

MELSONBY PARISH COUNCIL DRAFT MINUTES

THE MEETING OF MELSONBY PARISH COUNCIL HELD ON Wednesday 24th May 2023 at 7.15pm at St James Church Meeting Room

PRESENT: Cllr G Angus (GA), (Chair), Cllr V Elrington (VE) (Vice Chair). Cllr W Nixon (WN), Cllr J Stansfield (JS), Cllr B Bottle (BB), Cllr T Sutton (TS), Cllr T Henderson (TH).

The meeting started earlier than advertised as it was a continuation from the Annual General Meeting at 7pm. It was agreed if additional people attended GA would recap on what had been discussed prior to their arrival. – No additional attendees joined the meeting.

In attendance: J Pears (Clerk)

Item	Covering	Summary	Detail/Action	Action/By Who
1.	Apologies		None.	
2.	Declarations of Interest		None.	
3.	Minutes of last meeting		RESOLVED - That the minutes of the meeting held on 14 th March 2023 are confirmed as a true record.	
4.	Police update	No police were present at the meeting.	RESOLVED – The April update was received and circulated prior to the meeting. This was posted on the website and Facebook page. Cllrs asked if the update could include more information. Clerk to speak with PCSO Elliott Brown.	Clerk
5.	Progress report:			
5a.	NYCC and RDC updates	Updates from Councillors.	RESOLVED – Councillor Angus Thompson (AT) attended the meeting and gave an update. North Yorkshire Council has an annual turnover of £1.4 billion and is the largest county in the UK both geographically and in turnover. The budget deficit this year is £30 million but with annual savings estimated at least £30 million we should see the benefits of the Unitary Council without losing services. Scotch Corner roundabout is becoming a major headache to local residents and motorists. AT will raise this issue with National Highways. AT has an ongoing campaign against litter and fly tipping. He has agreed with Highways to trial signs in his division which can be moved around, saying things like ‘littering is a criminal offence. Bag it, bin it, take it home’. These signs have been trialed in County Durham and appear to have had success. Recycling is an issue however AT confirmed that tins, plastic and glass could all be placed in one recycling container for collection with immediate effect. Food recycling is on the government’s agenda. Every household was issued with a plastic container in which food waste would be deposited and collected by the council on a weekly basis. Councils are being given 20 years to formulate a plan for food waste so it may be some time before NYC goes down this route. On the first Thursday in May next year, subject to Government approval, the first ever Mayor who will represent North Yorkshire and the City of York will be elected. Anyone who is on the electoral roll within the area can stand for election, subject to having 10 people who are also on the said electoral role as seconders. AT left the meeting at 7.40pm.	Clerk Newsletter

5b.	NRCP	Update from TS.	RESOLVED - No update. TS isn't sure if that the partnership will continue. He felt it was needed as it's a vital link. AT was asked if he knew if the group would continue but wasn't sure either. Clerk to remove as an agenda item.	Completed
5c.	Community Speed Watch (CSW) and VAS	Update.	RESOLVED – BB has been collecting and working on the VAS data for analysis. The software hadn't been working on his laptop and was going to look at this again and access the data from another device. Clerk will share the data with the PCSO Elliot Brown when available. The new speed watch co-ordinator has taken over and is looking for volunteers for dates in June. A question was raised about the positioning of the matrix board. The Parish Council followed strict guidance from NYC as to the position of the pole and matrix board. The pole needs to be at least 100m within the speed limit because the radar in the VAS will detect approaching vehicles up to 100m away. Ideally, we don't want the sign activating with a 30mph/SLOW DOWN message when motorists are still in a 60mph speed limit. Cllrs discussed a board being positioned on the village green. Cllrs discussed purchasing a third matrix board for the additional pole. AT agreed £1500 + VAT funding was available to purchase a board. Clerk to look at costing and send over an estimate to AT.	BB/Clerk Newsletter AT/Clerk
5d.	35 Church Row public footpath	Ongoing.	RESOLVED - WN has contacted the resident and is awaiting a response. A question was raised as to who owns the land where the footpath is being re-routed. A resident will make some enquiries and find out.	WN/ resident
5e.	St James Close remedial work	Ongoing.	RESOLVED - Highways responded on 23 rd May 23 - a schedule to fill in any holes and also provide a seal to the surface preventing further ingress of water has been actioned. A commencement date has not been confirmed. In the meantime, Highways will ensure the location is checked and kept safe until that time. Clerk to monitor.	Clerk
5f.	Condition of the wall on East Road	Ongoing.	RESOLVED - Highways responded on 23 rd May 23 – a work order has been issued to the contractor for pointing and repair. Clerk to monitor	Clerk
5g.	Benches in the village		RESOLVED - There have been some issues regarding the placement of a memorial bench. It was suggested that it be placed near the cherry tree. Permission was granted from was RDC, now NYC, for this placement. Cllrs agreed that the position of the bench should be near the cherry tree as this has been previously discussed, consulted on and agreed at the March meeting. Clerk to put a note in the newsletter with the outcome. A resident had been in touch as the memorial bench for her father had been removed. The bench removed was beyond repair and was raised as a health and safety issue. Cllrs agreed that the resident can purchase a bench to replace the existing bench or place a plaque on the memorial tree in memory of her late father. Clerk to contact resident.	Clerk
5h.	Flood on Moor Road		RESOLVED - AT gave an update on the situation. NYC were onsite on 16 th May 23 and have contacted the relevant landowners to carry out the necessary work to their ditches and beds to help prevent further flooding. The responsibility lies with the land owner. If the work is not completed in the required timeframe NYC will carry out the work and invoice the landowner. An issue was brought to the PC's attention – the culvert on Moor Road had collapsed – Clerk to contact Highways and AT will make NYC aware.	AT/Clerk Completed

5i.	Archived Documentation		RESOLVED – The documentation has been collected from NYC and brought to the church to be stored. GA shared a list of the archived documentation with the Church. The information will be accessible to all, however will remain the property of the PC and cannot be taken away. Cllrs suggested that anyone looking at the documentation can take photographs for their records and not the originals. GA and WN will go through the information first before making it accessible to all.	GA/WN
5j.	Village Hedges		RESOLVED - Clerk delivered letters to residents whose trees, shrubs and branches required cutting back as requested. There is still a property that has not done this. PC will monitor this.	Clerk
5k.	Parish Charter consultation		RESOLVED - BB collated and responding to the consultation. GA thank him for his work on this.	Completed
5l.	Heavy lorries travelling through the village		RESOLVED - BB raised concerns regarding lorries and heavy vehicles travelling through the village. A question was raised about 7.5 tonne access signs and weight limit restrictions along Moor Road - AT will look into this. Cllrs asked Clerk to raise the issue with PCSO Elliott Brown. The quarry lorries are still accessing the quarry through the village. To pursue this Cllrs will need photographic evidence and details of when and where it took place.	Clerk/AT/ Police
5m.	Tree branches caught in overhead wires		RESOLVED - The branches have now been cut back. Clerk will monitor this. No further action is required.	Completed
5n.	Empty property on Moor Road		RESOLVED – Update received from NYC. The property is back with the council. Cllrs did ask that Clerk bring the trees in the property to the attention of NYC. They are overgrown and the PC suggested that they are removed.	Clerk
5o.	Northumbrian Water update		RESOLVED – Clerk requested an update prior to the meeting. No update received. Clerk will follow this up.	Clerk
5p.	Barclays Bank		RESOLVED – Letter has been received from Barclays Bank. They have agreed that they were at fault for an unpaid cheque and have credited £100 to the PC for any inconvenience. Clerk and VE did mention that the PC are still receiving letters and emails requesting further information even though a change of mandate confirmation letter has been received. GA will write a letter in response and Clerk will send on behalf of the PC.	Completed Clerk
6.	Matters Arising			
6a.	Play Park Areas	No Dogs allowed	RESOLVED – Cllrs agreed that no dogs are allowed in the play parks. It was agreed that new signs should be placed at the entrance to the play parks. The signs should be bigger and include the wording “it’s a criminal offence” Clerk will get costings and sizes for 2 x signs. A note needs to be included in the newsletter.	Clerk Newsletter
6b.	North Yorkshire Council Standards Arrangements		RESOLVED - BB has put himself forward for this.	Completed
6c.	Village Show 2023		RESOLVED - The village show will be taking place on 12 th August 2023 in the school hall. Clerk to share the information on the website, Facebook page and newsletter.	Clerk Newsletter
6d.	Parish Council email addresses		RESOLVED - BB asked if councillors should have their own PC email address. This is something that has been raised before and Cllrs felt that it wasn’t necessary as all correspondence should come through to the generic email addressed managed by the Clerk who will circulate what is	Completed

			appropriate. It was suggested that if a councillor would prefer a PC email address this could be arranged.	
6e.	A66 update	Update on the A66 Northern Trans-Pennine project	RESOLVED - JS said that things were moving slowly. Nothing to update on.	Completed
6f.	Fresh water leak near the old chapel		RESOLVED - An issue was raised as there was a fresh water leak near the old chapel. This was reported.	Completed
6g.	Sports Day Event on 24th June 2023		RESOLVED - Cllrs agreed that the grass would be cut and clippings removed prior to the event. Clerk will contact the grass contractor. Cllrs agreed permission to paint lines for the races and a logo on the village green bank. TH asked if the grass could be as short as possible as this makes it easier when using paint on the grass. Clerk will request this.	Clerk
6h.	Community Funding available		RESOLVED - Email received regarding community funding available. Clerk made Cllrs aware of the funding. It was agreed that purchasing an additional matrix would be something the PC are looking to do. Clerk to look at funding and costings for the purchase.	Clerk
7.	Finance	<p>Clerk to provide budget report for year 2023/24 to date see Appendix – emailed to Councillors prior to meeting.</p> <p>Annual Governance and Audit Return (AGAR) 2022/23 has been completed and ready for sign off by the Chair of the Parish Council.</p>	<p>RESOLVED – Clerk provided a budget report up to 24th April 2023. See appendix – emailed to Councillors prior to meeting.</p> <ul style="list-style-type: none"> a. Councillors agreed draft budget for 2023/24. b. Clerk to apply for VAT return 22/23 - £6000. c. Mileage claims – to be approved. d. Insurance renewal 23/24 – is due for renewal in September. If additional events or items are to be included in the insurance this would need to be consider ASAP and a quote requested. <p>Clerk provided an update on current finances:</p> <ul style="list-style-type: none"> e. Budget, income and expenditure up to 24th April 2023. f. The following payments were approved and cheques signed: Grass Cutting - £708.00, J Pears – additional hours and mileage £247.70 <p>RESOLVED – AGAR 2022/23</p> <ul style="list-style-type: none"> a) To certify Melsonby Parish Council as exempt form external audit for fiscal year 2022/23 b) To note the Annual Internal Audit Report for 2022/23 included at page 3 of the Annual Governance and Accountability Return 2022/23 c) To approve Section 1 - Annual Governance Statement 2022/23 for Melsonby Parish Council on page 4 of 4 of the Annual Governance and Accountability Return 2022/23 d) To approve Section 2 - Accounting Statements 2022/23 for Melsonby Parish Council on page 5 of the Annual Governance and Accountability Return 2022/2023 e) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit Regulations 2020 and the Transparency Code for Smaller Authorities. 	
8.	Planning Applications	As per appendix.	RESOLVED – Cllrs discussed some of the non-descriptive applications and felt more information should be provided prior to a decision being made.	Completed

9.	Correspondence	Correspondence received and dealt with by Clerk since last meeting.	RESOLVED - Correspondence as per appendix.	
10.	Any other business	Clarification on owner of grassed area Road Sweeper Burial plot plaque Memorial tree plaque	RESOLVED - Clarification is required as to who owns a grass area opposite the school. Cllrs have asked the Clerk to contact land registry. A Cllrs asked if the road sweeper would be coming back into the village as a patch of road had been missed. Clerk asked Cllrs if a plaque could be placed on a burial plot. The plaque would be the size of an interment of ashes plaque. The clerk would approve this prior to being placed. Cllrs agreed to this. Clerk will contact the stone mason. A resident would like to place a plaque on the memorial tree and has asked to pay by BACS. Cllrs agreed that this could be paid into the PC's account and the money will be passed on. Clerk to let resident know.	Clerk Clerk Clerk
11.	Public participation	Opportunity for residents to bring matters to the attention of the Parish Council.	None.	
12.	Items for future agenda	Opportunity for Councillors to bring up items to be included in next meeting's agenda.	None.	
13.	Date of next meeting		The next meeting will be on 12th July 2023 at 7.30pm in St James Church Meeting room. Meeting dates to be displayed on the noticeboard and shared with the Church.	Clerk
<u>Meeting ended at 9.10pm</u>				