

**MELSONBY PARISH COUNCIL DRAFT MINUTES****THE MEETING OF MELSONBY PARISH COUNCIL HELD ON Wednesday 13<sup>th</sup> September 2023 at 7.30pm at St James Church Meeting Room****PRESENT:** Cllr G Angus (GA), (Chair), Cllr V Elrington (VE) (Vice Chair), Cllr J Stansfield (JS), Cllr T Sutton (TS), 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 W Nixon (WN) - <b>ACCEPTED</b>	
2.	Declarations of Interest		None.	
3.	Minutes of last meeting		<b>RESOLVED</b> - That the minutes of the meeting held on 12 <sup>th</sup> July 2023 are confirmed as a true record.	
4.	Police update	No police were present at the meeting.	<b>RESOLVED</b> – The August 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>	
5b.	Community Speed Watch (CSW) and VAS	Update.	<b>RESOLVED</b> – BB is handing over the data analysis process to the new speed watch co-ordinator. Clerk will share the data with PCSO Elliot Brown when available. Clerk shared revised costings for a 3 <sup>rd</sup> matrix board. This would be a solar panel board due to its location. Cllrs all agreed to proceed with the quote. Clerk will instruct SWARCO to proceed with the order.	BB/Clerk  Clerk
5c.	35 Church Row public footpath	Ongoing.	<b>RESOLVED</b> – Cllrs agreed that a meeting with the resident should be arranged. Clerk to contact the resident and invite NYC to attend the meeting too. VE will speak with the grass cutting contractor to complete remedial work on the Parish Council’s area of the public footpath.	Clerk/NYC/ PC VE
5d.	St James Close remedial work	Ongoing.	<b>RESOLVED</b> – some work has been carried out to fill the pot holes however Cllrs felt this was a temporary fix and with a heavy downfall or cold weather the holes will reappear. Further work is still required. Clerk to continue to follow up.	Clerk
5e.	Condition of the wall on East Road	Ongoing.	<b>RESOLVED</b> – Highways don’t deem the repairs as urgent. The work has been scheduled and will be carried out in due course. Clerk to monitor.	Clerk
5f.	Benches in the village		<b>RESOLVED</b> – Clerk has received all invoices and has applied for the NYC grant.	Completed
5g.	Flood on Moor Road		<b>RESOLVED</b> – NYC have written to all 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.	GA/WN
5i.	Village Hedges		<b>RESOLVED</b> – There is a property that requires remedial work. Clerk will write to this property.	Clerk
5j.	Heavy lorries travelling through the village		<b>RESOLVED</b> – No further action to be taken. 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). Cllrs discussed tractors and quarry vehicles speeding through the village. Clerk to write to the farming community and quarry to raise this.	Completed  Clerk
5k.	Northumbrian Water update		<b>RESOLVED</b> – WN met Northumbrian Water (NW) on 13 <sup>th</sup> July and raised all concerns and issues. NW have confirmed that the infrastructure work scheduled for before end 2024 has been pushed back for consideration in the 2025 – 2030 budget. GA asked Clerk to write to NW and the Environmental Agency requesting all information they have on flooding issues raised In Melsonby and the actions taken. Once received the Parish Council will meet to collate a response and include Rishi Sunak PM, NYC, EA and NW. Clerk to include a note in the newsletter letting residents know if anyone has a sewage blockage to contact NW and include the contact details.	Clerk Newsletter
5l.	Barclays Bank		<b>RESOLVED</b> – The PC are still receiving emails requesting further information from the bank. Even after speaking someone confirming the information received is sufficient. GA has asked Clerk to write a letter of complaint to the CEO of retail banking and the financial ombudsman.	Clerk
5m.	Play Park Areas – Dogs under leads in the play park areas	No Dogs allowed	<b>RESOLVED</b> – Two signs have been purchased and displayed.	Completed
5n.	Debris in the Beck	The culvert had collapsed	<b>RESOLVED</b> - Update received on 25 <sup>th</sup> August 23 – No formal response from the contractors who were working on the site. If liability is not admitted Highways will need to carry out the necessary repairs. Clerk to monitor.	Clerk
5o.	Grassed area opposite the school	Clarification is required as to who owns a grassed area opposite the school	<b>RESOLVED</b> – The PC met with the resident who lives adjacent to the beck and grassed area. It has been agreed that the land is unregistered land. The resident is seeking further guidance as to is the Parish Council. The resident attended the meeting and it was agreed that the telephone pole will be protected and secured with gabion baskets. GA will look into costs.	GA
5p.	Trees on the green	Remedial work required	<b>RESOLVED</b> - NYC have granted permission to carry out the remedial work on the trees. Residents surrounding the area have been updated. The PC is awaiting a date for the work to commence. Clerk will update the residents this may affect once a date is confirmed. A resident has asked if the overhanging branches over growing the quoits pitches could be pruned back. Councillors agreed that this should be carried out. Clerk to contact the tree surgeon.	Clerk
5q.	Planters by village signs	Email received from a resident	<b>RESOLVED</b> - GA spoke with the environmental group and others to ask for volunteers to manage planters. Cllrs agreed that £50 could be used to purchase perennials and bulbs for the planters. It was suggested that residents may wish to contribute or donate to the planters. Clerk to put sor in the newsletter.	GA
5r.	Beck Pollution	Email received from a resident	<b>RESOLVED</b> - An issue was raised as to whether the beck was polluted. Clerk raised the issue with Northumbrian Water and the Environmental Agency. See item 5k	See item 5k

5s.	Burial Plot Plaque		<b>RESOLVED</b> - The stonemason has paid the fee of £150 to place a plaque.	Completed
5t.	Parish Council Insurance		<b>RESOLVED</b> - Cancellation covers up to £2000 could not be added to the current PC policy. The PC can request a quote for this cover however it will be an additional policy for the event. Clerk can request a quote up to 3 months prior to the event. Cllrs agreed that we will stay with the current contractor on a 3-year agreement. Clerk to confirm this in writing with the insurer.	Clerk
5u.	St James Close Access Road to the Play Park		<b>RESOLVED</b> - The weeds have been treated. The PC agreed to do this again as and when required. Cllrs discussed vehicles being parked on the access road to the play park. All agreed this wasn't a regular occurrence and will monitor it.	Completed
5v.	Tidy Gardens Competition 2023		<b>RESOLVED</b> - The competition took place on 25 <sup>th</sup> July 2023. The results will be shared in the newsletter, website and Facebook page.	Clerk
5w.	Defibrillator Training		<b>RESOLVED</b> - Clerk contacted a resident who has previously offered this training. He has confirmed he would be happy to facilitate this and the church would accommodate the training. The PC would need to hire a Resusci Anne dummy at a cost of £25+VAT. Cllrs agreed the costs and asked Clerk to liaise with the facilitator and get a date agreed.	Clerk
6.	Matters Arising			
6a.	NYC Parish Charter	Correspondence received from NYC	<b>RESOLVED</b> - Clerk has shared the NYC Parish Charter with Cllrs prior to the meeting. The Charter sets out how NYC will work together for the benefit of local people in maintaining and improving local services and facilities and influencing and lobbying on future local development. It was noted that NYC have a 14-day response time. Clerk will ensure that issues raised are responded to within this timeframe.	Completed
6b.	Speed Limit note to PC's and TC's	Email received	<b>RESOLVED</b> - Clerk share a proposal received from NYCC re speed limits throughout the County. The PC can apply for a zone to be 20mph. This is something for consideration.	Completed
6c.	Case for strategic review of Scotch Corner developments	Email received	<b>RESOLVED</b> - This was circulated to the PC prior to the meeting. Some of the issues have been raised with Cllr Angus Thompson at NYC.	Completed
6d.	Blister packs		<b>RESOLVED</b> - JS shared information about recycling tablet blister packs. There are no local places to recycle these and if the Parish were to do this it would be at a cost to them. It is £92 for 1500 blister packs. GA suggested speaking with Aldbrough Doctors surgery as they may be able to help. GA will contact them. Clerk with contact NYC to see they can help	GA Clerk
6e.	Property Marking event		<b>RESOLVED</b> - The property marking event took place. Numbers attending were low. Clerk suggested that if another event is requested, that a list of people is made of and once we have a number of requests then we look to hold another event.	Completed
6f.	Tables at Moor Road play park		<b>RESOLVED</b> - The picnic tables on Moor Road need repairing or possibly replacing. Cllrs asked the Clerk to look at costs to replace them with the recycled material benches that will not deteriorate over time. Clerk to look for any grants available. GA suggested asking J North to look at them for repair as well.	Clerk/GA
7.	Finance	Clerk to provide budget report for year 2023/24 to date see	<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 PC have received the VAT reimbursement for 2022/23 for £6035.90.	Completed

		Appendix – emailed to Councillors prior to meeting.	The following payments were approved and cheques signed: Grass Cutting - £2124, Trophy engraving fee - £4.50, PCC – Room hire and storage fee - £170, Eye catching signs - £48, NYC – Allotment rent - £681.07, Playpark inspection company – Annual fee - £300, Community Heartbeat – Defib pads - £73.14.	
8.	<b>Planning Applications</b>	As per appendix.	<b>RESOLVED</b> – Discussed and no further comments. GA confirmed that an application received for New Premises Licence Application - Collaboration Spirits; Western House Business Park is an e commerce business to business. No further comments were made.	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>	NYC email - Multiply sessions  Laptop for Clerk  NYC email – New approach to manage speed limits Annual playpark inspection Memorial tree plaque  Limegarth development  Gnomes in gardens	<b>RESOLVED</b> - The NYC Multiply team are offering free workshops to the community, including cooking classes, soap making and many more. Clerk has shared the information on FB and in the newsletter. <b>RESOLVED</b> - Cllrs agreed that a new PC laptop can be purchased for the Clerk to use. It was agreed that a budget of approximately £400 could be used. GA will look into this. <b>RESOLVED</b> - Clerk shared a proposal received from NYC re speed limits throughout the County. <b>RESOLVED</b> - The annual playpark inspection has taken place. No major advisories were raised. <b>RESOLVED</b> - Clerk confirmed that the memorial plaque taken off a deteriorated bench can now be placed on the memorial together with a second plaque. NW will pass the plaque to VE and VE will attach them both to the memorial tree. <b>RESOLVED</b> - Clerk to ask the developers to secure the site as the building is unsafe and teenagers have been seen in the building and Cllrs are concerned for their safety. Clerk to contact developers. <b>RESOLVED</b> - Clerk to contact PCSO Brown to ascertain if some information regarding gnomes being placed in people’s gardens is correct. If the gnomes are placed in a garden and remain unmoved these properties are a target to be burgled.	Clerk  GA  Clerk  Completed  Clerk    Clerk  Clerk
11.	<b>Public participation</b>	Opportunity for residents to bring matters to the attention of the Parish Council.	None.	
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>15<sup>th</sup> November 2023 at 7.30pm</b> in St James Church Meeting room.	
Meeting ended at 9.15pm				