



# *Sutton-in-Craven Parish Council*

Minutes of the Meeting of Sutton-in-Craven Parish Council

Held in the Community Centre, North Street, 6.45pm

On Monday 1<sup>st</sup> September 2014

## **Present**

Cllr. Whitaker – Chairman, Cllr. Morrell, Cllr. Joy, Cllr. Hart, Cllr. Green, Cllr. Bretan and Cllr. Parsons  
In Attendance: Mrs D Emmott – Clerk, and five members of the public.

## **95/09/2014 Apologies for Absence**

Cllr. Smith(holiday), Cllr. Marchant (holiday), Cllr. Hawkins (ill) and Cllr. Barrett –North Yorkshire County Councillor,

## **96/09/2014 Declarations of Member's Interest in Matters on the Agenda**

Cllr. Hart abstained from commenting on planning applications.

## **97/09/2014 Minutes of the Previous Meeting**

It was **resolved** that the minutes of the Meeting held on Monday 7<sup>th</sup> July 2014 (circulated to all members) were agreed as a correct record and signed by the Chairman. Proposed by Cllr. Bretan and Cllr. Parsons.

## **98/09/2014 Public Participation**

A resident attended the meeting to offer assistance in the maintenance of parish land sited up West Lane. Details of the lease holder were passed on.

A resident reported faults on No. 8 light on the High Street and No. 1 light on North Road. The clerk to inform North Yorkshire County Council.

A resident commented that the recently painted park shelters were a slightly lighter shade than the previous colour. The previous colour green is now obsolete and the new shade is nearer the original colour of the shelters.

A resident commented that the railings on Wet Ings Lane were not in a good state and should be maintained. Wet Ings Lane is a Public Right of Way the land on either side including the railings is not registered. North Yorkshire County Council do have a duty of care with regard to the footpath.

## **99/09/2014 Planning Applications**

Application Number: 66/2014/14940  
Proposal: Construction of Two Detached Dwellings  
Location: The Balgray, West Lane  
Applicant: Mr & Mrs S Tosney  
No adverse comment

Proposed Works To Protected Trees  
Tree Preservation Order: 2 1971  
Application Number: 66/2014/14897  
Proposal: 2 No Sycamore Crown Reduce By 2 Metres  
Location: 50-52 Greenroyd Mill, Sutton  
No adverse comment

66/2014/14585  
Proposal: Construction of 1 No 4 Bedroom Detached Dwelling  
Location: 1 Hazel Grove Road  
Applicant Mrs Sue Chatfield  
No adverse comment

## **100/09/2014 North Yorkshire County Council Report**

Cllr. Barrett – report

At Craven District Council the decision on Pay and Display Charges at Crosshills Car Parks (and others) has been deferred. After its failure not to consult it has been referred to Select Committee.

The newly formed “South Craven Together” business group attended Policy Committee and spoke strongly against the introduction of charging along with myself and Cllr. Beck. The Cononley Parish Council Chairman also attended and spoke against it due to the likely impact on Cononley residents.

It was agreed that the Parish Council consider inputting into the Select Committees work when it commences in (probably late) September.

### *Sutton-in-Craven Parish Council's view*

Introducing parking charges to Cross Hills is a risk to small businesses.

Businesses in Cross Hills have worked hard providing a wide variety of goods and services which are accessed by other local villages and communities within South Craven.

The success of Cross Hills has a direct impact on the residents of Sutton-in-Craven.

Residents of Sutton use the facilities and services of employment, shopping, education and healthcare on a daily basis.

One of the main characteristics of small village centres is that people feel free to pop in and out of local shops and socialise. Implementing charges will lead to people no longer taking the time to browse around the shops and look at what they have to offer which subsequently will lead to a loss of takings and subsequently the loss of businesses.

Shoppers may see the attraction of seeking free car parking in larger supermarkets in Skipton or Keighley rather than paying the cost and inconvenience of paying to access their nearest local shops.

The issue of car parking charges in Cross Hills was previously discussed and debated on the 22<sup>nd</sup> January 2013 when the Policy Committee resolved not to introduce parking charges in Cross Hills due to the *"difficult economic climate effecting local businesses and organisations."* The difficult economic climate has not changed for small businesses.

Sutton-in-Craven Parish Council understand that Craven District Council must ensure the future of these sites but disagree with car parking charges being imposed.

### **101/09/2014 Craven District Council Report**

#### Bins

Councillor Hart reported that following an inspection from Health and Safety. Craven District Council have determined that assisted collections will cease. Collections will be made from the kerbside only.

#### Planning

The Planning Application for 29 Dwellings at Main Street / Sutton Lane has been withdrawn.

It was noted that it had come to the applicant's attention that some objections have allegedly been submitted without the knowledge of the people who are supposed to have submitted them and it would appear this illegal and fraudulent.

Cllr. Hart gave his apologies and left the meeting.

### **102/09/2014 Clerks Report & Correspondence**

#### **a) Pinfold**

Email sent to resident regarding pinfold.

#### **b) Boating Lake**

Letter sent to Park Keeper with instructions for filling the Boating Lake.

Email sent to resident regarding the filling of the Boating Lake.

#### **c) Land at Holme Lane (Alvic Field)**

Letter sent to registered owners of land (Easor Investment Holdings Ltd) with regard to maintaining the overgrowth encroaching on the Public Right of Way and pavements.

North Yorkshire County Council Public Rights of Way maintenance department have also been informed.

#### **Reply dated 24<sup>th</sup> July 2014**

Ensuring this will be tidied up as soon as possible and ensuring it will be kept tidy thereafter.

#### **d) Planning Consultant**

Telephone conversation and E-mail with regard to planning application 66/2014/14777.

#### **e) High Adventure Cowling**

Letter to High Adventure with information regarding Lunds Tower.

#### **f) Litter**

Letter sent to Mr & Mrs Peace s thanking them for all the hard work they do in litter picking at Lunds Tower and Crag Nook Delph.

#### **g) Craven District Crime and Disorder Committee**

Meeting Wednesday 30 July, 6.30pm – Members notified 18/07/2014

#### **h) Planning Committee Meeting -28<sup>th</sup> July 2014 – Members notified 18/07/2014**

Application Number:66/2014/14652

Proposal: Reserved Matters Application To Previous Outline Application Ref: 66/2013/13537 (Residential Development)

Location: Little Croft, West Lane, Sutton-in-Craven

#### **i) Leeds Liverpool Canal Access Development Plan - Consultation**

Circulated to members 18/07/2014.

- j) **Tree – Lyndhurst Wood**  
 A tree was reported to have fallen blocking the path at Lyndhurst Wood. This was reported to the Woodland Trust on the 18/07/2014. Reports of groups of youths congregating in the woods at night, drinking, leaving litter and cans were reported to Community Officers.  
 The tree has now been removed.
- k) **Craven District Preferred Sites for Consultation – Parish Council Comments**  
**Site SC030 Brownfield Site, Manor Way - No Objections**  
**Site SC040 Land off Main Street/ Sutton Lane**  
 The Parish Council object to site SC040 on the grounds that development would erode the visually important gap between Sutton and Eastburn. It would unacceptably extend the village into the countryside and thereby damage its form and character.  
 Furthermore the site falls outside the allocated development limits of the settlement of Sutton-in-Craven, in open countryside, where the Local Plan places strict control over new development and seeks to protect the character and quality of the countryside.  
 Development on the rising slopes of this site would be especially prominent damaging the attractive nature of the countryside.  
 The narrow streets nearby are not well suited to accommodate additional traffic. Highways have noted that visibility to the left of leaving the site is poor.  
 Tree Preservation Orders are located down the centre of the site.  
 Listed Buildings: Garden Place No's 1 & 2 contributes to the setting of the village and is a heritage asset. Development on this site would cause harm to the settlement form and character and appearance of the area at this prominent gateway site into the village. It would have an adverse impact on the setting of the Grade II Listed Building.  
 Development on this site would undermine the visual break between Sutton and Eastburn.  
 The Parish Council implore that Craven District Council give this site Green Wedge Status.  
 The Parish Council have no objections to other land put forward such as SC025 Land and premises, south of Bridge Road. SC030 Low Fold, Manor Way, Land between 11 and 13 Harper Grove, Scrub Land. Also it is understood that Yorkshire Housing will be putting forward the Old Yeadon House site in the future.  
 All of the above are Brownfield Sites and should be considered first before Greenfields.

**1. Planning – Land Off Main Street/Sutton Lane**

The Parish Council forwarded its objections to the planning application for 29 houses on land off Main Street/Sutton Lane to the Planning Consultant who in turn used them to combine a report on the Parish Council behalf which was forwarded to Craven District Council.

**The Application has been withdrawn by the applicant. Decision date 13<sup>th</sup> August 2014.**

**2. Council Reserves Policy, rules for Effective Management of Parish Meetings, Park Maintenance Policy**

a) **Council Reserves Policy**

It was **resolved** that the policy be adopted.

b) **Rules for Effective Management of Parish Meetings**

It was **resolved** that the policy be adopted.

c) **Park Maintenance Policy**

It was **resolved** that the policy be adopted.

**3. Main Street – Parking**

Double Parking on Main Street particular near the park and church is a major problem causing congestion. Buses are having difficulty getting through as well as cars.

Following a meeting with a representative from Highways and Cllr. Barrett it has been proposed that an order be made for a length lines (approximately four car lengths) to prohibit parking across the front of the main Church gate. The restriction is proposed to maintain the free flow of traffic. The Traffic Regulation Order will have an exemption for wedding and funeral related vehicles.

It was **resolved** that the proposal be accepted and Highways notified.

**4. Yorkshire Housing – Announcement of Affordable Homes for Sutton**

Published July 23<sup>rd</sup>, 2014

Yorkshire housing have recently been allocated £16m of grant funding from the Homes and Communities Agency (HCA) to help develop new affordable homes in 2015-18.

The funding of £25,000 per home will be put towards over 600 new homes, which will form part of a building programme of 1,500 properties over the next three years.

29<sup>th</sup> July 2014 - Yorkshire Housing representative on Stray Radio announced affordable homes for Sutton.

The proposal referred to is the old Yeadon House site.

This land has not previously been put forward as part of the Strategic Housing Land Availability Assessment.

## 5. Flooding Report

None

## 6. Footpath Report

### a) Missing Footpath Signs

North Yorkshire Public Rights of Ways are running a contract to put approximately 300 new signs and the Bank Footpath is on the list.

### b) Lyndhurst Wood

The Yorkshire Wildlife Trust in partnership with the Environment Agency are undertaking remediation works to improve water quality on the Upper Aire and its tributaries. Part of the works being carried out is to improve the footpaths through Lyndhurst Wood.

A site visit was held on Tuesday 12<sup>th</sup> August with the Chairman attending.

The installation of wooden boardwalks and improved drainage on the more boggy sections will help to reduce muddy run off into Eastburn Beck.

Works commenced on Wednesday 13<sup>th</sup> August by the TCV (The Conservation Volunteers) Diploma Students and Forest of Bradford Volunteers. The works will be an ongoing process over Autumn improving access and hopefully alleviating the worse of the muddy conditions.

### c) Alvic Field

Following a letter sent to the owner of Alvic Field regarding overgrowth on the Public Footpaths and pavement.

A letter was received requesting a site visit.

The person the owner of the field would like to entrust the maintenance to has encountered problems which include

- He cannot get into the field with a tractor to cut it down
- He cannot leave livestock in the field as there are footpaths/gates through it

The owner of the field requested a site visit on Thursday 14<sup>th</sup> August. The Chairman attended.

A gate will be placed where the kerb drops to allow access, the pavement edge will be trimmed and a pasture topper used to cut the field. Area to be maintained on a regular basis.

## 7. Street Lighting Maintenance Report

The Parish street light along The Acres, o/s "An Der Hahler" was reported 18/07/2014 (ref 101001313107) as faulty and the NYCC contractor has attended. He has discovered that the internal wiring is perished and the lantern needed to be replaced. The works (a lantern and re-wiring of column) has now been completed £300 + VAT.

## 8. Park Pavilion/ Report

### a) Bicycles in the Park

It was reported that on Tuesday 22<sup>nd</sup> July the Park Keeper and Assistant asked two children of about 9/10 years to stop riding their bicycles in the park.

In good weather the park gets extremely busy and children tearing up and down the park paths at speed on bicycles and scooters is a hazard especially to toddlers and the elderly. The response was to refuse.

The Park Keeper went to explain to the parents and requested they ask the children to cease riding their bicycles. The response was to swear and encourage their children to carry on riding.

The Park Keeper, Assistant and Pavilion Staff are not employed to be abused and sworn at for simply asking people to observe sensible rules.

The matter has been reported to the police.

It was **resolved** that the situation be monitored.

### b) Park Shelters

The refurbishment of the four Park Shelters has now been completed.

### c) Multi Use Games Area

Following the moving of the Goal Posts for a trial period due to complaints of the football occasionally going in a resident's garden.

As a result of moving the Goal Posts problems have occurred with requests for the use of the Basket Ball Nets and the bottom lamp has been broken.

It was **resolved** to obtain quotes for netting and to look into the legal issues.

### d) Boating Lake

Environmental Health and the Environment Agency were contacted for any updated advice on cleaning the Boating Lake.

The advice given was: in order to keep the Boating Lake safe it needs to be drained and dried out every few days. It needs at least two dry days to kill the algae.

As soon as the lake is filled again algae will be present and continue to multiply depending on weather conditions (i.e. sunshine increases the rate of how fast algae multiply).

The Park Keeper has been requested to fill the Boating lake as often as possible in the good weather.

### e) War Memorial – Protection

Following the addition of a new plaque to recognise eleven 'Fallen' soldiers who were omitted from the War Memorial unveiled in 1921. It was proposed that some ornate metal posts and chain be placed around the Memorial to discourage it being abused by being climbed and ridden upon by bicycles.

40 x40 mm Textured Box Section c/w Ball-Topped Finial / Chain Loops. 600mm above ground & 450mm concreted into ground. Heavy-Duty Chain. 8x posts, Approx 14m of Chain (inc. all D. Rings), All to be Galvanised & Painted Black with Gold Patina. Total £349.00.

Fitting: To dig out approximately 1ft around the memorial, concrete posts, make good ground with matching stone. Approximately £300 for stone and £300 for labour.

It was **resolved** that the work be carried out.

## 9. Lumb Clough - Signs

The signs in the Clough have been replaced with the amended wording.

## 10. Craven District Council – Planning Decisions

Date of Valid Application: 13 June 2014

Proposal: Removal of Old Grimstone Garage and Asbestos Roof Replaced with Double Cavity Walled Garage

Location: 11 Meadow Lea

Date Decision issued: 05 August 2014

**Permission Granted subject to conditions**

Date of Valid Application 25 June 2014

Proposal: Replacement of Ground Floor Window With Same Size French Doors

Location: 1 Holmefield Farm, Holme Lane

Date Decision issued: 15 August 2014

**Permission Refused**

### **Reason for Refusal**

The proposed UPVC patio doors are considered to be inappropriate by virtue of their proportions and design which would not match the existing fenestration on the converted rural building. For these reasons the proposal would comprise an incongruous and unacceptable addition that would not represent good design or respect the original property and therefore would be contrary to both the National Planning Policy Framework and Saved Policy H20: Extensions to Existing Dwellings of the Craven (Outside the Yorkshire Dales National Park) Local Plan.

66/2014/14793

Proposal: New Railings and Gates to Front of Existing Property

Location: 18 Rowan Garth

Date Decision issued: 29 August 2014

**Permission Granted subject to conditions**

**The approved entrance gates shall be installed so that they do not open outwards over the adjacent footpath.**

## 11. Commons Act 2006

North Yorkshire County Council is now one of the nine Commons Registration Authorities to be a pilot authority for the implementation of Part 1 of the Commons Act 2006, which comes into force in North Yorkshire on 1 October 2014 and which supersedes the Commons Registration Act 1965.

Part 1 of the 2006 Act updates the registration system established by the Commons Registration Act 1965 and makes provision for:

- Applications to amend the Registers to bring them up-to-date, so that they become (and continue to be) a reliable record of the extent of land and rights;
- Rectification of certain mistakes and omissions made when the Registers were opened in the late 1960's and
- Transitional period applications and proposals to reflect event which took place after 1970 but before the beginning of the transitional period, which could have been registered but were not.

The transitional period is from 1 October 2014 to 30 September 2016. During the two years of the transitional period applications may be made to the County Council for its Registers to be amended in respect of qualifying events as set out in Schedule 3 of the Commons Act 2006.

As with the other pilot authorities, there is a requirement for the County Council to give formal notice of the transitional period to local authorities and other interested parties - DEFRA will shortly be publishing the relevant Regulations.

Details of procedure, guidance and downloadable copies of various forms should appear on the Common Land Section of the County Councils website.

## 12. Bus Shelter – Holme Lane

A new Bus Shelter on Holme Lane was installed 10/07/2014. The old bus shelter was assessed to be unsafe and not fit for purpose. Residents complained of Anti-Social behaviour at night, it being dirty and foul smelling.

The two bay enclosed shelter is smaller than the original concrete one. This decision was made due to the cost, the number of people who use the shelter at any one time (mostly one or two) and to discourage Anti- Social behaviour. Works to the shelter cost in total £4,765.00.

The Bus Shelter was reported to have been vandalised on the 11<sup>th</sup> July 2014.

### 13. War Memorial – Centenary of the First World War – August 4<sup>th</sup> 2014

On the Sunday 3<sup>rd</sup> August at 2pm the young and not so young residents and friends of the village joined in a historical event to unveil a new plaque in recognition of the names of 11 ‘fallen’ soldiers from Sutton who were originally omitted from the war memorial unveiled in March 1921.

The event was well attended along with the Local Home Guard. A wreath was laid, The Vicar performed a blessing and one hundred colour pamphlets were handed out. These pamphlets provided a brief synopsis plus photos of each of the 11 Fallen soldiers. Also displayed in the Pavilion seventeen letters from employees of T & M Bairstows Ltd from Christmas 1914. The letters are of thanks for a Christmas gift from James Bairstow which he sent to them as they were in his employ whilst training or serving in WW1.

### 14. Craven Parishes Liaison Meetings

The next meeting will take place on Wednesday 24<sup>th</sup> September 2014 at 6.30pm in the Council Offices, Belle Vue Square, Broughton Road, Skipton.

### 15. Review of Polling, Districts, Polling Places and Polling Stations

Craven District Council has a legal duty to review all polling districts and polling places every four years. The last review took place in 2011. The Electoral Registration and Administration Act 2013 amended the review periods and the next review must be completed by the 31<sup>st</sup> January 2015. The consultation period will end on the 31<sup>st</sup> July. The Returning Officer will publish her representations on proposed polling districts by the 8<sup>th</sup> August and the period for representations on these proposals will end on the 30<sup>th</sup> September 2014.

### 16. Cemetery

<b>Burial grounds, cemeteries and crematoria</b>	Power to acquire and maintain, provide, to maintain monuments and memorials & to contribute towards expenses of cemeteries	Open Spaces Act 1906, Ss 9 and 10; Local Government Act 1972, s. 214; Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1 Local Government Act 1972, s. 215(6)
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It was **resolved** to put this item on the Agenda for the next meeting.

### 17. Distribution of Minutes and Agendas for Council Meetings Electronically

The Government has announced that local (parish and town) council will be able to lawfully distribute the summons and agenda for council meetings electronically rather than in the post. The change came about by using the Sustainable Communities Act.

It was **resolved** that future agendas and minutes be circulated electronically to members for a six month trial period.

### 18. Written Record of an Officer’s Delegated Decisions

The Openness of Local Government Bodies Regulations 2014 require certain decisions made by officers to be recorded in writing.

The decisions to be recorded are those which if not delegated to an officer would have been taken by the council, a committee or a sub-committee, (or joint committee); and have been delegated under specific express authorisation or decisions under a general authorisation and the effect of the decision is to:

- a) Grant permission or licence;
- b) Affect the legal rights of an individual;
- c) Award a contract or incur expenditure which, in either case, materially affects the council’s financial position.

It is important to note that some administrative and operational decisions will not need to be recorded such as day to day administrative decisions, i.e. purchase of stationery and supplies, a decision to sign an allotment agreement and decisions to book rooms or sports grounds.

Where there is a statutory need for an officer to provide a written response to a decision, for example a response to a request for information under the Freedom of Information Act 2000, this will satisfy the requirement to make a written record under the 2014 Act; there is no need for duplicate records to be made.

### 19. Outdoor Nativity

A request received for permission to hold the Outdoor Nativity in Sutton Park on December 14<sup>th</sup> 2014 and for the use of the Council’s microphone and speakers as in previous years.

It was **resolved** that permission be granted.

Revd Canon Michael Cowgill will not be personally involved this year as he is retiring at the end of September. His final Sunday Service at St Thomas’s Church will be on 14<sup>th</sup> September at 10.30am. Members of the Council and the Clerk are welcome to go along – and also to the buffet lunch which will be held in the Village Hall afterwards.

**103/09/2014 Members Reports from Meetings and Community Reports**

- a) Cllr. Joy reported resident's concerns over the level of noise taking place 5-6 times a week by a dog training group meeting down by the Cricket Club.  
It was advised that the residents be informed that this was not a Parish Council matter and if necessary they should contact Craven District Council.

**104/09/2014 Finance**

It was resolved to authorise payments, orders and transfers listed in the report (circulated). Receipts noted.

**Audit**

Following the Internal Audit carried by an approved Accountant who is independent of the Parish Council the External Audit was carried out by PKF Littlejohn and the following report received.

"On the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commissioner's requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

A " Notice of Conclusion of Audit and Right to Inspect the Annual Return" and copies of the sections 1,2 and 3 of the Annual Return have been displayed on the Park Notice Board for the required 14 days from the 8th August 2014.

**105/09/2014 Future Agenda Items**

Cemetery Maintenance

**106/09/2014 Exclusion of Press and Public****School Agreements**

The Community Primary School Agreement paid through funding from North Yorkshire County Council for the use of the Multi Use Games Area during term time ceases on the 31<sup>st</sup> August 2014.

Due to cuts any future funding for the use of the Multi Use Games Area would have to come directly out of the schools own budget.

It was **resolved** that a new proposal be drawn up.

**107/09/2014 Date and Time of Next Meeting**

6<sup>th</sup> October 2014 at 6.45pm.

Sp61	A Preston	2400.00	Park Shelters – painting
Sp62	Shelutions	3306.00	New Bus shelter
Sp63	North Yorkshire County Council	710.85	Pension Contributions - July
Sp64	HM Revenue & Customs	502.20	Tax & National Insurance - July
Sp65	Staff (7 Member)	3430.79	Salaries & wages -July
Sp66	Telephone: Calls, Line, Internet,	100.00	28 <sup>th</sup> June – 27 September 2014
Sp67	Gibsons Garden Machinery	282.29	Tractor repairs – Removed fuel tank
Sp68	Yorkshire Water	357.76	Water & sewerage
Sp69	PKF LittleJohn	480.00	Audit
Sp70	Merritt & Fryers	484.08	Paint-undercoat, base gloss - shelters
Sp71	Craven District Council	55.00	Special waste collection - park
Sp72	All Signage	92.88	Clough signs
Sp73	Mike Barnes Chainsaws	513.60	Replacement Leaf Blower
Sp74	Maxwell Amenity Ltd	69.14	Bowling Green
Sp75	North Yorkshire County Council	710.85	Pension Contributions - August
Sp76	HM Revenue & Customs	70.60	Tax & Nat Insurance - August
Sp77	Staff (7 members)	3965.39	Salaries & wages - August