

**MELSONBY PARISH COUNCIL DRAFT MINUTES**

**THE MEETING OF MELSONBY PARISH COUNCIL HELD ON Wednesday 12<sup>th</sup> July 2023 at 7.30pm at St James Church Meeting Room**

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

**In attendance:** J Pears (Clerk) and residents.

Item	Covering	Summary	Detail/Action	Action/By Who
1.	Apologies		Cllr J Stansfield (JS), Cllr T Sutton (TS) - <b>ACCEPTED</b>	
2.	Declarations of Interest		None.	
3.	Minutes of last meeting		<b>RESOLVED</b> - That the minutes of the meeting held on 24 <sup>th</sup> May 2023 are confirmed as a true record.	
4.	Police update	No police were present at the meeting.	<b>RESOLVED</b> – The June update was received and circulated prior to the meeting. This was posted on the website and Facebook page.	Clerk
5.	Progress report:			
5a.	NYC Councillor update	Update from Councillor Angus Thompson (AT)	Councillor Angus Thompson (AT) gave his apologies – <b>ACCEPTED</b> It was noted that a response time of 14 days is given from NYC. Clerk to bear this in mind when waiting for a response.	
5b.	Community Speed Watch (CSW) and VAS	Update.	<b>RESOLVED</b> – BB has been collecting and working on the VAS data for analysis. BB’s laptop is dated and is unable to download the information. He suggested the new speed watch co-ordinator could take over the role of downloading the data for analysis. Cllrs agreed for this to be done. Clerk will share the data with the PCSO Elliot Brown when available. Clerk shared costings for a 3 <sup>rd</sup> matrix board. This would be a solar panel board due to its location. The cost would be approximately £3700 and £1500 would be covered by a grant from NYC. Clerk to go back to SWARCO and ask for the best price and to deduct the post fixing and installation kit.	BB/Clerk  Clerk
5c.	35 Church Row public footpath	Ongoing.	<b>RESOLVED</b> - WN has not heard from the resident. A plan needs to be agreed as this needs to progress. Cllrs agreed that they would look at the existing footpath and signpost users to correct the path. Before this can be done, some areas surrounding the path need to be cut back and remedial work completed. Clerk will contact NYC as some of the overgrown area sits within their responsibility. VE will speak with the grass cutting contractor to complete remedial work on the Parish Council’s area. Once completed, the Parish Council will contact the resident asked that they will carry out the necessary work and new signage will be erected.	Clerk/NYC/PC
5d.	St James Close remedial work	Ongoing.	<b>RESOLVED</b> – No update – Clerk to follow up. Highways responded on 23 <sup>rd</sup> 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
5e.	Condition of the wall on East Road	Ongoing.	<b>RESOLVED</b> - No update – Clerk to follow up. Highways responded on 23 <sup>rd</sup> May 23 – a work order has been issued to the contractor for pointing and repair. Clerk to monitor	Clerk

5f.	Benches in the village		<b>RESOLVED</b> – Clerk has received all invoices and has applied for the NYC grant. GA said there is a small amount of work to complete and J North will complete this.	Clerk
5g.	Flood on Moor Road		<b>RESOLVED</b> – No update given – Clerk will follow this up with AT. NYC were onsite on 16 <sup>th</sup> 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.	AT/Clerk
5h.	Archived Documentation		<b>RESOLVED</b> – GA and WN will go through the information first before making it accessible to all. Cllrs agreed a nominal annual fee £50 to be paid to the church for storing the paperwork. Clerk to sort this.	GA/WN Clerk
5i.	Village Hedges		<b>RESOLVED</b> – There are still some properties that require remedial work. Clerk will write to these properties.	Clerk
5j.	Heavy lorries travelling through the village		<b>RESOLVED</b> – PCSO Brown responded and confirmed if there is signage on the entry and exit to the village with a weight limit restriction then this can be enforced by Police or potentially Vehicle and Operator Standards Agency (VOSA).	Clerk
5k.	Northumbrian Water update		<b>RESOLVED</b> – WN is meeting with Northumbrian Water on 13 <sup>th</sup> July and will raise all concerns and issues.	WN
5l.	Barclays Bank		<b>RESOLVED</b> – The PC are still receiving letters and emails requesting further information. No response has been received to letter from GA. VE was able to speak with a person and hoped that the information requested would be sufficient for the bank's records.	VE/Clerk
5m.	Play Park Areas – Dogs under leads in the play park areas	No Dogs allowed	<b>RESOLVED</b> – Two signs have been agreed and purchased. They are ready for collection. GA offered to collect them. Clerk will contact supplier to arrange pick up	Clerk/GA
5n.	Fresh water leak near the old chapel		<b>RESOLVED</b> - An issue was raised as there was a fresh water leak near the old chapel. This was reported.	Completed
5o.	Debris in the Beck	The culvert had collapsed	No update given – Clerk will follow up with AT.	Clerk
6.	Matters Arising			
6a.	Fence in St James Close Play Park	Email received from a resident	<b>RESOLVED</b> - The issue has been raised NYC as the fence is NYC's responsibility. It has been passed to the housing team to repair.	Completed
6b.	Right of way access through the allotments	Email received from a resident	<b>RESOLVED</b> -Clerk confirmed with the resident that residents have no right of access (pedestrian or otherwise) to allotment land. However, provided residents just walk to the playing areas or other areas then the Allotment Association is happy to accept this type of access.	Completed
6c.	Grassed area opposite the school	Clarification is required as to who owns a grassed area opposite the school	<b>RESOLVED</b> – Clerk has contacted the land registry and they confirmed the grassed area is not registered with the Land Registry. Highways have confirmed that the area is not their responsibility. The Parish Council will now move forward with completing the remedial work. Clerk to contact relevant parties and confirm the situation.	Clerk
6d.	Road sweeper request		<b>RESOLVED</b> – A Councillor asked if the road sweeper would be coming back into the village as a patch of road had been missed. Clerk raised this with NYC.	Completed

6e.	<b>D Day 80</b>	Emailed received from YLCA.	<b>RESOLVED</b> – D Day is taking place on 6 <sup>th</sup> June 2024. Cllrs agreed that the information should be shared with community and ask if anyone would like to organise something. This should be shared via Facebook, website and newsletter	Clerk Newsletter
6f.	<b>Trees on the green</b>	Email received from a resident	A number of trees are overhanging on the green, branches need removing. This falls within the Parish Councils responsibility. The Parish Council have been quoted £800 + VAT to complete the work and £190 to remove an ash tree. The budget is £900. Clerk to contact the contractor to see if the work can be completed within budget. Clerk to advise residents of the work. Clerk to apply to NYC for permission to carry out the remedial work as the trees are in a conservation area.	Clerk
6g.	<b>Matrix Board quotation</b>		Please see item 5b.	
6h.	<b>Planters by village signs</b>	Email received from a resident	A question was raised as the planters had not been planted this year. GA will speak with the environmental group as this could be something they could help with.	GA
6i.	<b>Beck Pollution</b>	Email received from a resident	An issue was raised as to whether the beck was polluted. Clerk raised the issue with Northumbrian Water and the Environmental Agency. WN will raise this at his meeting with Northumbrian Water on 13/7/23.	Clerk/NW
6j.	<b>Road resurfacing</b>		Road resurfacing was completed on West Road. An issue was raised as there is a patch of road that needs resurfacing. Clerk to raise this with Highways.	Clerk
6k.	<b>Proposed green day in September</b>		JS asked if this could be raised as an item for discussion in her absence. JS will arrange a meeting to see if it is of interest to residents.	Completed
6l.	<b>Layton Lane House planning application</b>	Email received from a resident	An email had been received raising an issue regarding the sewage and waste water discharged. Cllrs agreed that they are unable to comment as the information has not been presented to them through the planning application process. Once they have the information they will consult and comment accordingly. The owners of Layton Lane House attended the meeting and clarified the situation and gave an up-to-date overview of the application. The sewage and water waste will be discharged into the main sewerage. Clerk will update resident and Cllrs agreed that if there are any issues or questions to speak to the owners directly.	Clerk
7.	<b>Finance</b>	Clerk to provide budget report for year 2023/24 to date see Appendix – emailed to Councillors prior to meeting.	<b>RESOLVED</b> – Clerk provided a budget report up to 23 <sup>rd</sup> June 2023. See appendix – emailed to Councillors prior to meeting. The following payments were approved and cheques signed: Grass Cutting - £708.00, MKM invoice- £242.01, J North - £140.00, W Nixon - £20.00 and donation towards wildflower plugs for burial ground - £200.00	
8.	<b>Planning Applications</b>	As per appendix.	<b>RESOLVED</b>	Completed
9.	<b>Correspondence</b>	Correspondence received and dealt with by Clerk since last meeting.	<b>RESOLVED</b> - Correspondence as per appendix.	Completed
10.	<b>Any other business</b>	Burial plot plaque	<b>RESOLVED</b> - The stonemason queried the fee of £150 to place a plaque. Clerk has raised this with the Parish Council. Clerk looked at other Parish Council burial ground fees and the fees do differ depending on the Parish Council. Cllrs agreed that this is the fee and to confirm this with the stonemason.	Clerk

		Road traffic mirror request	<b>RESOLVED</b> – Email received from residents. A request to place a road traffic mirror was requested. Clerk contacted Highways for consideration. Highways confirmed that consent could not be given. Clerk to update residents.	Clerk
		Defibrillator pads and ‘the Circuit’	The defibrillator pads need replacing before the October expiration date. Clerk will place an order for a replacement. Clerk shared an email prior to the meeting. It asks that all defibrillators are added the national defibrillator network and accessible to everyone. It can quickly identify where the nearest defibrillator is. Clerk has registered the Parish Councils details.	Clerk
		Parish Council Insurance	A member of the sports day committee attended the meeting. The Parish Council insurance can cover the sports day event. It was agreed that cancellation cover up to £2000 should be added to the current policy. Clerk will contact the insurers for a price.	Clerk
		Review and Renewal of NYC subsidised bus services	Clerk shared an email from NYC prior to the meeting. Cllrs agreed that the service is imperative to residents and should continue. Clerk will share this feedback with NYC.	Clerk
		St James Close Access Road to the Play Park	There are a number of weeds growing on the access road leading to St James Play Park. This has been previously dealt with by RDC (Now NYC). Clerk will contact NYC to see if this could be done.	Clerk
		Email received from North Yorkshire Council	Request to promote recruitment to the North Yorkshire Access Forum. The Clerk shared an email prior to the meeting. Cllrs agreed this is something that the community may wish to be involved in. Clerk will share the information via Facebook, Website and newsletter.	Clerk
		Tidy Gardens Competition	The competition is taking place on 25 <sup>th</sup> July 2023. Jimmy Wilson-Petch has agreed to judge again this year. The prize money will be £25 1 <sup>st</sup> , £15 2 <sup>nd</sup> and £10 3 <sup>rd</sup> . Clerk to raise cheque for £50 to BB and he will give out the prize money.	Clerk
11.	<b>Public participation</b>	Opportunity for residents to bring matters to the attention of the Parish Council.	<b>RESOLVED</b> – Could defibrillator training be something that is offered to the community? Clerk will contact a retired first aid responder who has previously offered this training.	Clerk
12.	<b>Items for future agenda</b>	Opportunity for Councillors to bring up items to be included in next meeting’s agenda.	None.	
13.	<b>Date of next meeting</b>		The next meeting will be on <b>13<sup>th</sup> September 2023 at 7.30pm</b> in St James Church Meeting room.	
<u>Meeting ended at 9.23pm</u>				