

Lothersdale Parish Council

Clerk: Esther Barrows
8 Rook Street, Lothersdale, BD20 8EH
estherbarrows@hotmail.co.uk 01535 636776

Minutes of the Parish Council meeting of 11th April 2013, at 7.30pm in the Village Hall

Present: Councillor Stephen Cohen (Chairman)
Councillor Eddie Cullen
Councillor Peter Harrison
Councillor Julian White

Clerk Esther Barrows

4/01 Apologies were received and accepted from:

Councillor Pat Fairbanks (CDC)
Councillor Catherine Gott
Councillor Patrick Mulligan (NYCC)
Councillor Mark Wheeler (CDC)

4/02 Declaration of Interest:

There were no disclosures of interests declared.

4/03 Reports from invited guests:

There were no reports from invited guests.

4/04 Minutes:

- i) Resolved: That the minutes of the Council meeting held on March 21st be signed as a true record.

Clerk's and members' reports on updates and actions taken on matters discussed at the previous meeting:

- a) Lengthsman discussion: The Clerk has placed notices in the Parish magazine, on the noticeboards and in the Craven Herald asking for voluntary assistance in keeping the village clean and tidy. The Social Club has kindly agreed to forward the notice to all contacts on its database. Once responses have come forward the Council will decide how to proceed.

The Clerk is to find the job description for a Lengthsman in the Councils past records to try and ascertain a budget for discussion at the next meeting.

- b) Tennis net storage: Cllr Harrison reported that he has obtained a written quote for the storage unit (for the tennis net post) from Skipton Sheet Metal, and he is

Action

EB

PH

	Action
to liaise on position, design etc and will follow up with further details at the next meeting.	
c) MUGA defects: The Clerk is working with Groundworks to ascertain any further funding due and is to work with Jon Crossley to bring the project to completion.	EB
d) Land Registry: The park valuation and deeds have been passed to the solicitor, and there is nothing further to report at present.	
e) Village Map: The Clerk informed that Council that she has placed one final request for amendments in the Craven Herald to ensure everyone has been made aware of the update to the map. The map is now to be forwarded to Malcolm Stocks for completion and the Clerk is to contact the artist to request the illustrations are ready by the next meeting.	EB
f) Digley Risk Assessment: The Clerk presented the risk assessment to the Council, with various items that will need attention. It was agreed to give the assessment to Cllr Cullen who will look through the assessment and bring any pressing matters to the Council at the next meeting.	EC
g) Bank accounts/internet banking: Internet banking has been set up with the savings account, and the Clerk has met with Cllr Cohen to set up internet banking with our current account. The Clerk is now able to proceed with setting up internet banking to transfer funds to the savings account at Barclays.	EB
h) Tree Pruning/Maintenance: The tree risk assessment is to be carried out shortly and the Clerk is to investigate funding opportunities for a woodland management plan with the Forestry Commission.	EB
i) Telephone box: Cllr Mark Wheeler has been contacted informing him of the possibility that the purchase of the telephone box may be turned down because of its isolated position. The request had been turned down with a previous Council. It was agreed for Cllr Wheeler to write a letter supporting the Councils application on behalf of the village.	MW
j) Speed concern letter: The Clerk visited Highways in Skipton to try and identify the correct person to speak to regarding the speed data. The Clerk has now been informed that a speed check was carried out last September and high speeds were recorded in certain areas of the village. Further checks will be carried out in due course.	
k) Traffic concern, Lothersdale Primary: The Clerk has written to the Governing Body of the Primary school, agreeing with their proposal for the introduction of 'school keep clear' lines outside the school, but requesting that enforceable zig-zag lines were used outside the school. As the Civil Enforcement Act is to be introduced in June, these lines now have to be enforceable. The lines outside the clubhouse are to be removed, with the yellow enforceable lines being painted shortly. This will hopefully ease congestion during pick up and drop off times.	

- l) Tender: As no further Tender applications were received, the Council agreed to keep the existing contractors for a further year. The Clerk is to query issues of payment as questions were raised about issuing monthly, quarterly or bi-annual invoices.
- m) Planning focus newsletter: The Clerk informed the Council that copies of the newsletter had been placed on the website with links to keep people informed of updates.
- n) Conservation in Recreation Ground: The Councillors met at the beginning of the meeting at the recreation ground to discuss improvements and conservation. It was ascertained that the park needed updating and therefore a plan needed introducing to break the park up into manageable areas. Cllr and Mrs. Cullen agreed to formulate a plan breaking the park into zones with areas for improvement in each. This is to be a large project where the comments of the villagers will be taken into account. Mrs. Cullen who attended the site visit is to design a projected plan of how the park could be improved, and the Parish Council is to consider employing contractors to carry out the work.
- o) Drainage issue in recreation ground: After receiving various estimates for repairing the drains in the recreation ground, the Council has agreed for a contractor to carry out one days' investigative work, ensuring that the dig is repaired at the end of the day, in order for the Council to consider how to proceed without causing unnecessary disturbance. The Clerk is to proceed with arrangements.
- p) Road Repairs by NYCC: The Clerk updated the Council on the stages of repair and maintenance of gulley's and potholes around the village. The Clerk will keep the Council updated as further reports arise. The Clerk has requested that Mitton Lane be resurfaced, after concerns raised by nearby residents.
- q) Annual meeting of Lothersdale Parish Council/Annual Parish Meeting: The Clerk informed the Council of the upcoming annual meetings and is to proceed with arrangements.

Action

EB

EC

EB

4/05 Public Question Time:

There was no adjournment for public question time.

4/06 Finances:

Village Hall Trust Rent Apr - Sept 13	90.00
Esther Barrows Mar – Apr fees	201.44
YLCA annual membership	<u>177.00</u>
TOTAL	468.44

(ii) March 2013

Opening balance	£
Current account	14,896.01
Deposit account	<u>7,053.44</u>

	Total	21,949.45	21,949.45
Receipts			
1.3.13 Interest		4.87	
5.3.13 Dog bag money cash deposit		20.00	
5.3.13 License fee		670.00	
7.3.13 License fee		1,150.00	
22.3.13 E. Cullen bench payment		<u>420.00</u>	
		2,264.87	24,214.32
Payments			
Digley Risk Assessment		48.00	
M. Parker bench installation		72.00	
Marmax Products		432.00	
Esther Barrows Feb - Mar fees		206.04	
Village Hall Trust rent Jan – Mar 13		54.00	
Landscape Engineering		<u>2,323.43</u>	
		3,135.47	<u>3,135.47</u>
			21,078.85
Closing balance (March)			
Represented by:			
Cleared cheques		-206.04	
Uncleared cheques		-2,929.43	
Lodgements/petty cash		2,264.87	
Current Account Barclays		14,896.01	
Deposit Account Standard Life		<u>7,053.44</u>	
		21,078.85	21,078.85

4/07 Correspondence:

- a) Queen Elizabeth 11 Fields, Deed of dedication: The Clerk informed the Council of the limitations to signing the deed of dedication, and the Council agreed to not go ahead with the re-naming of the recreation ground.
- b) New PAYE system: The Clerk informed the Council that issuing invoices is no longer acceptable for the Inland Revenue. It was agreed for the Clerk to proceed with setting up a Payroll system and to back date these two years.
- c) Clerk's annual review: It was agreed to postpone this review until the June Meeting.
- d) Audit 2012/13: the Clerk informed the Council that the accounts were near completion and will soon be submitted to the Auditors for internal inspection. These are to be ready for approval at the annual meeting in May.
- e) Department for Communities and Local government, Updated guidance and Transparency on personal interests: The Clerk is to forward details to all Councillors.

Action

EB

EB

EB

- f) Election of vice-chair discussion: This item will be discussed at the Annual meeting of Lothersdale Parish Council in May.
- g) Community Governance Review, Boundary changes affecting Lothersdale: The Clerk informed the council of the boundary changes coming into force in 2014, and is to request mapping details from the Council.
- h) YLCA, how Parishes are working to boost growth: The Clerk informed the Council of CDCs request for case studies on how Parishes have supported local businesses. The Council decided to not respond at this time.
- i) YLCA: Employment training: This item for discussion was cancelled as the clerk is no longer able to attend.
- j) 'Welcome to Lothersdale' sign: The Clerk has been liaising with the Jubilee Committee to oversee the installation of two new stone signs for the village. While the clerk had visited various companies and obtained estimates for the supply of stone and for building, it had transpired that a stone sign may not be allowed by Highways. The Clerk is to investigate further.

Action

EB

EB

4/08 Planning:

Notice of Grant Permission by Craven District Council To Carry Out Development:

Application number: 53/2013/13346

Proposal: Removal Of 1 x Sycamore Tree

Location: Quaker House, 15 Dale End, Lothersdale. BD20 8ES

Craven District Council consents to the above work being carried out.

Application number: 53/2013/13361

Proposal: Felling of 1 x Beech Tree

Location: Burlington House, Lothersdale. BD20 8EL

Craven District Council consents to the above work being carried out.

Application number: 53/2012/12923

Proposal: Replacement Of Barn With A New Garage/Workshop With Storage Over

Location: Summers Gill, Lothersdale. BD20 8HQ

Craven District Council Grants permission for the proposed development.

Planning applications received:

Application number: 53/2013/13335

Proposal: Erection Of Garden Curtilage & Erection Of Garage.

Location: Woodhead Farm, Side Gate Lane. Lothersdale. Keighley. BD20 8EU

Applicant: Mr. Trevor Smith

The Parish Council raises no objection to the above planning application.

4/09 Members' Community Reports:

Date of the next meeting May 9th 2013

Signed..... Date