

## MELSONBY PARISH COUNCIL DRAFT MINUTES

### THE MEETING OF MELSONBY PARISH COUNCIL HELD ON Wednesday 13<sup>th</sup> March 2024 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 B Bottle (BB).

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

Item	Covering	Summary	Detail/Action	Action/By Who
1.	Apologies		<b>ACCEPTED</b> - Cllr T Sutton (TS), Cllr W Nixon (WN), Cllr T Henderson (TH), Cllr Angus Thompson – North Yorkshire Council (NYC).	
2.	Declarations of Interest		None.	
3.	Minutes of last meeting		<b>RESOLVED</b> - That the minutes of the meeting held on 10 <sup>th</sup> January 2024 are confirmed as a true record.	
4.	Police update	No police were present at the meeting.	<b>RESOLVED</b> - The February update was received and circulated prior to the meeting. This was posted on the website and Facebook page.	Completed
5.	Progress report:			
5a.	NYC Councillor update	Update from Councillor Angus Thompson (AT)	<b>RESOLVED</b> – No update given.	Completed
5b.	Community Speed Watch (CSW) and VAS	Update.	<b>RESOLVED</b> – BB has downloaded the raw data and will share this with everyone. BB noted that there are a lot more vehicles speeding through the village either early on a morning or later at night. CSW should start again in this March when the weather is better.	BB
5c.	35 Church Row public footpath	Ongoing.	<b>RESOLVED</b> – WN and Clerk sought legal advice and next steps. Clerk to follow up on NYC. Councillors have asked for a meeting to progress this. Clerk has contacted Footpaths at NYC as the existing right of way footpath wall is blocked up. Access is currently restricted. Councillors would like to arrange a meeting on site and agree next steps to reinstate the original footpath.	Clerk
5d.	St James Close remedial work	Ongoing.	<b>RESOLVED</b> – Councillors have asked Clerk to request an update from Highways. Some remedial work has been completed however this is substandard. Clerk contacted Highways on 5 <sup>th</sup> March 2024 – No response as yet.	Clerk
5e.	Flood on Moor Road/Debris in the beck		<b>RESOLVED</b> – Clerk to follow this up with NYC and AT and update is required. Highways have confirmed that the issues have been logged and the local Highways Officer asked to investigate. They would advise that ditches adjacent to the carriageway are the responsibility of the adjacent landowner to maintain these and to clear any blockages and with this being the case we will therefore make contact with the appropriate people if necessary. With specific respect to the broken concrete at the entrance to the site of the telecommunications mast, the local Highways Officer has placed an order with our contractor for this to be removed.	AT/Clerk
5f.	Archived Documentation		<b>RESOLVED</b> – GA and WN went through the information on Friday 19 <sup>th</sup> January 24. The information is available to view in the church and some historical information could be shared with the school.	Completed

5g.	<b>Grassed area opposite the school</b>	Clarification is required as to who owns a grassed area opposite the school	<b>RESOLVED</b> – Cllrs and resident discussed the issue. It was agreed that the resident will use a geo style tech grid to build back up the beck bank on the side where the telegraph pole is situated. It was agreed to see how this goes and review in the next 2 years. Resident will progress this and contact the Parish Council when work will begin, this is expected to be mid to late spring when the ground is drier.	Resident/ Parish Council
5h.	<b>Trees on the green</b>	Remedial work required	<b>RESOLVED</b> – Tree surgeon will carry out the work in due course. The work includes the trees overhanging the Quoits pitch. Clerk will contact R Skelton to confirm when the work will commence.	Clerk
5i.	<b>Limegarth Development</b>		<b>RESOLVED</b> - Clerk has contacted Broadacres and asked that the building on site is secure and safe as they are still responsible for the site. The hedges have been cut back however the top of the hedges need cutting down. Broadacres have responded – They are unable to cut back the hedges as the birds are nesting. They will cut these back once the birds have moved on. Clerk to monitor this. It was noted it could be late summer before the birds have moved on.	Clerk
5j.	<b>Blocked drain from West Road to Jagger Lane footpath</b>		<b>RESOLVED</b> - The blocked drain has been reported to Paths at NYC. The Parish Council have asked that NYC contact the resident directly to resolves this. Clerk to raise an issue of a blocked drain from West Road to Jagger Lane footpath. A sump appears to be blocked on the side of the resident’s property. Highways will need to contact the resident.	Clerk
5k.	<b>Power cuts – Northern PowerGrid</b>		<b>RESOLVED</b> – JS attended an on-line meeting and asked the question about the new substation at Scotch Corner and if this will eliminate the power cuts. JS is waiting for a response	JS
5l.	<b>Caravans on Jagger Lane</b>		<b>RESOLVED</b> – NYC Enforcement Officer has confirmed that they established ownership and a letter is going out to serve notice.	Clerk/AT
5m.	<b>Mirror appeared on Beck Bank</b>		<b>RESOLVED</b> – A mirror has appeared on the beck bank opposite Spencer House entrance. Clerk to raise this with Highways.	Completed
5n.	<b>Leaking pipe on Moor Road</b>		<b>RESOLVED</b> – It has been raised as an issue – There is a leaking pipe, the gully has been cleared out and linking pipe is leaking.	Clerk
5o.	<b>Redundant Street Light</b>		<b>RESOLVED</b> – This is a Northern PowerGrid issue. Clerk to contact them. Clerk has requested the new street light (Number 12) is activated before the redundant street light is removed.	Clerk
5p.	<b>Northern PowerGrid to supply power for Christmas lights</b>		<b>RESOLVED</b> - The project had lights around the Christmas tree and lit up some of the village green for Christmas 2023. It was agreed for the Clerk to write to Northern PowerGrid to look at using this as the power supply for forth coming Christmas’s. The project would require a meter, secure box and 16amp plugs. Clerk has contacted Northern PowerGrid.	Clerk
6.	<b>Matters Arising</b>			
6a.	<b>A66 Update. A66 Northern Trans-Pennine Project.</b>		<b>RESOLVED</b> - JS gave an update as she attended meeting on 15 <sup>th</sup> January 24. The project will be going ahead. There will be a 35% increase in traffic. Councillors agreed that a slip road is needed. Councillors discussed setting up a group of local Parish Councils and respond to the project as a consensus. Clerk to contact AT to offer support on this. The project offered Melsonby primary school 12 x electronic tablets. The tablets had been used in the consultation phase of the project and are ready for donation.	Clerk/AT
6b.	<b>North Yorkshire Community First Aid Responder Scheme</b>		<b>RESOLVED</b> - A resident asked if the Parish Council could share information about the responder scheme. There is currently only one responder in the village. Sharing the information may encourage others to volunteer for the scheme. Shared on FB, website and newsletter. Young	Clerk

			people under 18 are encouraged to join the training. Clerk to share the information with local groups to raise awareness.	
6c.	<b>Manhole on footpath on Moor Road</b>		<b>RESOLVED</b> - The manhole cover on Moor Road needed replacing. This has been completed.	Completed
6d.	<b>Annual Parish meeting training</b>		<b>RESOLVED</b> - Clerk attended YLCA training on the requirements around annual meetings as wanted clarification on what's mandatory and what's best practice. There should be a clear difference to the Annual Parish Council Meeting and the Annual Parish Meeting. The Annual Parish Meeting is a community meeting that is for the community, it is usually chaired by the Parish Council chair but the meeting is for the purpose of the community. Local groups, clubs, committees and residents are encouraged to attend this and update each other on what's happened over the last year and their plans for 24/25. Cllrs agreed that this meeting should be separate and perhaps on a different date and not during the annual meeting. Clerk will organise this.	Clerk
6e.	<b>Parking at Parkshill Court</b>		<b>RESOLVED</b> - A question was raised regarding the parking at Parkshill Court. This is not a Parish Council matter. The Parish Council have responded.	Completed
6f.	<b>Portrait of His Majesty the King Charles</b>		<b>RESOLVED</b> - Parish Councils have been given the opportunity to apply for a portrait of His Majesty the King for free. Councillors agreed the purchase of the. Clerk will place the order, when it arrives it was suggested to be speak with Graham Smith to display in the church.	Clerk
6g.	<b>NYC Email – Home to school travel policy consultation</b>		<b>RESOLVED</b> - Email has been received from NYC. A consultation is taking place and is relevant to parents and carers of school aged children. NYC are looking at the travel from home to school. Clerk has shared the email on FB and website and will be included in the newsletter and re share on FB. The changes could impact surrounding villages and schools. All parents and carers are encouraged to take part in the consultation.	Clerk
6h.	<b>NALC email – Briefing on Parish Council email addresses</b>		<b>RESOLVED</b> - NALC have shared guidance and are suggested that Parish Councils should use a gov.uk domain name for their website and email. This is not mandatory but Clerk wanted to share the information with the Parish Council as is best practice. Clerk is attending an information session on this and feedback to the Parish Council.	Clerk
6i.	<b>Grass cutting contractor 24/25</b>		<b>RESOLVED</b> - Councillors agreed that they would continue with current contractor. It was noted that there was no increase in the grass cutting fee. It will remain at £295 + VAT per cut.	
6j.	<b>NYC Email – Cost of living</b>		<b>RESOLVED</b> - Correspondence was received and shared on FB, website and will include in the newsletter.	Clerk
6k.	<b>Highways Parish Workshop</b>		<b>RESOLVED</b> - JS attended the workshop and shared the feedback.	
6l.	<b>Best Kept Village Competition</b>		<b>RESOLVED</b> - Councillors agreed that the Parish Council should take part in this year's competition. Clerk to post something on Facebook, website and newsletter. Clerk to let Graham Smith know and would suggest that a litter pick is organised prior to competition. This should be taking place in July.	Clerk
6m.	<b>Digital Inclusion Funding Opportunity</b>		<b>RESOLVED</b> - JS is leading on this opportunity and bringing some training to the village for residents who want to know more about the internet. JS will be offering bitesize courses and hopes to run these in the church on Friday morning and coincide with the coffee morning. More details will follow.	Clerk/JS

6n.	<b>Melsonby Parish Village Show 2024</b>		<b>RESOLVED</b> - The Parish Show is taking place on 17 <sup>th</sup> August 2024. The information has been shared on FB, website and will be included in the newsletter. BB did note that the show is looking for a photographer judge.	Clerk
7.	<b>Finance</b>	Clerk to provide budget report for year 2023/24 to date see Appendix – emailed to Councillors prior to meeting.	<p><b>RESOLVED</b> – Clerk provided a budget report up to 23<sup>rd</sup> February 2024. See appendix – emailed to Cllrs prior to meeting. The following payments were approved and cheques signed: YLCA Training Clerk - £25.00, Green waste bin renewal - £46.50, Mobile phones costs April 23 – March 24 - £102.00 stationery and stamps - £6.80.</p> <p><b>RESOLVED</b> - Clerk confirmed that the Annual Governance Accountability return 23/24 will be managed and processed as carried out in 22/23. The Financial information will be shared with the Councillors prior to the May meeting in preparation for approval at the meeting. The internal audit will be prepared by the Clerk/RFO and carried out by Mrs B Patchett as she has completed in previous years.</p> <p><b>RESOLVED</b>- Clerk confirmed that £209.62 will be paid from Highways for reimbursement of the Highways Grass cutting 24/25. This will be paid once a Purchase Order (PO) has been received from Highways and Clerk has raised a sales invoice against the PO.</p> <p><b>RESOLVED</b> - Councillors raised a question if the total for the defib pads had been included in the financials to date as this is only showing £73.14 total spend. Clerk will look into this and confirm but thought this was the total cost for the defib pads as have used a different supplier.</p>	Completed  Clerk  Clerk  Clerk
8.	<b>Planning Applications</b>	As per appendix.	<b>RESOLVED</b> – Discussed and no further comments.	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>	Missing Jagger Lane footpath sign Email from Cockin Trust  Play Park equipment  Wall on High Row	<p><b>RESOLVED</b> – The sign is missing. Clerk had raised this with Paths at NYC but as yet it has not been replaced. Clerk will follow this up.</p> <p><b>RESOLVED</b> - Mike Carr is a Trustees nominated by Melsonby Parish Council. His term of office of has come to an end and Cockin Trust have asked for the Parish Council to consider reappointing him. The Parish council unanimously voted for Mike Carr to be re-appoint for a further four years. Clerk will respond.</p> <p><b>RESOLVED</b> - The gym handles on the equipment in the Moor Road play park are damaged. Councillors asked if this had been raised as an issue in the Play Park inspections? Clerk will contact NYC as the Parish Council don't seem to have had an update inspection report.</p> <p><b>RESOLVED</b> - A garden wall on High Row could be an issue. Clerk to look into this.</p>	Clerk  Clerk  Clerk  Clerk
11.	<b>Public participation</b>	Opportunity for residents to bring matters to the attention of the Parish Council.	<b>RESOLVED</b> - A resident discussed some options that could resolve the agenda item 5g. Please refer to item 5g.	
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> May 2024 at 7.00pm</b> in St James Church Meeting room. This is the annual parish meeting.	
<u>Meeting ended at 8.54pm</u>				