter of support for Mr Bakers campaign to change the postcodes of local residents such as Sutton-in-Craven, Crosshills & Glusburn, Glusburn & Crosshills, Farnhill, Kildwick etc from BD20 to a BD25 postcode.
- b) North Yorkshire County Council Parish Charter – Final Draft  
The Parish Council comments on the final draft were forwarded.
- c) Planning comments forwarded to North Yorkshire County Council
- d) **Bridge Road**  
Email from a resident regarding the amount of traffic on Bridge Road and improving safety.  
**North Yorkshire Council replied “ Thank you for your email which has been passed to ourselves at NYC Highways. As you will be aware, Bridge Road is part of the 20mph zone and any concerns with speeding traffic should be directed to the police.**  
**Looking at the accident statistics for Bridge Road, there has only been 1 recorded slight injury accident in the last 10 years which was in November 2021 when a member of the public was on a mobility scooter and stepped off in the path of a moving vehicle. The causation factor was not related to speed of traffic.**  
**As part of our road safety measures throughout the county, we undertake an annual review of collision data recorded by North Yorkshire Police. For a site to merit intervention from the Council’s Collision Investigation and Prevention budget, it must firstly meet a minimum threshold of 4 collisions within a 50 metre radius for an urban location (speed limit of 40mph or lower), or a 100 metre radius on rural roads (speed limit greater than 40mph) within the latest 3 year period.**  
**Bridge Road would therefore not qualify for any further consideration for safety measures at present.**  
**I hope you can appreciate that with limited funding we must focus on addressing those locations and routes that have a recorded collision problem.**  
**With regards to vehicles parking on waiting restrictions, I will ask if our parking services can do some additional visits to Bridge Road to carry out enforcement.”**

To review and adopt North Yorkshire Councils Code of Conduct. Circulated the complaint form, standards complaints procedure and jurisdiction and Assessment Criteria for members information.  
It was **resolved** to adopt North Yorkshire Councils code of conduct.

a) **Dates booked for use of the park:****Community Primary School**Race for Life – 23<sup>rd</sup> June 2023Sports Day – 27<sup>th</sup> June 2023Reserve Day – 29<sup>th</sup> June 2023b) **King Charles III Coronation**

King Charles Coronation Roses have planted along with a plaque to commemorate the coronation on the 6<sup>th</sup> May 2023.

c) **Coronation Event 6<sup>th</sup> May 2023 in the Park**

The event raised £1,020.00 (excludes pavilion takings).

a) **Report from North Yorkshire Police - Speed Concern – Ellers Road, Sutton In Craven (30) (CR2311420)**

Thank you for your report and concerns regarding the speed of vehicles at the above location.

I can confirm that this matter has been recorded and that Ellers Road will be subject to further investigation through York and North Yorkshire Road Safety Partnership's Speed Management Protocol.

We have requested monitoring on the road using an automatic speed data logging device. If a suitable site can be located for the deployment of this equipment, the data logger will record the speeds of vehicles travelling on the road in both directions for a minimum of 7 days, 24 hours a day. This data, together with other available relevant information, will then be analysed by the Road Safety Task Group and a decision made on how best to proceed in enforcing the existing 30mph speed limit of this road.

Due to the large number of speed concerns we receive, the amount of data logging equipment available and the time required for each deployment, we are currently experiencing a backlog of requests for these devices. Rest assured your concerns are being taken very seriously and further action is being taken. This essential speed data will be collected and our investigations will be completed as soon as it is possible to do so. We will be in touch in due course, using the contact details provided, to advise you on the next stage.

b) **Drains, Leaves, pavements – reported to the Highways Inspector and Public Rights of Way Officer**

The street cleaner has cleared leaves from Gatering Lane, Bent Lane and Ellers Road.

North Road has been reported as not cleared.

A resident reported blocked drains on the Highstreet, Outside No3 and 6 West Lane and the Church. The information was passed on to Highways.

Ash Grove – sink hole reported. A work order was drawn up and work completed to resolve the issue.

Loose footpath edging stones reported on High Street outside the park gate. These have been fixed.

The wall on Gatering/Wet Ings (a route to school has been reported). This has been logged with NYCC.

Ref: CAMS issue number 73493 – Hazardous wall, Craven\Sutton-in-Craven\05.39.25.1

Reports of issues considered dangerous will be investigated and made safe as soon as possible, where this is our responsibility. Maintenance responsibility for stiles, gates and obstructions lies with the landowner or tenant. In these circumstances, once identified, the person responsible will be informed and advised on what action needs to be taken.

Depending on the priority, complexity and resources required, issues can take a significant amount of time to resolve. Unfortunately this means we are unable to give timescales on when issue(s) will be resolved; nor can we give individual progress updates, due to the large volume of reports received and officer caseload.

However, you will be informed once the issue has been resolved.

c) **Planned Road Closure – Ellers Road**

The Closure will be in place for a period of 40 days between 15th May 2023 and 23rd June 2023 for drainage works.

d) **Non Development of Planning Application 66/2015/15769 – Greenroyd Drive/Wet Ings Lane**

Reported on 8<sup>th</sup> November 2017 and 3<sup>rd</sup> August 2021 to planning enforcement due to being a tip and an eyesore.

Informed on 18<sup>th</sup> August 2021 that Craven District Council have been in contact with the owner of the site, due to confidentiality they could not go into detail but informed that things will move forward with the site in the near future as the owner is keen to get things resolved.

Pictures of the site forwarded to planning on the 24<sup>th</sup> April 2023 asking them to open another enforcement investigation due to the site being still a tip, eyesore and the wall has collapsed which could pose a hazard.

The site is next to route to school.

**Reply from North Yorkshire Council :**

“Yes we have had a few complaints regarding this site and every time we have contacted the owner of the land who then has had to pay to get the site cleaned up which is very unfair when it’s been used as a fly tipping area by residents or local people.

The last I heard the owner wanted to sell the land so I am unsure if he has but I will make contact again with him today and see what the current situation is.

As the development has been implemented we cannot force them to finish the development so I do agree it’s an eyesore; however that said it should not give people free reign to use it as a dumping area. I will update you as soon as possible.”

e) **Water Troughs – Main Street opposite the Cricket Ground/Ellers Road**

The Highway local area team have confirmed that they are not owned by or maintained by NYCC Highways. The reason being is that they are not a highway feature or function.

f) **Lumb Clough – Trees**

Application made to the Woodland Trust for trees to replenish stock in Lumb Clough. 105 Woodland Tree Saplings to be delivered around November time.

g) **Noticeboard – Manse Way**

The noticeboard has now been repositioned on Manse Way. It resolved to have the noticeboard stained and remain in situ to finances allow for a new one to be purchased.

h) **Christmas Tree Lights**

The Park Keeper has been asked to look at the Christmas Tree and the Christmas Lights He is going to move the lights further out. The Lights are LED.

i) **Elections**

Congratulations were passed to Cllr. Philip Barrett in retaining his position has North Yorkshire Independent for Glusburn, Cross Hills & Sutton-in-Craven.

**65/05/2023 Craven District Council –Planning Decisions**

Application No	Date Received	Proposal	Location	Decision Date	Decision
2023/24729/HH	23 <sup>rd</sup> January 2023	Retrospective application for the installation of an outbuilding	2 Harper Grove	6 <sup>th</sup> April 2023	granted
2023/24820/HH	20 <sup>th</sup> February 2023	Proposed single storey side and rear extension	6 Hazel Grove Road	6 <sup>th</sup> April 2023	granted
2023/24792/HH	13 <sup>th</sup> February 2023	Removal of existing detached garage with replacement single storey garage	4 Cedar Grove	19 <sup>th</sup> April 2023	granted
2023/24743/TPO3	31 <sup>st</sup> January 2023	Excavation works for the installation of underground cables within the root protection area of TPO trees.	8 Cryer Row, Ellers Road	19 <sup>th</sup> April 2023	granted
2023/24921/HH	29 <sup>th</sup> March 2023	Construction of Carport	Hazeldene, The Acres	12 <sup>th</sup> May 2023	granted

**66/05/2023 Members Reports from Meetings and Community Reports**

None

**67/05/2023 Finance**

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

It was **resolved** to authorise payments orders and transfers listed in the report. Receipts noted. MG/AB

**68/05/2023 Annual Year End Accounts**

a) **Accounts and Annual Return 2022/23 - circulated to members prior to the meeting.**

The 2022/23 accounts have been reconciled and inspected by the Internal Auditor and the section of the Annual Return completed

b) To approve the financial accounts 2022/23 and review the effectiveness of the Internal Audit Procedure.

**Resolved:** Approved. Proposed MG, seconded BP.

c) To approve the Annual Governance Statement 2022/23

**Resolved:** Approved and that it be dated and signed by the Chairman and the Clerk. Proposed SC, seconded MG.

d) To consider and approve the Accounting Statements 2022/23

**Resolved:** Approved and that it be dated and signed by the Chairman and Clerk. Proposed SC, seconded MG.

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

Date \_\_\_\_\_

- e) To consider and approve the Asset Register 2022/23  
**Resolved:** Approved. Proposed BH, seconded BP.
- f) **Resolved:** The Annual Return and accompanying documents to be submitted to the External Auditor and appropriate notices to be put up on the website and noticeboards.

**69/05/2023** **Press and Public**

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.

**Bowling Club Incident**

An incident in the park occurred between two members of the Bowling Club leading to unacceptable behaviour (explanation given in detail).

The police were involved and statements taken.

The Bowling Club issued a ten day ban to both participants.

It was resolved that a letter be sent to the Bowling Club asking them to review their Code of Conduct to reflect the seriousness of the incident.

**Fund Raising Event 6<sup>th</sup> May 2023**

It was resolved that the funds should go to refurbishing more of the play equipment.

**70/05/2023** **Future Agenda Items**

Members of the Council to advise clerk 7 working days before the meeting.

**71/05/2023** **Date & Time of Next Meeting**

The meeting closed at 7.35pm, . The next meeting will be held on July 3rd 2023

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

Date \_\_\_\_\_