

Minutes of the Meeting of Cononley Parish Council held in the Village Institute on Tuesday 12th January 2010.

Present: Cllrs L. Brown (Chairman), M. Allum, M. Lougee, R. Mansell, A. Parker, G. Shepherd, A. Wade.

Mr D. Gulliver: Clerk to the Council. CDC Cllrs. P. Fairbank & M. Wheeler; NYCC Cllr. P. Mulligan. Two members of the public.

09.255 Apologies: Cllr. R. Mansell [late arrival].

09.256 Member's interests: recorded within the relevant minute.

09.257 Minutes of the meeting held on 8th December 2009 were approved and signed.

09.258 The Clerk reported that a dog waste bin had now been installed at the junction of Shady Lane and Meadow Lane as this council had requested [Min. 09.208].

09.259 Cllr. Allum reported that he was pleased to see that the gate on the footpath to the Lead Mine had been improved. The Clerk had also received this report along with the fact that NYCC Rights of Way Officer Nicky Bunting would no longer be responsible for improvements in this area.

Correspondence & communications received:

09.260 CDC: Budget Consultation notification was received.

09.261 North Yorkshire Police – South Craven Community Speed Watch. The letter stated the terms on which a contribution of £200.83 to the cost of a speed gun would be received. [Min. 09.136]. Resolved: that the terms are accepted but that this council expects to be able to put its proposals for the use of the equipment directly to NY Police and not necessarily through any other organisation.

09.262 YLCA: Notice of an exceptional need to increase subscriptions.

09.263 Lee Senior Horticultural Consultancy. The Clerk was asked to retain this particular offer of services on file.

09.264 YLCA Craven Branch Meeting. 21st Jan. 2010 at Granville St. Skipton.

09.265 NYCC Highways. The Clerk reported that NYCC had suggested a site meeting to discuss planned resurfacing work in the village. It was agreed that representatives of the Council would meet Andrew Mellor on 1st February.

Planning applications:

09.266 R. Bell: Letter of support for application 21/2009/10199 was received [Min. 09.240].

09.267 Application 21/2009/10199 [Min. 09.240]. Resolved that two additional concerns be addressed to the CDC Planning Committee. Firstly, there was no evidence of a planning gain to Cononley from the inclusion of a bus turning circle because [at part of a CDC Infrastructure Audit exercise] it had become clear that service bus providers were unwilling to divert from the A629. Secondly that if application is granted then there should be a condition that the land be returned to its present use and appearance should the planned works not be entirely completed. Cllr. Parker declared an interest and did not vote.

CDC planning decisions & withdrawn applications:

09.268 21/2009/10093 Remove Existing Lean To Roof Replace with Pitched Roof & New Window. Mount Pleasant, Woodside Lane. Granted.

09.269 21/2009/10139 New Entrance and Garden Room. The Orchards, Woodside Lane. Granted.

09.270 Cllr. Mansell joined the meeting at this point.

09.271 The Council expressed its concern and disappointment about the lack of gritting and the provision of grit boxes in the light of complaints about local roads during the recent prolonged cold weather. Particular reference was made to problems on Meadow Lane and adjoining roads and a letter of complaint was received from L. Hall: complaint about state of Meadow Lane. NYCC Cllr. P. Mulligan stated that the failure to grit these roads had been an error on the part of NYCC Highway's Department. It was noted that both Bradley and Lothersdale had benefitted from gritting undertaken by authorised volunteers. Concern was expressed about disruption to local bus services during the same period. Through Cllr. Mulligan NYCC was reminded of the necessity to grit Cononley Brow which was used by service and school buses as well as many local motorists.

- 09.272 CDC Community Governance Review: further documents were received. The Clerk asked members to note that the boundaries of the parish were to a considerable extent still the same as those of the township of Cononley recorded in the 16th century. The last change had been in the early 1980's when a small area had been transferred to Lothersdale and a larger area bounded by the A629 and including Aireside had been transferred from Farnhill to Cononley. It was noted that the documents now received included a suggestion to transfer a part of Glusburn including Royd House to Cononley. Royd House was the home of Cllr. Wade and his family who were happy to see this proposal taken further. It was informally agreed that the members of the Council shared this view and a possible new boundary identified. It was noted that later in the summer the Council could be asked to formally resolve to support such a change. It was also noted that the review documents mentioned the possibility of some unspecified impact on the parish boundary at its northernmost point adjacent to Carleton. Furthermore it was noted that a small area of land near Bradley had been made inaccessible from Cononley by the straightening of the course of the River Aire in the 1860s and might be usefully transferred to that parish.
- 09.273 The Clerk's Report on Trust Finances & Associated Risks was received. It was noted that it was appropriate to discuss matters associated with the two trusts in this meeting because there was an element of financial risk to the statutory body. It was also noted that the council and the council's internal auditor were required to sign declarations within the Annual Return that the council had discharged its responsibilities in relation to the accountability of trust funds and therefore it was essential that transactions involving the two trust funds are as transparent as possible. Resolved: that in the absence of any specific instructions to the contrary the financial procedures of the two trusts should be advised to replicate those required for the accounts of the statutory council. [See also min.09.c59].
- 09.274 The Clerk's report on Sources of information for Health and Safety was received. The Clerk recommended the offer of Glusburn Institute to assist the Village Institute and the Chairman offered to pursue this opportunity.
- 09.275 Allotments. The Clerk reported on further correspondence with the tenants of apparently neglected allotments. Resolved that the tenant's assurances be accepted and that no further action be taken as a result of last year's inspections.
- 09.276 The Council received with concern a report that several acts of vandalism had taken place on the allotments. The tenants concerned had reported the matter to the police. Resolved: that small notices stating that the allotments were private property should be erected at all points where they are entered from public rights of way.
- 09.277 A report was received on applications for the position of Clerk. Resolved: that a committee be formed to interview candidates for the office of Clerk to the Council, to make an appointment and to determine any matters relating to the conditions of service of the post holder. Resolved: that the following members are appointed to the committee: Cllrs L. Brown, M. Allum, A. Parker and G. Shepherd.
- 09.278 Receipts reported: YEDL [wayleave for sub-station] £50. It was noted that this was the first payment of this sum under the new lease.
- 09.279 Payments authorised: Relate Pennine Keighley & Craven [00293 grant s137] £80; Craven Citizen's Advice Bureau [00294 grant s142] £80; YLCA [00295 Employment Issues training course for Cllr. L. Brown and D. Gulliver] £70; Cllr. A. Parker [00296 Reimbursement of cost of Councillor's training course] £35.
- 09.280 Account balance at 31st December: £16,300.98
- 09.281 Summary accounts for the period 1st April to 31st December 2009 were received.
- 09.282 CDC Cllrs. P. Fairbank & M. Wheeler and NYCC Cllr. P. Mulligan reported on current issues relating to Craven District and North Yorkshire County Councils.
- 09.283 Forthcoming meetings: 9th Feb., 9th March [with Annual Parish Meeting], 13th April, 11th May [Annual Meeting of the Council].

Minutes of a Meeting of the Sole Trustees [Cononley Parish Council] of The Cononley Village Institute {Reg. charity 223015} & of Cononley Village Playing Field {Reg. charity 701641} held at the Village Institute on 12th January 2010 immediately after the statutory meeting of the council.

Present: Those members who attended the statutory meeting.

09.c58 Minutes of the meeting of the Trusts held on 8th December 2009 were approved.

09.c59 The Clerk's recommendations on trust finance [minute 09.273] were received and it was noted that that the requirement for financial procedures to replicate those required for the statutory council was already implicit in the Council's existing policy documents if not always in its practices. It was noted that: a) the funds of Cononley Village Institute and of Cononley Village Playing Field belong to the two charitable trusts and therefore any documents or annual reports must not imply that the funds are actually held by the two advisory committees rather than the two Sole-Trustees (the Council in both cases); b) the simplest way to ensure that an auditable authority exists for payments is to minute the receipts and payments of each of the trust funds within the monthly minutes of the two trusts; c) whether or not the amount is above or below £250 (the limit for payments made without prior authorisation) the authority for the payment must be minuted and therefore Trust Treasurers must ensure that the Trustees are notified [through the Clerk] of all cheque numbers and payees as well as the precise nature of each payment; d) the normal method of payment is by a cheque signed by two parish councillors; e) it has long been the Cononley practice for the Clerk to be a third (counter) signatory of cheques and this practice should be followed by the Treasurers of the two trusts (no other person can be a signatory); f) audit should be to a comparable standard to that imposed on the statutory accounts and focus on the minuted authority for each payment; g) where the annual income or expenditure of a Trust exceeds £10,000 then the Charity Commission will expect an annual report.

09.c60 CVI: Minutes of the advisory committee meeting: 19th October. Resolved: that the minutes are received and all recommended actions are agreed.

09.c61 CVI Trust Payments authorised: Baines Electric [5 yearly inspection] £120.75; Yorkshire Water [1.7.09 to 30.9.09] £55.82; Newsquest [adverts for Art & Craft fair] £34.50; PRP [structural survey] £431.25; Smiths of Derby [clock maintenance to 31.3.2013] £552.00.

09.c62 The Clerk's report on Council solicitor's slow progress towards transfer of land to CVI was received.

09.c63 Supply of gas and electricity to the CVI Trust. It was reported that a saving of £400 to £450 per annum was achievable. Resolved that the Trust accept a 12-month contract for gas and electricity obtained through a broker as follows: Gas 3.393p per kwh and no standing charge; Electric 8.94p per kwh and 28p per day standing charge and furthermore that all payments required by this contract be authorised.

09.c64 CVPF: Minutes of the advisory committee meeting: 7th December. Resolved: that the minutes are received and all recommended actions are agreed.

09.c65 CVPF Trust Receipts: Fund raising [disco] £215.46.

09.c66 CVPF Payments: David Loss [100644 grass cutting in September] £225.00.

09.c67 CVPF RoSPA report dated September 2009 was received.

09.c68 The Clerk reported that in order to fulfil the requirements of the grant giving bodies it was essential that he could act in the knowledge that the playing field project enjoyed full and unreserved support of the Parish Council acting as the Sole Trustee. Resolved: To authorise the Clerk to sign as an authorised agent any documents essential to the furtherance of the CVPF project.

Chairman (two meetings, three pages) 9th February 2010.