

**MEMBERS OF THE COUNCIL ARE SUMMONED TO ATTEND
MEETING OF THE CONONLEY PARISH COUNCIL
TUESDAY 14TH JANUARY 2020 AT 19.00
CONONLEY VILLAGE INSTITUTE
OPEN TO PRESS & PUBLIC**

Signed: Mr Lee Senior, Clerk & RFO to the Council, 7th January 2020

AGENDA

1. To receive apologies and reasons for absence and to resolve upon acceptance of reasons for absence.
2. To receive declarations of interest from members in addition to those already recorded and to receive and resolve upon any requests for dispensations from members relating to items on the agenda.
3. To receive and approve the minutes of Council meeting held on 10th December 2019.
4. Communication
 - (a) To receive / consider prior communication from parish residents.
 - (b) To hold a public participation session for members of the public to bring forward items of information relevant to the Council and to speak on items on the agenda (3 minutes per resident maximum).
 - (c) To hear updates from Craven District Council and North Yorkshire County Council Councillors.
 - (d) To receive / consider specific communication from bodies or individuals located outside the parish and which has been sent out to the Councillors.
5. To welcome Rana Wall to the meeting and to agree the village newsletter publication dates for 2020.
6. Planning Applications (Note: further documents received before the meeting may be considered)
 - a) Applications to note and for comment:
Ref: 2019/21133/FUL Side extension for first floor access, Railway Inn, Cononley. *No Comment.*
Ref: 2019/21238/FUL Replace uPVC Windows 'like for like' Skipton Rd, Cononley. *No comment.*
Ref: 2019/21237/FUL uPVC windows 'like for like' replacement, Meadow Cft, Cononley. *No comment.*
Ref: 2019/21231/MMA Minor amendment, Station Works, Cononley Lane, Cononley.
 - b) Decisions, withdrawals and appeals to be reported:
Ref:2019/21105/FUL three-bed dwelling Stone Bank Main St, Cononley *Granted.*
- 7 Update on Community Speedwatch.
- 8 Update from the s106 Committee.
- 9 Action list – to report on work in progress and resolve upon any further actions to be take.
- 10 Report from Council representatives.
- 11 Clerk's report. (to note the revised 2020-2021 per elector limit of £8.32).
- 12 Matters for debate and resolution:
 - (a) To discuss & approve the purchase of a 2year McAfee virus protection for the PC laptop at £94.99
 - (b) To note the annual renewal of Zurich Insurance 27/02/2020-26/02/2021 £3,055.86.
 - (c) To note and adopt the new Template LTN22 Grievance & Disciplinary Handling Policies via NALC.
 - (d) To discuss and formulate a course of action regarding the weathered village Notice Board.
 - (e) To discuss and agree a course of action regarding the Neighbourhood Plan.
 - (f) To note and approve the increase in monthly website charges to £15 excl VAT
 - (g) To discuss the Clerk's financial appraisal document and approve a course of action.
- 13 Council administration and finance.
 - (a) To receive the monthly report on assets, maintenance and Council finance and approve budgets, payments, receipts and estimates as scheduled therein.
- 14 Future Committee meetings.
- 15 Urgent items at the discretion of the Chairman, or items for future meetings.

Signed Mr Lee Senior Clerk & RFO to the Parish Council 7th January 2020

**A MEETING OF THE PARISH COUNCIL ALLOTMENT COMMITTEE,
THE SOLE TRUSTEE OF THE CONONLEY VILLAGE INSTITUTE TRUST
&
THE SOLE TRUSTEE OF CONONLEY VILLAGE PLAYING FIELD TRUST
TUESDAY 14TH JANUARY 2020
CONONLEY VILLAGE INSTITUTE
OPEN TO PRESS & PUBLIC**

Allotment Committee of the Parish Council (AC)

1. To receive and approve the Minutes from the Allotment Committee meeting held on 10th December 2019.
2. Matters for debate and resolution:
 - (a) To give an update on any ongoing matters arising.
 - (b) To discuss the current allotment tenancy agreement.
 - (d) To note the date for the next committee meeting (April 2020).

Cononley Village Institute Trust (CVIAC)

1. To receive and/or resolve to approve:
 - (a) Unapproved Minutes.
 - (b) Approved Minutes.
 - (c) To discuss any ongoing matters arising.
 - (d) To note any finance report for the CVIAC and approve payments, receipts and estimates as scheduled therein.

Cononley Village Playing Field Trust (CVPF)

1. To receive and approve Minutes from the Village Playing Field Committee meeting held on 10th December 2019 at the Village Institute.
2. Matters for debate and resolution:
 - (a) To receive an update from the first Playing Field Advisory Committee meeting.
 - (b) To agree the proposed Gala date of third Saturday in June.
 - (c) To receive the Finance Report for the CVPF and to resolve to approve the payments, receipts and estimates as scheduled therein.

Signed Mr Lee Senior Clerk & RFO to the Parish Council, 7th January 2020

**Minutes of the Meeting of Cononley Parish Council
held in Cononley Village Institute
on Tuesday 14th January 2020 at 19.00**

Present: Cllrs N. Swain (Chair), H. Lambert, K. Clark, D. Timbers, M. Allum, R. Minton-Taylor.
In attendance: The Clerk, CDC Cllr A. Brown and three members of the public.

- 20.001 Apologies and reasons for absence were accepted for Cllr Dracup.
- 20.002 There were no declarations of interest.
- 20.003 The minutes of Parish Council meeting held on 10th December 2019 were received and approved.
- 20.004 (a) No communication received from parish residents on subjects not previously discussed.
(b) Questions arising from public participation:
It was noted the drains had been blocked near the New Inn pub. Advice was given to report it via the NYCC online reporting system. The village defibrillator needs a battery which should be renewed every two years. Cllr Minton-Taylor is to investigate via the NY Ambulance Trust.
The new railway station car park at Steeton & Silsden is to be triple-decked and the site will not be in use for a year while it is being built. A new noticeboard on platform 1 at Cononley station would help publicise the village.
Another member of the public stated that potholes on Woodside Lane had damaged a car. He is also having to add salt to the road himself during icy conditions.
Cllr Swain is to email NYCC Cllr P. Mulligan to try and speed up a response to the unanswered question about the regular flooding on Woodside Lane. Cllr Brown pointed out that NYCC have a complaints procedure in the event of dissatisfaction by the public.
(c) Craven District Councillors or North Yorkshire Councillors present.
CDC Cllr Brown advised his self-imposed cut-off date for any unallocated ward grant funding is 31st January. Cllr Brown stated his concern about what appeared to be an increase in vehicle related crime in the village. Two vehicles were taken from the Candelisa development in two days. A discussion ensued whether the Cononley Watch, Facebook page be of any help.
Cllr Brown spoke about new villagers moving into Cononley do not always know what is going on. Should there be an event or some publicity to welcome them to the village. Could a rotating Parish Councillor be available to meet the public at a time to coincide with the mobile Post Office in the New Inn pub on Thursday's between 10am-2pm.
Cllr Brown stated around 50 forms had been returned to NYCC regarding the application to recognise Moorfoot Lane as a Public Right of Way.
- 20.005 Rana Wall who designs the newsletter sent her apologies. Cllr Minton-Taylor, spoke on her behalf, supported by Caroline Minton-Taylor who also plays a big part in the magazine production. Rana has agreed to do the magazine for another year. She will use a template which will be easier to use. It is suggested the December 19th publication date is brought forward by a week. It was agreed that Cllr Minton-Taylor will canvas the opinions of other Parish Councillors for any other production date alterations with a deadline of 4th February.
Cllr Minton-Taylor suggested a dedicated Cononley Village Newsletter Facebook page which he would update. This could also flag up local businesses. It was felt this is a good idea.
- 20.006 The following planning applications were discussed:
Applications for comment:
Ref: 2019/21231/MMA Station Works. *No comment.*
Ref: 2019/21133/FUL Side extension for first floor access, Railway Inn, Cononley. *No comment.*
Ref: 2019/21238/FUL Replace uPVC Windows 'like for like' Skipton Rd, Cononley. *No comment.*
Ref: 2019/21237/FUL uPVC windows 'like for like' replacement, Meadow Cft, Cononley. *No comment.*
The following decisions, withdrawals and appeals were all noted:
Ref: 2019/21105/FUL three-bed dwelling Stone Bank Main St, Cononley Granted.
- 20.007 Update on Community Speedwatch.
Cllr Clark confirmed the Speedwatch group will resume on Cross Hills Rd, Skipton Rd and Main St next week. The temporary sign has been taken down now as the correct sign is in place. The wrong type of sign went up initially. The VAS sign will be moved three-monthly to approved locations.

Chairman's signature

- 20.008 Update from the s106 Committee.
CDC Officer Bruce Dinsmore had suffered a health setback and will be off work for an unknown period. The committee is still waiting for a fee proposal from the Park Landscape designer.
Cllr Clark had met a representative from Jupiter Play. It was noted that no funds had been received yet from the Mill development.
- 20.009 The action list was presented by the Clerk.
Lighting columns are being erected across the Candelisa development.
The Clerk is to ask the Council streetlighting department if they will take ownership of light no C5 on Moorfoot Lane.
The Clerk had registered the Parish Council with the Great British Spring Clean event on 28th March at 11.00am to commence at the shop.
Cllr Dracup is progressing the application for funding for a replacement Notice Board.
The Clerk has made initial contact to CDC regarding the provision of additional dog and waste bins.
The Clerk has received advice from YLCA about outsourcing some specialist finance work.
- 20.010 Reports from Council Representatives.
Cllr Swain had signed off the NYCC footpath application forms on behalf of the Parish Council.
Cllr Timbers thanked Mike Latham for his excellent work with the Public Rights of Way application on Moorfoot Lane.
Cllr Lambert circulated the draft new logo. All Councillors commented on it. There will be further discussions by email with different ideas to move this forward. To be an agenda item next month.
Cllr Lambert spoke about posters for dog poo bins and that her partner would help. A discussion was held about the locations to site the posters.
Cllr Minton-Taylor showed the logo that is currently used on the village newsletter.
- 20.011 Clerk's report.
There is a revised limit of £8.32 per elector for 2020-2021 as advised by NALC.
The Clerk has been on a Website Accessibility Regulations webinar through YLCA which was useful.
The Clerk and Cllr Swain had visited the Pinfold to look at options for tidying. Cllr Swain introduced him to Sandra at the shop. Rialtus the software company the PC uses, has a new website.
The contract of employment for the Clerk was signed and backdated to the start date on 3rd June 19.
- 20.012 Matters for debate and **resolution**:
(a) The purchase of a 2year McAfee virus protection for the PC laptop at £94.99 is approved.
(b) Annual renewal of Zurich Insurance 27/02/2020-26/02/2021 at £3,055.86 is noted and approved.
(c) The revised LTN22 Grievance & Disciplinary Handling Policies template via NALC is approved.
(d) Progress towards a new Noticeboard via a funding application to Cllr A Brown, is noted.
(e) Cllr Alum is to resend Cllr Minton-Taylor his report on the Neighbourhood Plan.
(f) After some discussion and an acknowledgement that the PC may potentially need a new website, it was resolved to agree the increase in monthly website charges to £15 per month excluding VAT.
(g) After lengthy discussion regarding outsourcing some of the specialist financial work. It was resolved to authorise the Clerk to proceed with an advert in White Rose Update for an external contractor to support the Clerk with up to 120 hours paid assistance annually. The Clerk will retain the RFO title and oversee the work of the contractor and report back to the Council monthly.
- 20.013 Council Administration and Finance.
The Clerk presented the Schedule of Payments: It was **resolved** to approve the following payments.
Clerk: Salary December £676.56. Clerk: Fixed office expenses £35.00
Lengthsman- December Salary Invoice £112.50 (Parish Council)
Zurich Insurance annual renewal £3,055.86
Bank Quarterly Service Charge £18.00
Briggs, newsletter printing costs £162.00
YLCA Webinar charge £15.00: 1&1 Website monthly charges £11.99
The Clerk's timesheet for December was signed off.
- 20.014 It was confirmed that the next meeting of the Parish Council will be held on Tuesday 11th February 2019 at 19.00 in the Institute.

There being no further business, the meeting ended at 21.07

Chairman's signature

**Minutes of Meetings of the Allotment Committee, the Sole Trustees of
The Cononley Village Institute (223015) and of Cononley Village Playing Field (701641)
held at the Village Institute on Tuesday 14th January 2020,
immediately after the statutory meeting of the Parish Council**

Present: Those members who attended the statutory meeting.

Allotment Committee

- 20.01 The Minutes from the last meeting on 10th December were approved.
- 20.02 Matters for debate and resolution:
- (a) The Clerk had received a query via Cllr Minton-Taylor from a tenant who has difficulties accessing the site during the wetter winter months. The tenant is on a scooter and the wheels are getting stuck on wet grass. The current path isn't wide enough to allow both wheels to run on it. The tenant has made a request for path improvements. It was agreed that the lengthsman will make necessary path improvements after liaising with the Clerk.
 - (b) The Lengthsman is progressing the work on the path to access the Parish Council greenhouse.
 - (c) The Clerk has begun the process of obtaining feedback from Councillors regarding the suitability of the existing Tenancy Agreement, along with any suggested amendments.
 - (d) The date of the next inspection meeting will not be before April 2020.

Chairman's signature

Cononley Village Institute (CVIAC)

- 20.01 (a) The Unapproved CVIAC Minutes presented for December were approved.
- (b) The Minutes from the Sole Trustee meeting on December 10th were presented and approved.
- (c) The CVI Advisory committee had decided to pay for the new boiler out of their own funds as it was felt a grant was unnecessary.
- Cllr Swain signed the contract on behalf of the Sole Trustee for contractor, Harrisons to do the approved building work.
- A query was raised by Cllr Minton-Taylor regarding the cleaning regime for the Institute. This was explained.
- (d) The January finance report was presented and noted along with payments made.

Cononley Village Playing Field (CVPF)

- 20.01 The Minutes from the Cononley Village Playing Field meeting held on 10th December 2019 at the Village Institute were received and approved.
- 20.02 Matters for debate and resolution:
- (a) The Playing Field Advisory Committee met for its inaugural meeting on Tuesday 17th December when formal positions of Chairman, Secretary and Treasurer were decided.
 - (b) The provisional Gala date of Saturday 20th June 2020 was agreed by the Sole Trustee. Cllr Timbers to book the marquee.
 - (c) It was resolved to approve the CVPF payments as scheduled and presented therein.
- Lengthsman: Playing Field Salary £70.00
Quarterly Bank Charge £18.00
CDC Alcohol Licence Fee £20.00
- It was resolved to allow the Playing Field Advisory committee to purchase an adapter if required for the gala and other small sundries as required in liaison with the Clerk/RFO.

There being no further business, the meeting ended at 21.32.

Chairman's signature

**MEMBERS OF THE COUNCIL ARE SUMMONED TO ATTEND
MEETING OF THE CONONLEY PARISH COUNCIL
TUESDAY 11TH FEBRUARY 2020 AT 19.00
CONONLEY VILLAGE INSTITUTE
OPEN TO PRESS & PUBLIC**

Signed: Mr Lee Senior, Clerk & RFO to the Council, 4th February 2020

AGENDA

1. To receive apologies and reasons for absence and to resolve upon acceptance of reasons for absence.
2. To receive declarations of interest from members in addition to those already recorded and to receive and resolve upon any requests for dispensations from members relating to items on the agenda.
3. To receive and approve the minutes of Council meeting held on 14th January 2019.
4. Communication
 - (a) To receive / consider prior communication from parish residents (Cononley Woodside Action Grp)
 - (b) To hold a public participation session for members of the public to bring forward items of information relevant to the Council and to speak on items on the agenda (3 minutes per resident maximum).
 - (c) To hear updates from Craven District Council and North Yorkshire County Council Councillors.
 - (d) To receive / consider specific communication from bodies or individuals located outside the parish and which has been sent out to the Councillors.
5. Planning Applications (Note: further documents received before the meeting may be considered)
 - a) Applications to note and for comment:
Ref: 2020/21359/HH Single storey extension, Stockshott Lane, Cononley
Ref: 2020/21331/OUT (resubmission of 2019/20859/OUT). Stable Block/Dwellings, Swires Lane.
Ref: 2020/21394/TCA To fell a Cypress Tree, Netherghyll Lane, Cononley
 - b) Decisions, withdrawals and appeals to be reported:
None
6. Update on Community Speedwatch.
7. Update from the s106 Committee & to consider the (circulated) draft fee proposal from Newground.
8. Action list – to report on work in progress and resolve upon any further actions to be take.
9. Report from Council representatives.
10. Clerk's report.
11. Matters for debate and resolution:
 - (a) To discuss Road Safety in and around Cononley and consider any course of action.
 - (b) To discuss and approve the agreed replacement village Notice Board up to a cost of £2,000.
 - (c) To approve the appointment of an agreed external financial contractor up to 120 hours pa.
 - (d) To authorise the purchase of plants & bulbs by the footpath group for selected green spaces.
 - (e) To discuss and agree the way forward for improvements to Dead Eye Pond.
 - (f) To discuss & consider the purchase of a Credit Card Terminal for use at events staged by the PC.
12. Council administration and finance.
 - (a) To receive the monthly report on assets, maintenance and Council finance and approve budgets, payments, receipts and estimates as scheduled therein.
13. Future Committee meetings.
14. Urgent items at the discretion of the Chairman, or items for future meetings.

Signed Mr Lee Senior Clerk & RFO to the Parish Council 4th February 2020

**A MEETING OF THE PARISH COUNCIL ALLOTMENT COMMITTEE,
THE SOLE TRUSTEE OF THE CONONLEY VILLAGE INSTITUTE TRUST
&
THE SOLE TRUSTEE OF CONONLEY VILLAGE PLAYING FIELD TRUST
TUESDAY 11TH FEBRUARY 2020
CONONLEY VILLAGE INSTITUTE
OPEN TO PRESS & PUBLIC**

Allotment Committee of the Parish Council (AC)

1. To receive and approve the Minutes from the Allotment Committee meeting held on 14th January 2020.
2. Matters for debate and resolution:
 - (a) To give an update on any ongoing matters arising.
 - (b) To discuss the current allotment tenancy agreement.
 - (c) To note the date for the next committee meeting (April 2020).

Cononley Village Institute Trust (CVIAC)

1. To receive and/or resolve to approve:
 - (a) Unapproved Minutes.
 - (b) Approved Minutes.
 - (c) To discuss any ongoing matters arising.
 - (d) To note any finance report for the CVIAC and approve payments, receipts and estimates as scheduled therein.

Cononley Village Playing Field Trust (CVPF)

1. To receive and approve Minutes from the Village Playing Field Committee meeting held on 14th January 2020 at the Village Institute.
2. Matters for debate and resolution:
 - (a) To discuss and consider any updates from the Playing Field Advisory Committee.
 - (b) To discuss the Bowling Club update (email received 31st January)
 - (c) To receive the Finance Report for the CVPF and to resolve to approve the payments, receipts and estimates as scheduled therein.

Signed Mr Lee Senior Clerk & RFO to the Parish Council, 4th February 2020

**Minutes of the Meeting of Cononley Parish Council
held in Cononley Village Institute
on Tuesday 11th February 2020 at 19.00**

Present: Cllrs N. Swain (Chair), H. Lambert, K. Clark, D. Timbers, M. Dracup

In attendance: The Clerk, NYCC Cllr P. Mulligan (part) and CDC Councillor A. Brown (part)

20.015 Apologies and reasons for absence were accepted for Cllr Allum and Cllr Minton-Taylor.

20.016 There were no declarations of interest.

20.017 The minutes of Parish Council meeting held on 14th January 2020 were received and approved.

20.018 (a) No communication received from parish residents on subjects not previously discussed.

(b) No questions arising from public participation:

(c) Craven District Councillors or North Yorkshire Councillors present.

NYCC Cllr Mulligan advised that the Locality funding has ended for the current financial year. He had shared the funding around as equally as possible. Cllr Mulligan confirmed he'd contacted NYCC Highways regarding the ongoing flooding issue on Woodside Lane. Highways are changing the system of maintenance for drains and gullies to an as required basis, rather than at regular patterns. Both NYCC and Craven District Council are to set their budgets within the next fortnight. NYCC has agreed a Council Tax rise of 3.99% for the coming year. Cllr Mulligan reported that central Government is slow in moving the new Kex Gill road project forward.

Cllr Brown stated he had allocated all his ward grants; In Cononley £200 went to Speedwatch and £100 to Cononley station friends group.

Cllr brown stated he has concerns about the Airedale Business Park at Snaygill becoming a retail park in light of an application by a retailer to move into premises previously occupied by Skipton Ford. Craven District Council are making attempts to increase staffing levels within the Enforcement Team. Cllr Brown spoke about traffic-related issues and what could be done with regards to speeding. He felt if all local Parish Councils came together at a Parish Liaison meeting it would help to speak to NYCC as one voice. The car park at Moorfoot Lane will hopefully have parking spaces marked out within the next financial year. Cllr Brown urged anyone with an issue with the drains to report the issue on the NYCC portal.

20.019 The following planning applications were discussed:

Applications for comment:

Ref: **2020/21359/HH** *No Comment.*

Ref: **2020/21331/OUT** (resubmission of 2019/20859/OUT). *Objection.*

Ref: **2020/21394/TCA** Felling of a tree. *No Comment.*

The following decisions, withdrawals and appeals were all noted:

None.

20.020 Update on Community Speedwatch.

Cllr Clark confirmed the Speedwatch group has resumed. There have been enquiries from groups in Carleton and Hellifield for a similar kind of VAS sign to the one in use at Cononley.

20.021 Update from the s106 Committee.

The fee proposal from the Landscape designer at Newground had been circulated by the Clerk for discussion. There is no reason not to proceed subject to the Landscape designer finalising the proposal. It was noted that Craven District Council have no replacement for Bruce Dinsmore as yet.

20.022 The action list was presented by the Clerk.

There had been no response from NYCC streetlighting department regarding taking ownership of light no C5 on Moorfoot Lane. Another attempt to be made.

The Clerk confirmed the PC Debit card had been activated and used to purchase the previously agreed McAfee anti-virus subscription for the PC laptop.

The Clerk had liaised with the Lengthsman to begin a tidy up of the Pinfold area.

There had been dialogue with CDC regarding the provision of additional dog and waste bins. Craven District Council will only allocate new bins where there is proven demand. The PC can purchase its own bins if required at a cost of £234.23 +VAT for a standard dog bin (the post must be in situ). There is a cost of £212.60 +VAT for a Topsy dog or Litter Bin. The PC must service its own bins.

Chairman's signature

20.023 Reports from Council Representatives.

Cllr Swain had held a meeting with R. Woolf from the village Community Group. It was felt a further meeting with the PC would be useful to establish the way forward to develop the working relationship. Cllr Swain had emailed Candelisa to ask them to make good the grass verge and put a kerb in place but had received no reply to date.

Cllr Swain had attended a Craven Branch Meeting at Draughton. He also gave an update regarding the health of Cllr Minton-Taylor who hopes to be back for the May meeting. Cllr Swain is to meet Caroline Minton-Taylor to discuss a way forward with the newsletter in the short term.

Cllr Lambert had been asked about the situation with the flood bank and will write to the Environment Agency for a progress report. Cllr Lambert had circulated ideas for new dog fouling signs. Cllr Clark stated the 'chat bench' is a good idea and maybe s106 monies could fund a bench at the Pinfold or other suitable location.

Cllr Timbers reported on the Local Cycling and Walking infrastructure plan for Skipton at a workshop he attended on 21st January. He provided comments to the organisers with suggestions for improvements of the route network for Cononley parish after liaising with Councillors.

Cllr Timbers had received a message of thanks from a member of the public regarding the application at Moorfoot Lane. Cllr Timbers requested and obtained permission from NYCC to investigate options for path improvements at the bridleway off Netherghyll Lane and also the path near the campsite.

Cllr Timbers asked if the PC would sponsor a plant container for the area near the Skipton platform at the station. He noted that Northern rail is happy for a noticeboard with ideas for local walks and other information to be erected at the station.

Cllr Dracup had met with R. Woolf of the Community group. A mailshot to publicise the village in outlying areas such as Glusburn and Cross Hills was discussed in conjunction with businesses.

20.024 Clerk's report.

YLCA has a new website.

Richard Woolf had been in touch to request the CVI constitution and this would be sent.

A letter of engagement had been sent to the external finance contractor.

Access to the Gala Facebook page had been given to the Playing Fields Advisory Committee via Cllr Timbers.

20.025 Matters for debate and **resolution**:

(a) It was agreed the Clerk will contact NYCC Highways department to see what can be done to improve road safety at Cononley Lane End after the recent incidents at that location.

(b) It was resolved to purchase an oak frame Noticeboard with three panels (one lockable) at a cost of up to £2,000. The words Cononley Parish Council will be engraved on top of the board.

(c) It was agreed to appoint an external financial contractor up to 120 hours pa to assist the RFO.

(d) It was agreed to spend up to £200 on bulbs and up to £500 on planters to help improve areas of village. The footpath group will assist with this activity.

(e) It was agreed to investigate ways to make Dead Eye pond more appealing to the public. It was accepted that Mike Latham has agreed to take a leading role in this.

(f) The purchase of a credit card terminal for the PC or one terminal for each Advisory group is a good idea. To be added to the Action List.

20.026 Council Administration and Finance.

The Clerk presented the Schedule of Payments: It was **resolved** to approve the following payments.

Clerk: Salary January £701.04. Clerk: Fixed office expenses £35.00. Clerk Travel costs (Dec-Jan) £20.90 Lengthsman- January Salary Invoice £43.75 (Parish Council).

Website monthly charges: £11.99 including VAT.

McAfee Virus protection (one year) £25.99.

TWM Traffic systems (Vehicle Activated system) £3,924.00 including VAT.

The Clerk's timesheet for January was signed off.

20.027 It was confirmed that the next meeting of the Parish Council will be held on Tuesday 10th March 2020 at 18.30 in the Institute.

There being no further business, the meeting ended at 21.17

Chairman's signature

**Minutes of Meetings of the Allotment Committee, the Sole Trustees of
The Cononley Village Institute (223015) and of Cononley Village Playing Field (701641)
held at the Village Institute on Tuesday 11th February 2020,
immediately after the statutory meeting of the Parish Council**

Present: Those members who attended the statutory meeting.

Allotment Committee

- 20.03 The Minutes from the last meeting on 14th January were approved.
- 20.04 Matters for debate and resolution:
- (a) The Clerk had received an email from a plot holder stating there had been an increase in the dog poo bags on the path near his plot. Some had been thrown into his plot. The tenant intends to fix a better fence on his plot.
 - (b) The allotment rents are starting to come in. Fifteen have been received to date. The Clerk is to meet the lengthsmen on Tuesday 18th February to agree path improvements for the tenant with a disability.
 - (c) The Clerk has begun to receive feedback regarding the current allotment agreement.
 - (d) The date of the next inspection meeting was agreed for 5pm on Tuesday 21st April.

Chairman's signature

Cononley Village Institute (CVIAC)

- 20.02 (a) There were no CVI minutes for approval. The next CVI meeting is 24th February.
(b) The Minutes from the Sole Trustee meeting on January 14th were presented and approved.
(c) The Clerk is to send the contract for the clock tower repairs to Harrisons for signing. Richard Woolf had asked for a copy of the CVI Advisory group constitution. The Clerk to send it. The Clerk is to contact our insurers to check the issue of insurance provision to check if existing cover is adequate. Jo from Stepping Stones had signed and returned the new contract with the Sole Trustee.
(d) The latest fiancé report from CVIAC was noted.

Cononley Village Playing Field (CVPF)

- 20.03 The Minutes from the Cononley Village Playing Field meeting held on 14th January 2020 at the Village Institute were received and approved.
- 20.04 Matters for debate and resolution:
- (a) The marquee used last year is not available on the date required. The Advisory Committee is to speak to the Sports Club about linking up with them. The Gala theme this year is Oceans. The Playground inspection report had been circulated by the Clerk. It was generally a good report with just a few Low Risk areas needing some minor attention.
 - (b) The bowling club request for approval for a second shelter and also for the 4ft area between the pavilion and tool shed to be filled in with a back wall, roof and door are approved.
 - (c) It was resolved to approve the CVPF payments as scheduled and presented therein.
- Lengthsman: Playing Field Salary £61.25.
CDC Waste Refuse subscription Fee £36.00
Playground inspection Fee £150.00 including VAT

Chairman's signature

There being no further business, the meeting ended at 21.47.

DRAFT

Chairman's signature

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**MEMBERS OF THE COUNCIL ARE SUMMONED TO ATTEND
MEETING OF THE CONONLEY PARISH COUNCIL
TUESDAY 10TH MARCH 2020 AT 18.30
CONONLEY VILLAGE INSTITUTE
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Signed: Mr Lee Senior, Clerk & RFO to the Council, 3rd March 2020

AGENDA

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2. To receive declarations of interest from members in addition to those already recorded and to receive and resolve upon any requests for dispensations from members relating to items on the agenda.
3. To receive and approve the minutes of Council meeting held on 11th February 2020.
4. Communication
 - (a) To receive / consider prior communication from parish residents.
 - (b) To hold a public participation session for members of the public to bring forward items of information relevant to the Council and to speak on items on the agenda (3 minutes per resident maximum).
 - (c) To hear updates from Craven District Council and North Yorkshire County Council Councillors.
 - (d) To receive / consider specific communication from bodies or individuals located outside the parish and which has been sent out to the Councillors.
5. Planning Applications (Note: further documents received before the meeting may be considered)
 - a) Applications to note and for comment:
Ref: 2020/21439/HH Two extensions High Gate Croft, Cononley. (Deadline 10th Mar) *No comment*
 - b) Decisions, withdrawals and appeals to be reported:
2019/21133/FUL: Side extension, Railway Inn. *Granted.*
6. Update on Community Speedwatch.
7. Update from the s106 Committee & to note the (circulated) draft fee proposal from Newground.
8. Action list – to report on work in progress and resolve upon any further actions to be take.
9. Report from Council representatives.
10. Clerk's report.
11. Matters for debate and resolution:
 - (a) To discuss the previously circulated Council logo designs and approve the style of the logo.
 - (b) To approve an internal auditor for the year 2019/20.
 - (c) To discuss and agree our response to the planning -related letter from Stirton-with-Thorlby PC
12. Council administration and finance.
 - (a) To receive the monthly report on assets, maintenance and Council finance and approve budgets, payments, receipts and estimates as scheduled therein.
13. Future Committee meetings.
14. Urgent items at the discretion of the Chairman, or items for future meetings.

Signed Mr Lee Senior Clerk & RFO to the Parish Council 3rd March 2020

**A MEETING OF THE PARISH COUNCIL ALLOTMENT COMMITTEE,
THE SOLE TRUSTEE OF THE CONONLEY VILLAGE INSTITUTE TRUST
&
THE SOLE TRUSTEE OF CONONLEY VILLAGE PLAYING FIELD TRUST
TUESDAY 10TH MARCH 2020
CONONLEY VILLAGE INSTITUTE
OPEN TO PRESS & PUBLIC**

Allotment Committee of the Parish Council (AC)

1. To receive and approve the Minutes from the Allotment Committee meeting held on 11th February 2020.
2. Matters for debate and resolution:
 - (a) To give an update on any ongoing matters arising.
 - (b) To discuss the current allotment tenancy agreement.
 - (c) To note the date for the next committee meeting 21st April at 17.00.

Cononley Village Institute Trust (CVIAC)

1. To receive and/or resolve to approve:
 - (a) Unapproved Minutes.
 - (b) Approved Minutes (December 2019).
 - (c) To note the appointment of Riddoughs to replace the radiators in WC's at a cost of £800.
 - (d) To consider the request from CVIAC for the authority to change energy supplier if required.
 - (e) To discuss and advise CVIAC of the Sole Trustee, Lone Working policy and Risk Assessment.
 - (f) To note any finance report for the CVIAC and approve payments, receipts and estimates as scheduled therein.

Cononley Village Playing Field Trust (CVPF)

1. To receive and approve Minutes from the Village Playing Field Committee meeting held on 11th February 2020 at the Village Institute.
2. Matters for debate and resolution:
 - (a) To discuss and consider any updates from the Playing Field Advisory Committee.
 - (b) To arrange and agree the repair of the Bowling Club wall which was damaged in 2019.
 - (c) To receive the Finance Report for the CVPF and to resolve to approve the payments, receipts and estimates as scheduled therein.

Signed Mr Lee Senior Clerk & RFO to the Parish Council, 3rd March 2020

**Minutes of the Meeting of Cononley Parish Council
held in Cononley Village Institute
on Tuesday 10th March 2020 at 18.30**

Present: Cllrs N. Swain (Chair), H. Lambert, K. Clark, D. Timbers, M.Dracup, M.Allum
In attendance: The Clerk and CDC Councillor A. Brown (part)

- 20.028 Apologies and reasons for absence were accepted for Cllr Minton-Taylor.
- 20.029 There were no declarations of interest.
- 20.030 The minutes of Parish Council meeting held on 11th February 2020 were received and approved.
- 20.031 (a) No communication received from parish residents on subjects not previously discussed.
(b) No questions arising from public participation:
(c) Craven District Councillors or North Yorkshire Councillors present.
CDC Cllr Brown expressed concern about the ability of the village to prepare for a future risk of flooding. The water was only inches off the bridge over the beck during the recent heavy storms. A plan is perhaps needed and a storage space for sand bags.
Cllr Brown advised the CDC Enforcement Officer is looking at the new development at Glen Royd to investigate the possibility of an unauthorised section of road being incorporated within the scheme.
Cllr Brown is concerned about inadequate lighting on St. John's Croft development.
Cllr Brown expressed concern about the attitude from the NYCC Highways department towards Parish Councils in general at times and in particular disregarding their views.
Cllr Brown raised concerns about soil being moved around and disturbed at the location North West of Royd House, Cross Hills Rd Cononley. The PC will investigate this.
(d) Communication was received from Stirton-with-Thorlby PC and discussed under Agenda item 11.
- 20.032 The following planning applications were discussed:
Applications for comment:
Ref: **2020/21439/HH** *No Comment provided views of neighbouring properties are considered*
The following decisions, withdrawals and appeals were all noted:
2019/21133/FUL. *Granted.*
- 20.033 Update on Community Speedwatch.
Cllr Clark stated that two yellow Community Speedwatch road signs have disappeared. The Cross Hills Road one has now been recovered. The Skipton Rd sign is still being sought. Details of VAS had been sent to Hellifield PC.
- 20.034 Update from the s106 Committee.
The committee is meeting the Landscape designer from Newground next week. Discussion was held regarding whether Dead Eye Pond could be suitable location for S106 monies. Cllr Timbers to take pictures and look at the site with Mike Latham.
- 20.035 The action list was presented by the Clerk.
County Councillor P Mulligan has contacted the resident on Woodside Lane regarding the ongoing drainage issues. The resident has issued a formal complaint against NYCC and this is being responded to.
There had still been no response from NYCC streetlighting department regarding a transference of ownership of street light no C5 on Moorfoot Lane. Another attempt to be made.
The 'Welcome to Cononley' document when completed could be put on the website.
The ongoing lack of dog poo/ litter bins in certain parts of the village was noted with frustration. A further attempt to be made by the Clerk to gain assistance from CDC with this, in view of the additional houses that have been built in the village over the past few years.
- 20.036 Reports from Council Representatives.
Cllr Swain discussed what assistance and measures the PC may need to take in event of the Corona Virus risk increasing. The PC may need to consider an electronic Council meeting. A line will be inserted in the Village Newsletter with a link to the latest official Government guidance.
Cllr Swain explained that the Skipton Brownies were going to borrow the coconut shy, with agreement of the Playing Field Advisory Committee for use at a wedding on the Sunday 21st June, shortly after use at Cononley Gala.

Chairman's signature

Jane the landlady at the New Inn pub had approached the PC to see what plans they may have for VE Day Celebrations.

Cllr Swain also tended his apologies for his unavailability at the Keep Britain Tidy litter pick on 28 Mar. Cllr Timbers had made contact with the Bradley footpath group. This may prove fruitful in the future. Cllr Timbers currently has access to Mailchimp. However, it is not possible to add another user. He asked what is the best way forward regarding improving our electronic notices of events and contacting villagers in general. It was agreed Cllr Timbers is to contact a current administrator of Facebook to try and obtain access for this and Mailchimp for the Clerk. The previous Facebook password didn't work.

Cllr Dracup advised the weight of the approved new Noticeboard is 70kg. A discussion was held about whether the existing posts are strong enough to take such a weight. There was a consensus that if not, the PC could obtain new stronger, posts that could be driven into the ground deeper.

Alternatively, the bus shelter area may be suitable as an alternative location.

Cllr Dracup advised that the drains on Netherghyll Lane now appear to be cleared.

Cllr Allum is to contact Dales Bus to see what the latest situation is with the rural buses and how they may affect the local area.

20.037 Clerk's report.

The Clerk and Cllr Swain are due to go on a free-of-charge refresher course run by YLCA regarding the formation of Council Agendas.

The Clerk to join in the YLCA Webinar on the Audit process at a cost of £15.

The external finance contractor is in regular contact and has made good progress with the accounting tasks required.

A SIM only deal would be the most cost-effective way to proceed with regards to obtaining a PC contact telephone number. This was accepted as being ok.

Advice is being sought from YLCA with regards to the use of an external card reader for Playing Field events.

The Clerk has passed module 3 (finance) of the ILCA course.

20.038 Matters for debate and **resolution**:

(a) The previously circulated logo design for the Parish Council was agreed.

(b) It was resolved to appoint an internal auditor using the YLCA Internal Audit Service at a cost of £140 plus auditor mileage costs.

(c) It was agreed that Cllr Swain, as chairman of the PC will write to Stirton-with-Thorlby PC to confirm that Cononley PC is sympathetic to the planning concerns raised, but has no directly-related local issues to quantify this.

20.039 Council Administration and Finance.

The Clerk presented the Schedule of Payments: It was **resolved** to approve the following payments.

Clerk: Salary February £609.60. Clerk: Fixed office expenses £35.00.

Lengthsman- Salary February £183.75 (Parish Council).

External Finance Contractor-Janice Taylor, invoice for February £150.00

Website monthly charges: £18.00 including VAT.

Merritt & Fryers, materials for the first section of allotment path £44.46

Corporate Bank Card monthly charges (Parish Council) £3.00

The Clerk's February timesheet and the Schedule of Payments (February) were both signed off.

20.040 It was confirmed that the next meeting of the Parish Council will be held on Tuesday 14th April 2020 at 19.00 in the Institute.

There being no further business, the meeting ended at 19.31

Chairman's signature

[Signature box]

**Minutes of Meetings of the Allotment Committee, the Sole Trustees of
The Cononley Village Institute (223015) and of Cononley Village Playing Field (701641)
held at the Village Institute on Tuesday 10th March 2020,
immediately after the statutory meeting of the Parish Council**

Present: Those members who attended the statutory meeting.

Allotment Committee

20.05 The Minutes from the last meeting on 11th February were approved.

20.06 Matters for debate and resolution:

(a) The Clerk and Cllr Swain had inspected the path improvement work being done by the lengthsman. A discussion was also held with the tenant who has disability issues and he was pleased by the improvements. It was agreed that a further scraping back of encroaching grass along the allotment path would also help path access.

It was noted the allotment boundary wall adjacent to the access lane has been demolished as part of the work that is presumably being done by Mr Lee. The footings for the new wall seemed to be in line with the previous wall.

The PC agreed that in view of the increasingly wet winter weather a further length of the current soft grass allotment path can also be improved. It was felt s106 monies may be suitable for this.

In view of the ongoing issue of dog poo bags being strewn on the path, it was agreed to add to the next Agenda an item to purchase an additional dog poo bin for the allotments.

The Clerk is to contact the Lengthsman to facilitate the work and the scraping back of any encroaching grass.

The allotment rents continue to come in by direct debit.

(b) The Clerk will circulate the Allotments Agreement to the rest of the PC Councillors.

(c) The date of the next inspection meeting was agreed for 5pm on Tuesday 21st April.

Chairman's signature

Cononley Village Institute (CVIAC)

20.03 (a) The CVIAC minutes from the December meeting were approved.

(b) The Minutes from the Sole Trustee meeting on February 11th were presented and approved.

(c) The appointment of Riddoughs to replace the radiators in WC's at a cost of £800 was approved.

(d) The request from CVIAC for the authority to change energy supplier if required was approved.

(e) The Clerk will examine the lone working policy and the risk assessments of the Parish Council in its capacity as Sole Trustee.

(f) There was no fiancé report from CVIAC presented.

Cononley Village Playing Field (CVPF)

20.05 The Minutes from the Cononley Village Playing Field meeting held on 11th February 2020 at the Village Institute were received and approved.

20.06 Matters for debate and resolution:

(a) An update was received from the Playing Field Advisory Committee.

A flyer is to be designed and circulated around the village requesting more volunteer committee members. Two members of the committee decided the role wasn't for them.

(b) It was noted the wall repair to the bowling club wall from early 2019 hadn't been done. It was agreed to invite quotes to do this work.

(c) It was resolved to approve the CVPF payments as scheduled and presented therein.

Lengthsman: Playing Field Salary £78.75.

There being no further business, the meeting ended at 19.47.

Chairman's signature

**MEMBERS OF THE COUNCIL ARE SUMMONED TO ATTEND
A MEETING OF THE CONONLEY PARISH COUNCIL
(TO BE HELD REMOTELY)**

**TUESDAY 14TH APRIL 2020 AT 19.00
VIA VIDEO CONFERENCE PLATFORM, ZOOM
MEETING ID NO: 566-080-802**

OPEN TO PRESS & PUBLIC

Signed: Mr Lee Senior, Clerk & RFO to the Council, 7th April 2020

AGENDA

1. To receive apologies and reasons for absence and to resolve upon acceptance of reasons for absence.
2. To receive declarations of interest from members in addition to those already recorded and to receive and resolve upon any requests for dispensations from members relating to items on the agenda.
3. To receive and approve the minutes of Council meeting held on 10th March 2020.
4. Communication
 - (a) To receive / consider prior communication from parish residents.
 - (b) To hold a public participation session for members of the public to bring forward items of information relevant to the Council and to speak on items on the agenda (3 minutes per resident maximum).
 - (c) To hear updates from Craven District Council and North Yorkshire County Council Councillors.
 - (d) To receive / consider specific communication from bodies or individuals located outside the parish and which has been sent out to the Councillors.
5. Planning Applications (Note: further documents received before the meeting may be considered)
 - a) Applications to note and for comment:
Ref: None
 - b) Decisions, withdrawals and appeals to be reported:
2020/21359/HH: Single Side extension, Green Barn, Stockshott Lane *Granted*.
2020/21237/FUL: uPVC windows replacement, Meadow Croft, Cononley. *Granted*.
2020/21238/FUL: uPVC windows replacement, Skipton Rd, Cononley. *Granted*.
2020/21331/OUT: Stable block replacement and construction of three houses. *Refused*
6. To note the actions taken by the PC in response to COVID-19.
7. Action list – to report on work in progress and resolve upon any further actions to be take.
8. Report from Council representatives.
9. Clerk's report (including update on the financial contractor).
10. Matters for debate and resolution:
 - (a) To ratify any decisions made between meetings, with a list of the decisions taken below.
Confirmation of response to footpath diversion via application No. 05.13/25, 124 Main Street, Cononley, BD20 8NR.
 - (b) To discuss and agree the purchase of additional dog bins for the Parish at a cost not greater than £250 per bin.
11. To Council administration and finance.
 - (a) To receive the monthly report on assets, maintenance and Council finance and approve budgets, payments, receipts and estimates as scheduled therein.
12. Future Committee meetings.
13. Urgent items at the discretion of the Chairman, or items for future meetings.

Signed Mr Lee Senior Clerk & RFO to the Parish Council 7th April 2020

**Minutes of the Meeting of Cononley Parish Council
held remotely via Zoom Platform. Meeting ID: 566 080 802
on Tuesday 14th April 2020 at 19.00**

Present: Cllrs N. Swain (Chair), K. Clark, D. Timbers, M.Dracup, M.Allum. R.Minton-Taylor
In attendance: The Clerk

- 20.041 Apologies and reasons for absence were accepted for Cllr Lambert.
- 20.042 There were no declarations of interest.
- 20.043 The minutes of Parish Council meeting held on 10th March 2020 were received and approved.
- 20.044 (a) No communication received from parish residents on subjects not previously discussed.
(b) No questions arising from public participation:
(c) No Craven District Councillors or North Yorkshire Councillors present.
(d) The PC has received an email from SELRAP stating our membership had lapsed. The Clerk has requested an invoice.
- 20.045 The following planning applications were discussed:
Applications for comment:
Ref: 2020/21526/VAR: *We are unable to find further information about this request for variance and therefore are unable to comment. The Clerk will contact CDC to try to obtain the appeal letter.*
The following decisions, withdrawals and appeals were all noted:
Ref:2020/21359/HH: Single Side extension, Green Barn, Stockshott Lane *Granted.*
Ref:2020/21237/FUL: uPVC windows replacement, Meadow Croft, Cononley. *Granted.*
Ref:2020/21238/FUL: uPVC windows replacement, Skipton Rd, Cononley. *Granted.*
Ref:2020/21331/OUT: Stable block replacement and construction of three houses. *Refused*
- 20.046 To note the actions taken in response to COVID-19.
Cllr Timbers initiated a village support group to help the villagers who are self-isolating and in need of assistance with shopping or essential supplies on behalf of the Parish Council. Anyone who is lonely can also ring for a chat. There has been a total of 50 volunteers who have offered to help, a great response. Flyers were designed and delivered and postings done on Social Media and the village Noticeboard used to advertise the help available. The local village shop is being used where possible. Between 20-30 requests for shopping assistance have been made to date. Councillors and volunteers have made a number of deliveries collectively and also collecting prescriptions for the elderly. The support group made contact with and feeds into the Skipton Step into Action scheme. The group has received a number of thank you emails and phone calls including from the family of some villagers. The requirements of Data Protection and GDPR are being adhered to by group members.
- 20.047 The Action List was presented by the Clerk.
Cllr Swain will write to the chair of Stirton-with-Thorlby PC to outline our position with regards to the planning letter they sent to the Chief Executive of Craven District Council.
The Clerk has received a reply from the Communications Officer, at NYCC Highways dept, Sharon Fox to the email sent regarding the recent incidents at the Cononley Lane End road junction with the A629 trunk road. The location has not been assessed by NYCC as either a High-Risk site or had a Route Study since 2016/17 and therefore does not meet the criteria for the funding of any further improvement measures.
The Clerk had received a reply from NYCC Streetlighting Dept, regarding the lighting provision on Moorfoot Lane. NYCC will not consider any additional lighting on the lane nor adoption of the PC light, numbered C5 due to budget restraints. Any future change of status to a Public Right of Way, will not influence that decision. The Clerk has arranged for a costing from NYCC for a potential upgrade of the light. The Clerk will contact Candelisa to see if they are able to provide additional lighting on the lane. The Clerk is to contact Cllr Mulligan to ask what the rationale is for closing the Household Waste Recycling Centres. The closure of the centre at Skibeden on the A59 Harrogate Road has a bearing on Cononley.
The Clerk had been having dialogue with CDC Waste Management to facilitate the village dog bins being emptied on a more reliable basis. The emptying of the bins has been sporadic recently.
- 20.048 Report from Council Representatives

Chairman's signature

Cllr Timbers had produced a map of Dead Eye Pond. He also wondered if the PC should be putting leaflets on paths regarding COVID-19. It was acknowledged this could be difficult with regards to OS mapping copyright. Dan will ask Mike Latham to speak with Cllr Allum.

Cllr Timbers also reported that Richard Woolf had offered to draft up the year-end accounts for the Sole Trustee in their capacity as land owners of the Playing Field. This was welcomed and noted.

Cllr Dracup advised he is expecting delivery of the new Noticeboard week commencing 20th April but due to the lockdown situation this may be delayed. Local firm Holgate Engineering will help with the erection and the posts.

Cllr Minton-Taylor suggested regular local updates on the COVID-19 situation via Social Media to keep pace with developments. This was deemed a good idea. Cllr Minton-Taylor wanted to portray positive stories. Fifty percent of the articles in the last printed newsletter were out of date by the time the villagers received a copy. He stressed all articles would be approved by Councillors first. The Keighley News and Craven Herald are all currently looking for locally-themed articles.

Cllr Clark confirmed that Speedwatch is currently suspended due to COVID-19. She remarked how there is much less traffic but some of it seemed to be going faster as a result. Cllr Clark & Doug Clark had re-sited the Vehicle Activated Sign to the second location on Crosshills Road. It will be there for three months.

Cllr Allum noted an increase in fly-tipping due to the closure of all the NYCC Household Waste Recycling Centres.

20.049 Clerk's report.

The new Local Authorities and Police and Crime Panels (Coronavirus) Regulations 2020, came in to force on 4 April. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021.

The Annual Meeting of the Council should not be held until May 2021 unless circumstances dictate the need to do so. The PC is not obliged to meet monthly during the lockdown period.

Agenda items should be kept to a minimum during lockdown period. Sole Trustee business and allotment-related business should be kept to a minimum. Any urgent items can be incorporated into the PC agenda during the lockdown period. The lengthsman had been asked to cease all non-urgent work to comply with the current Government regulations.

20.050 Matters for debate and **resolution**:

(a) The Parish Council reached a decision to **object** to the proposed footpath diversion (application No.05.13/25) citing the following reasons:

The safety of children (and adults) who use the path will be compromised. The proposed alternative of emerging onto the road on to a blind bend with no footpath is unacceptable and creating an unnecessary safety risk. The Parish Council also notes and highlights the historical importance of the existing path and the contribution it makes to the history of Cononley.

(b) It was agreed to purchase up to three dog bins to locate near the allotment water pump, close to but not within the Playing Field site and a location outside the CVI building at a cost of not greater than £250 per bin.

20.051 Council Administration and Finance.

The Clerk presented the Schedule of Payments: It was **resolved** to approve the following payments.

Clerk: Salary March £670.56. Clerk: Fixed office expenses £35.00. Clerk Travel (March) £9.60.

Lengthsman- March Salary £61.25 (Parish Council) and Playing Field £162.50.

External Finance Contractor-Janice Taylor March invoice £300.00.

Cllr N Swain: COVID-19 leaflets printing costs reimbursed as approved by RFO £45.00

Cllr D Timbers: COVID-19 leaflets printing costs reimbursed as approved by RFO £8.00.

Website monthly charges: £18.00 including VAT.

YLCA subs 20-21 £418.00.

Bright Pay software Annual Fee 20-21 £58.80 including VAT.

The Clerk's March timesheet and the Schedule of Payments (March) were approved.

20.052 It was confirmed that the next meeting of the Parish Council will be held on Tuesday 12th May 2020 at 19.00 either in the Institute or via the remote video conference platform Zoom depending on the lockdown situation.

There being no further business, the meeting ended at 20.21

Chairman's signature



**MEMBERS OF THE COUNCIL ARE SUMMONED TO ATTEND
A MEETING OF THE CONONLEY PARISH COUNCIL
(TO BE HELD REMOTELY)**

TUESDAY 12TH MAY 2020 AT 19.00

VIA VIDEO CONFERENCE PLATFORM, ZOOM

MEETING ID NO: 751 1433 0455

<https://us04web.zoom.us/j/75114330455>

OPEN TO PRESS & PUBLIC

Signed: Mr Lee Senior, Clerk & RFO to the Council, 5th May 2020

AGENDA

1. To receive apologies and reasons for absence and to resolve upon acceptance of reasons for absence.
2. To receive declarations of interest from members in addition to those already recorded and to receive and resolve upon any requests for dispensations from members relating to items on the agenda.
3. To receive and approve the minutes of Council meeting held on 14th April 2020.
4. Communication
 - (a) To receive / consider prior communication from parish residents.
 - (b) To hold a public participation session for members of the public to bring forward items of information relevant to the Council and to speak on items on the agenda (3 minutes per resident maximum).
 - (c) To hear updates from Craven District Council and North Yorkshire County Council Councillors.
 - (d) To receive / consider specific communication from bodies or individuals located outside the parish and which has been sent out to the Councillors. NALC Briefing LO2-20 Employment Law Changes (circulated).
5. Planning Applications (Note: further documents received before the meeting may be considered)
 - a) Applications to note and for comment:
None
 - b) Decisions, withdrawals and appeals to be reported:
Ref:2020/21439/HH High Gate Croft, two extensions. *Granted*.
Ref:2020/21508/OUT erection of agricultural workers dwellings, Crown Hill Farm. *Granted*
6. Action list – to report on work in progress and resolve upon any further actions to be take.
7. Report from Council representatives.
8. Clerk's report:
9. Matters for debate and resolution:
 - (a) To receive the draft full year accounts for the year 2019-20 and resolve to approve them.
 - (b) To receive the draft budget for the financial year 2020 -2021 and to resolve to approve it.
 - (c) To discuss and agree a way forward further to the PC resolution made on 14th April (valid for six months) re: footpath diversion application No 05.13/25, Main Street, Cononley, BD20 8NR.
10. To Council administration and finance.
 - (a) To receive the monthly report on assets, maintenance and Council finance and approve budgets, payments, receipts and estimates as scheduled therein.
11. Future Committee meetings.
12. Urgent items at the discretion of the Chairman, or items for future meetings.

A MEETING OF THE SOLE TRUSTEE OF THE CONONLEY VILLAGE INSTITUTE TRUST

Cononley Village Institute Trust (CVIAC)

1. To receive and/or resolve to approve:

- (a) April Finance report (circulated)
- (b) The appointment of a new CVIAC member
- (c) The continuation of the CVIAC members in view of the cancelled AGM
- (d) To approve the continuation of amended budget, as a result of the COVID-19 crisis
- (e) To discuss and approve the ongoing payments for the Institute caretaker -with a review at next CVIAC (end June / early July)

Mr Lee Senior Clerk & RFO to the Parish Council 5th May 2020

Minutes of the Meeting of Cononley Parish Council
held remotely via Zoom Platform. Meeting ID: 566 080 802
on Tuesday 12th May 2020 at 19.00

Present: Cllrs N. Swain (Chair), H. Lambert, K. Clark, D. Timbers, M. Dracup, M. Allum, R. Minton-Taylor
In attendance: The Clerk, NYCC Cllr P. Mulligan (part) and CDC Councillor A. Brown (part) and two members of the public.

20.053 No apologies were received.

20.054 There were no declarations of interest.

20.055 The minutes of Parish Council meeting held on 14th April 2020 were received and approved.

20.056 (a) No communication received from parish residents on subjects not previously discussed.

(b) No questions arising from public participation:

The member of public who had made the footpath diversion application No 05.13/25 Main Street, Cononley, BD20 8NR spoke about the application. The gentleman has health issues and feels the proposed diversion will allow him to get medical assistance quicker if required. The diversion would mean the original route would be permanently closed. The applicant feels the proposed route is safer and he stated that it is being used more than the exiting waymarked path. The applicant concluded by asking for support from the Parish Council. The chair thanked the gentleman and assured him the matter would be discussed further under Agenda item 9 (c).

(c) Craven District Councillors or North Yorkshire Councillors present.

Cllr Brown stated that the local elections for 2020 had been cancelled due to COVID-19. He also spoke about the difficulties the CDC Planning Committee was facing in holding remote meetings due to the potentially high number of members of the public observing.

Cllr Brown highlighted the second tranche of Government funding that may be suitable for any B&B's in the village. Cllr Brown raised the issue of Skipton Rd being blocked to pedestrian access during recent work by a contractor, to NYCC who said it was okay.

A stone-built building at the bottom of the lane next to the school adjacent to the allotments is being built. The CDC Enforcement team may decide to look at it. Cllr Brown discussed public access to the lead mines. He said the route has been walked for 60 years but isn't aware that it is a formal right of way. Does the Parish Council have any interest in recognising it as a public path.

Cllr Mulligan offered to make some enquiries with NYCC regarding the footpath diversion application No 05.13/25 Main Street, Cononley BD20 8NR.

Cllr Mulligan stated the Government had given 1.6 billion pounds in funding to Councils due to Covid-19. In the first tranche Craven District Council received £20,000. In the second tranche District Councils are to receive £580,000. The financial position of Craven District Council is very challenging with six months of reserves left. Cllr Mulligan noted that since the reopening of the Household Waste Recycling Centres there had so far not been the anticipated long queues to get in.

Cllr Mulligan advised that the current Government thinking regarding schools is to begin a phased reopening for Reception, Year 1 and Year 6 with a maximum of 15 pupils per class. It will not be compulsory for parents to send their children in. Secondary schools are likely to reopen in September. Cllr Mulligan will investigate maintaining pedestrian access along Woodside Lane, during its scheduled closure next month. at the request of Cllr Dracup.

(d) The Clerk received an email from Marten Lougee stating the railway station group had received a £100 grant to spend on Platform 2 via Cllr Brown. This does not have to be spent until 2022 due to Covid-19. More funds are being sought.

The Clerk had received a request from Neil Turner the founder of Cononley Wildlife Facebook page, asking if the Parish Council would be interested in producing a wildlife calendar to raise monies for the village. This could be tied in with wider plans for a calendar to raise funds for the playing field.

20.057 (a) There were no planning applications to discuss:

(b) The following decisions, withdrawals and appeals were all noted:

Ref:2020/21439/HH High Gate Croft, two extensions. *Granted*.

Ref:2020/21508/OUT erection of agricultural workers dwellings, Crown Hill Farm. *Granted*

Chairman's signature

- 20.058 The Action List was presented by the Clerk.
The Clerk has listed some information about the CVI on the PC Facebook page from CVIAC.
Jason Munslow is looking at the Website Regulations as a gesture of goodwill for the Parish Council.
He will check the Parish Council logo for compatibility.
The Clerk confirmed the lengthsman is willing to empty any additional dog bins subject to the appropriate PPE.
Cllr Swain has affixed the Agenda on the old noticeboard.
The quote from NYCC for the upgrade to the street light C5 hadn't yet come in.
- 20.059 Report from Council Representatives
Cllr Timbers is getting around three requests per week for assistance from the village support group with deliveries due to Covid-19. He also gets some calls from Glusburn who are acting as a local hub via the NYCC helpline. Cllr Timbers will contact Lois regarding getting access to MailChimp.
Cllr Dracup advised the delivery of the new Noticeboard is delayed due to Covid-19. He would like the matter of creating a list of contacts adding to the next Agenda.
Cllr Minton-Taylor updated the PC about his efforts to work out the official situation with responsibility for the village defibrillator. Due to administrative changes at the Yorkshire Ambulance Service matters had become unclear. Ownership has been transferred to Brian Firth who runs a charity. Mr Firth stated that there are costs for consumables but he has not formally asked for assistance with this. It would be prudent to ask Mr Firth to put in writing that he is the responsible person and have a box with his details on the defibrillator. Cllr Minton-Taylor is to contact a few local Parish Councils to see what they do with regards to defibrillators. An item to be put on the June Agenda regarding costs for consumables.
Cllr Clark stated that the Speedwatch group had applied for an additional speed gun via the CDC Ward Members funding stream. She had also requested a status update via the Clerk about the allotments.
Cllr Lambert stated that 27 dog poo signs were needed. The cost for A5 is £6+ VAT per sign so a total of £162.00 + VAT. The cost for A4 is double this. The signs don't come with fixings. Cable ties could be used to affix the signs. It was felt that A5 may be the better option. Any costs to be approved at the next meeting.
- 20.060 Clerk's report.
An internal auditor has been appointed and the end of June has been agreed for the audit which will be done remotely due to Covid-19.
The Clerk has had dialogue with the Bowling Club regarding the brown bin permits. One bin now has a sticker on it after payment by the PC. The Club will liaise with Craven District Council to facilitate the others and request reimbursement from the Parish Council at a later date.
The Clerk had attended a free-of-charge Clerks Forum Webinar hosted by YLCA.
The Clerk and Cllr Swain held a socially distanced inspection of the allotment sites on 27th April. It was agreed a Non-Cultivation letter would be sent to two plot holders. A further query would also be made regarding the appropriate use of a plot.
- 20.061 Matters for debate and **resolution**:
(a) The Clerk/RFO circulated the draft Parish Council accounts for the year 2019-20. It was resolved to invite any comments on the accounts from Councillors via email with a deadline of 25th May. The accounts can then be presented for approval at the June meeting.
(b) The Clerk presented the draft budget for 2020-21. It was resolved to invite any comments from Councillors via email with a deadline of 25th May for final approval at the June meeting.
(c) The matter of the footpath diversion (application No.05.13/25) was formally discussed. It was resolved the Parish Council will stand by its original decision to object to the application made at the April meeting. There was no willingness from any Councillor to write to the Proper Officer to request this item is revisited on a future Agenda.
- 20.062 Council Administration and Finance.
The Clerk presented the Schedule of Payments: It was **resolved** to approve the following payments.
Clerk: Salary April £670.56. Clerk: Fixed office expenses £35.00.
Lengthsman- April Salary £122.50 (Parish Council) and Playing Field £150.00.
External Finance Contractor-Janice Taylor April invoice £180.00.
Briggs Newsletter (spring) £184.00
SELRAP Membership renewal (2020) £15.00.

Chairman's signature

NYCC: VAS signpost £300 + VAT

Website monthly charges: £18.00 including VAT.

Community First, Yorkshire membership renewal 20-21 cost £42 including VAT.

PC Corporate Bank Card Direct Debit payment of £97.80 (CDC Brown Bin permit £36.00, Bright Pay Payroll renewal £58.80. Bank Service Charge £3.00)

The Clerk's April timesheet and the Schedule of Payments (April) were approved.

20.063 It was confirmed that the next meeting of the Parish Council will be held on Tuesday 9th June 2020 at 19.00 either in the Institute or via the remote video conference platform Zoom depending on the Covid-19 situation.

There being no further business, the meeting ended at 21.06

Chairman's signature

**Minutes of a Meeting of the Sole Trustee of
The Cononley Village Institute (223015)
held remotely via Zoom on Tuesday 12th May 2020,
immediately after the statutory meeting of the Parish Council**

Cononley Village Institute (CVIAC)

- 20.04 (a) The signed CVIAC minutes for February were approved.
- (b) The finance report (April) from CVIAC was noted.
- (c) The appointment of new CVIAC member Marten Lougee was approved.
- (d) In view of the cancelled AGM due to Covid-19 it was agreed the current members of CVIAC would continue for the next twelve months.
- (e) The amended budget draft budget was presented by Richard Woolf. Due to Covid-19 this is more like a forecast working on worst case assumptions. In summary, utility costs should reduce and a refund is due for some electricity costs. The already authorised clock tower repair work, the radiator replacement in the toilet and floor covering replacement can covered by the maintenance reserves. The unrestricted fund is forecast to is down to £450.00 and a transfer of money would be needed from reserves, probably from the development fund.
- (f) It was agreed that CVIAC should apply for the £10,000 Government funding stream for Village Halls. This would be accounted for separately.
- (g) It was agreed to allow Stepping Stones full use of both rooms until mid-July if requested to comply with the Government social-distancing edict. To be reviewed in September.
- (h) It was agreed to maintain ongoing payments for the caretaker with a review at the next CVIAC meeting. The clerk is to check the insurance requirements.

Chairman's signature

**MEMBERS OF THE COUNCIL ARE SUMMONED TO ATTEND:
EXTRAORDINARY MEETING OF THE CONONLEY PARISH COUNCIL
MONDAY 1ST JUNE 2020 AT 19.00
CONONLEY VILLAGE INSTITUTE
OPEN TO PRESS & PUBLIC**

ZOOM: 363-049-6780

Password: 2gmPP3

AGENDA

1. To receive apologies and reasons for absence and to resolve upon acceptance of those received.
2. To receive declarations of interest from members in addition to those already recorded and to receive and resolve upon any requests for dispensations from members relating to items on the agenda.
3. To discuss and resolve to formulate the response to the email from the Managing Director of Candelisa dated 27th May 2020 (circulated).

Signed: Mr Lee Senior, Clerk & RFO to the Council, 27th May 2020

**MEMBERS OF THE COUNCIL ARE SUMMONED TO ATTEND
A MEETING OF THE CONONLEY PARISH COUNCIL
(TO BE HELD REMOTELY)**

TUESDAY 9TH JUNE 2020 AT 19.00

VIA VIDEO CONFERENCE PLATFORM, ZOOM

MEETING ID NO: 879 0349 7623

PASSWORD: 659148

OPEN TO PRESS & PUBLIC

Signed: Mr Lee Senior, Clerk & RFO to the Council, 2nd June 2020

AGENDA

1. To receive apologies and reasons for absence and to resolve upon acceptance of reasons for absence.
2. To receive declarations of interest from members in addition to those already recorded and to receive and resolve upon any requests for dispensations from members relating to items on the agenda.
3. To receive and approve the minutes of the Council meeting held on 12th May 2020
 - (a) To receive and approve the minutes of the Extraordinary Meeting held on 1st June 2020.
4. Communication
 - (a) To receive / consider prior communication from parish residents.
 - (b) To hold a public participation session for members of the public to bring forward items of information relevant to the Council and to speak on items on the agenda (3 minutes per resident maximum).
 - (c) To hear updates from Craven District Council and North Yorkshire County Council Councillors.
 - (d) To receive / consider specific communication from bodies or individuals located outside the parish and which has been sent out to the Councillors.
5. Planning Applications (Note: further documents received before the meeting may be considered)
 - a) Applications to note and for comment:
Ref:2020/21628/HH Replacement doors and windows. The Coach House, Meadow Lane, Cononley.
Conservation Area Tree Works Application No: 2020/21598/TCA: T1 Fell T2 Branch removal T3 Crown Lift and bough removal, St John's House, Cross Hills Rd, Cononley.
 - b) Decisions, withdrawals and appeals to be reported:
None
6. Action list – to report on work in progress and resolve upon any further actions to be take.
7. To discuss the possible inclusion of a statement to application No 05.13/25 Main Street, Cononley BD20 8NR, permitting the public to view the historical Public Right of Way, through the affected property without it being designated a footpath.
8. Update on any correspondence received from Candelisa and to agree any appropriate actions.
9. Report from Council representatives.
10. Clerk's report: (To note CVI Finance report from CVIAC)
11. Matters for debate and resolution:
 - (a) To receive the draft full year accounts for the year 2019-20 and resolve to approve them.
 - (b) To receive the draft budget for the financial year 2020 -2021 and to resolve to approve it.
 - (c) To discuss and agree a way forward at Dead Eye Pond in collaboration with the Footpath Group.
 - (d) To discuss and approve expenditure for defibrillator consumables up to £400.00.
 - (e) To discuss and approve the expenditure for 27 A5 dog poo signs up to £350.00.
 - (f) To discuss and agree timeframes and approve the expenditure for a rebuild of the PC website to ensure Disability Access Regulation compliance at a cost, not greater than £700.00.

12. To Council administration and finance.
 - (a) To receive the monthly report on assets, maintenance and Council finance and approve budgets, payments, receipts and estimates as scheduled therein.
13. Future Committee meetings.
14. Urgent items at the discretion of the Chairman, or items for future meetings.

Mr Lee Senior Clerk & RFO to the Parish Council 2nd June 2020

Minutes of the Meeting of Cononley Parish Council
held remotely via Zoom Platform. Meeting ID: 879 0349 7623
on Tuesday 9th June 2020 at 19.00

Present: Cllrs N. Swain (Chair), H. Lambert, K. Clark, D. Timbers, M. Dracup, M. Allum, R. Minton-Taylor
In attendance: The Clerk, NYCC Cllr P. Mulligan (part) and CDC Councillor A. Brown (part) and two members of the public (part).

20.068 No apologies were received.

20.069 There were no declarations of interest.

20.070 The minutes of Parish Council meeting held on 12th May 2020 were received and approved.

20.071 (a) No communication received from parish residents on subjects not previously discussed.

(b) Questions arising from public participation:

The member of public who had made the footpath diversion application No 05.13/25 Main Street, Cononley, BD20 8NR spoke about the application. The gentleman confirmed the application is still at the informal stage. He suggested the possible inclusion of a statement to the application permitting the public to view the historical Public Right of Way, though the route would be closed as a footpath. This agreement could be between the applicant and Parish Council.

The application cannot be moved to the formal stage unless the PC objection is withdrawn. NYCC have placed a deadline date of 14th July then the application will progress to the NYCC Assistant Director for a decision on the next steps in the event of the objection from the PC not being withdrawn. The applicant stated he believed any application for a disabled parking permit would fail as he is not the designated driver of his vehicle.

CDC Councillor Brown stated it is important to hear all sides of the argument and that some villagers may be unhappy with the diversion application if it reaches the formal stage.

Cllr Swain stated he had been approached by a number of villagers also expressing their concern about the proposed diversion. The chair thanked the gentleman and reminded him the matter would be discussed further under Agenda item 7.

(c) Craven District Councillors or North Yorkshire Councillors present.

Cllr Brown stated he is trying to ensure pedestrian access is maintained along Woodside Lane during the June road closure.

Cllr Brown spoke about the possibility of registering a footpath at the Lead Mines. The route has been walked for many years and he is aware of some people who claim to have walked the path for sixty years.

Cllr Mulligan welcomed the restarting of democratic meetings. NYCC has been using Skype via YouTube to stream public meetings and this has been a good step forward. The public meeting on July 22nd is likely to go ahead via this means. Cllr Mulligan described how the future for schooling is largely unknown. Currently around 50% of schools are now open with good pupil patronage.

20.072 (a) The following planning/conservation applications were discussed:

Ref:2020/21628/HH Replacement doors and windows. The Coach House, Meadow Lane, Cononley.

Cllr Minton-Taylor declared an interest and left the meeting for this item. *No comment.*

Conservation Area Tree Works Application No: 2020/21598/TCA: T1 Fell T2 Branch removal T3 Crown Lift and bough removal, St John's House, Cross Hills Rd, Cononley. Cllr Clark declared an interest and left the meeting for this item. *No comment.*

(b) The following decisions, withdrawals and appeals were all noted:

None.

20.073 The Action List was presented by the Clerk.

The Clerk hasn't yet received the quote from NYCC for the upgrade of Street Light C5 on Moorfoot Lane. The Clerk to follow up with a reminder.

The Clerk had received a reply from Zurich insurance confirming there are no insurance restrictions for the caretaker and Stepping Stones Nursery to access the CVI building during the enforced lockdown due to Covid-19. It is a requirement for records to be kept up to date and for all necessary assessments to be undertaken.

Chairman's signature

The Clerk had received an email from the Bowling Club stating they would like to reopen to members with social-distancing and strict safeguards in place from Fri 29th May 2020. The club won't be open to the public at this stage. The Playing Fields Advisory Committee and Parish Council are in agreement with the reopening subject to the stringent controls being in place.

The Clerk had been in contact with Craven District Council Electoral Services. They had confirmed there are currently 646 houses on the electoral register in the parish of Cononley.

The Sports Club has given the Lengthsman permission to park in their car park while on PC duties. This has been facilitated by Cllr Clark on behalf of the Lengthsman.

20.074 The possible inclusion of an amendment to footpath application No 05.13/25 Main Street, Cononley BD20 8NR was discussed. The amendment as suggested by the householder would permit the public to view the Public Right of Way, if the path were to be closed and a diversionary route in place. After much debate and after carefully considering the comments made by Mr Clark it was agreed to contact NYCC with a statement to explore any further conciliatory options available and to find out the next steps. The Clerk to prepare the statement in liaison with Cllr Swain.

20.075 The email sent to Candelisa by the Parish Council after consultation with YLCA has received no response to date. In light of the recent correspondence between Candelisa and CPC, Councillors agreed that a status update re S106 funds from CDC was required as soon as possible. District Councillor Brown feels it is unlikely the matter will be overlooked by CDC. He suggested leaving it in the hands of CDC Officers for two-three weeks and then following up if prompted by the Parish Council. This course of action was decided upon.

20.076 Report from Council Representatives

Cllr Timbers is getting around three requests per week for assistance from the village support group with deliveries due to Covid-19 but had only one last week. Cllr Timbers reported the Footpath Group has reviewed 32 issues sent to the group by NYCC. The group has started checking Public Right's of Way in the parish in liaison with NYCC.

Cllr Dracup advised the delivery of the new Noticeboard will be within the next two -three weeks as the supplier is back at work now. It was agreed Cllr Dracup could get in touch with the engineering company Holgate's as required for any assistance with the posts.

Cllr Clark stated that the local Cononley Allotments Growers Society (CAGS) now has 64 members on its Facebook group and there is some discussion in the village about forming a gardening club.

Cllr Clark stated that the Speed Watch group have been notified that they have been awarded £125 for a second speed gun and manual counter through the Ward Member funding.

Cllr Swain would like to officially record his thanks to Cllr Allum, Cllr Timbers and Cllr Clark for their assistance with the dialogue with Candelisa.

20.077 Clerk's report.

The Clerk had circulated the PC Asset Register and Publication Scheme. Subject to the addition of the blue filing cabinet, bowling club shelter and VAS system the Asset Register is agreed. The items listed as 'hard drive and 'spare laptop' should be delisted.

There were no comments or objections to the existing Publication Scheme which is therefore adopted for a further year.

The Clerk confirmed the internal audit will take place at the end of June or early July at the latest.

The CDC Data Protection Officer had been in touch and has offered to review our policies as required within this financial year, free-of-charge.

The Clerk outlined a plot holder had offered the Parish Council a bench for use on the allotments free of charge. This is gratefully accepted by the PC. The Clerk will ask the lengthsman to collect the bench, paint it and affix it at a location on Meadow Lane allotments as decided by the plot holders.

The Clerk confirmed the waiting list for the allotments currently had six names on it.

Mike Latham had sent additional information to the Clerk about Dead Eye, which had been circulated to Councillors.

20.078 Matters for debate and **resolution:**

(a) The Clerk/RFO circulated the draft Parish Council accounts for the year 2019-20. It was resolved to approve the draft accounts subject to two minor queries being answered.

(b) The Clerk/RFO presented the draft budget for 2020-21. It was resolved to approved the budget subject to additional advice being obtained by the RFO from the financial adviser regarding a query with the projected budget.

Chairman's signature

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(c) It was agreed that Cllr Timbers and Mike Latham could put a draft outline plan together for Dead Eye and noted that west side could be better as a separate reserve. As a starting point, access will be discussed informally with the adjacent landowners.

(d) The item to approve defibrillator costs is to be deferred in view of no reply having come so far from Mr Firth. To be added to the next Agenda.

(e) It was resolved to approve expenditure of £162 + VAT for 27 dog signs at a cost of £6 per sign plus VAT. Cllr Lambert to oversee this.

(f) It was resolved to approve the quote of £700 from Jason Munslow for the rebuild of a new Parish Council website to ensure Disability Access compatibility. The website is to be linked to a Pay as you Go. Mailchimp capability for three users as appropriate.

20.079 Council Administration and Finance.

The Clerk presented the Schedule of Payments: It was **resolved** to approve the following payments.

Clerk: Salary May £660.40. Clerk: Fixed office expenses £35.00.

Lengthsman- May Salary £113.75 (Parish Council) and Playing Field £150.00.

External Finance Contractor-Janice Taylor May invoice £150.00.

NYCC: VAS signpost £300 + VAT (delayed from last month)

Website monthly charges (including £9.99 for the domain name): £29.99 including VAT.

ICO annual Affiliation fee: £35.00

PC Corporate Bank Card Direct Debit Service Charge £3.00

VAT Transfers from the PC to the CVI for £346.00 and to the Playing Field account for £770.65

The Clerk's April timesheet and the Schedule of Payments (May) were approved.

A request from the CVI for £275 to use as petty cash was approved.

It was agreed the PC needs to upgrade to a paid Zoom subscription to facilitate future meetings held under Covid-19 restrictions. The Clerk to register the PC on a monthly subscription at £11.99 per month plus taxes.

20.080 It was confirmed that the next meeting of the Parish Council will be held on Tuesday 14th July 2020 at 19.00 via the remote video conference platform, Zoom. This is a week earlier than the normal third Tuesday of the month July meeting.

20.081 Cllr Swain announced his intention to step down from the Parish Council after the July meeting. Cllr Swain also invited anyone to attend the remote YLCA Branch Meeting on 17th June.

There being no further business, the meeting ended at 21.21

Chairman's signature

Chairman's signature

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**MEMBERS OF THE COUNCIL ARE SUMMONED TO ATTEND
A MEETING OF THE CONONLEY PARISH COUNCIL
(TO BE HELD REMOTELY)**

TUESDAY 14TH JULY 2020 AT 19.00

VIA VIDEO CONFERENCE PLATFORM, ZOOM

MEETING ID NO: 860 8225 0975

PASSWORD: 569999

OPEN TO PRESS & PUBLIC

Signed: Mr Lee Senior, Clerk & RFO to the Council, 7th July 2020

AGENDA

1. To receive apologies and reasons for absence and to resolve upon acceptance of reasons for absence.
2. To receive declarations of interest from members in addition to those already recorded and to receive and resolve upon any requests for dispensations from members relating to items on the agenda.
3. To receive and approve the minutes of the Council meeting held on 9th June 2020.
 - (b) To hold a public participation session for members of the public to bring forward items of information relevant to the Council and to speak on items on the agenda (3 minutes per resident maximum).
 - c) To hear updates from Craven District Council and North Yorkshire County Council Councillors.
 - d) To receive / consider specific communication from bodies or individuals located outside the parish and which has been sent out to the Councillors.
5. Planning Applications (Note: further documents received before the meeting may be considered)
 - a) Applications to note and for comment:
Ref 2020/21742/HH Two storey side and porch extension, Meadow Lane Cononley BD20 8NB
Ref 2020/21703/MMA Minor material amendment of APP/C2708/W/19/3228674 (2018/18988/FUL) to allow triple garage. Site is North of Glen Royd.
Ref: 2020/21747/TCA To crown thin a maple tree by 15% and raise low branches over house and road (Meadow Lane).
Ref: 2020/21755/TCA Tree works, Stone Bank Main Street, Cononley
 - b) Decisions, withdrawals and appeals to be reported:
None
6. Action list – to report on work in progress and resolve upon any further actions to be taken.
7. Report from Council representatives.
8. Clerk's report:
9. To discuss and approve a course of action for the Sole Trustee regarding the damaged wall at the bowling club. Three quotes are needed for repair work above £1,000.
10. To discuss and consider any required actions regarding suggested future village Road Safety updates.
11. Matters for debate and resolution:
 - (a) To approve Section One of the Annual Governance Statement (AGAR) 2019/20.
 - (b) To approve the Certificate of Exemption from a Limited Assurance Review (AGAR 19/20) Part 2.
 - (c) To approve the Accounting Statements 19/20 for AGAR Section 2 and agree the Public Inspection Period date to commence 1st September 2020.
 - (d) To approve the Explanation of Variances for the AGAR 19/20.
 - (e) To discuss and approve a course of action to support a village fundraising calendar for 2021.
 - (f) To discuss and approve the allocation of up to £250.00 of Youth Club funds to the not-for-profit Cononley Wildlife Group for the funding of literature and badges for adults and young people.

- (g) To discuss and approve expenditure for future management costs of the defibrillator (located outside of the Institute building) with a management company up to a limit of £250 per year.
 - (h) To approve costs of up to £1,000 for fabrication of a supporting steel frame for the new noticeboard.
12. Council administration and finance.
 - (a) To receive the monthly report on assets, maintenance and Council finance and approve budgets, payments, receipts and estimates as scheduled therein.
 13. To note the date of the next Council meeting.
 14. (a) To receive the resignation of the chairman of the Parish Council.
 - (b) To elect a new chairman of the Parish Council.
 15. Any urgent items to be noted for future meetings.

Mr Lee Senior Clerk & RFO to the Parish Council 7th July 2020

Minutes of the Meeting of Cononley Parish Council
held remotely via Zoom Platform. Meeting ID: 860 8225 0975
on Tuesday 14th July 2020 at 19.00

Present: Cllrs N. Swain (Chair), H. Lambert, K. Clark, D. Timbers, M. Dracup, M. Allum, R. Minton-Taylor
In attendance: The Clerk, CDC Councillor A. Brown (part) and five members of the public (part).

20.083 Apologies were received from County Councillor Patrick Mulligan.

20.084 There were no declarations of interest.

20.085 The minutes of Parish Council meeting held on 9th June 2020 were received and approved.

20.086 (a) No Communication received from parish residents on subjects not previously discussed.

(b) Questions arising from public participation:

Two members of the public spoke against the footpath diversion application No 05.13/25 Main Street, Cononley, BD20 8NR. It was pointed out the existing route had existed for around 130 years and that historic paths such as this help to make Cononley special. It was also mentioned that many such paths had been lost over the years to the detriment of the character of the village.

One villager spoke how he'd used the current path in his childhood and after 2014 it became his default route to the CVI.

Two members of the public gave background information about the vision for the Cononley Wildlife Group and how it had very quickly developed to reach a membership of around 270. A key emphasis is on activities for youths in the village. Perhaps some bird and bat boxes could be made over winter. Some leaflets about the group are in the shop. A request for some PC financial assistance was made. A member of the public raised concerns some visitors were getting lost in the village due to poor signage to the camp site for the Moorfoot Lane turn off. One caravanner become stuck on Meadow Lane and needed to detach his caravan to get through. Signage to Moorfoot Lane is felt not to be clear. The Clerk is to contact the site owner to suggest additional brown signage to flag up the camp site.

Concern was raised about the lack of a yellow hatched box on the level crossing. There is a fear some visitors could get stuck on the crossing. It was agreed the Clerk will write to Network Rail to raise this. Concern was also raised that some of the road signs were fading. It was agreed the Clerk will contact NYCC Highways to request a site visit to assess the condition of the white lines on various roads.

Two new signs had been affixed on the canal towpath by the Canal & Rivers Trust pointing to Cononley station and village.

A member of the public spoke how during the last ten years he had been digitising his history collections many of which are in Skipton Library. He is willing to make some material available for the new Parish Council website.

(c) Craven District Councillors or North Yorkshire Councillors present.

Cllr Brown gave his thanks to Cllr Swain for all his efforts with the Parish Council. Cllr Brown stated he felt that Craven District Council could be abolished within the next two years. A period of two months has been given to the District Council to devise a reorganisation plan.

Cllr Brown updated the meeting on the latest situation regarding registering a footpath at the Lead Mines. He has an application form for the public to show their support in registering a Public Right of Way at the site. This is in the same way as the Moorfoot Lane Public Right of Way application was done. The route has been walked for many years and he is aware of some people who claim to have walked the path for sixty years. He may also speak with the Devonshire Estate to try to get a permissive path agreed. Cllr Alum advised it is a good idea to take both approaches as permissive paths can be withdrawn from use very quickly by landowners. Cllr Brown also expressed his concerns about some of the activities taking place on the site and the risks to public safety especially children.

(d) The Clerk received an email request from Sosa Dance Fitness Class for permission to hold dance classes in the Playing Field. After some discussion there were no objections to this provided that copies of Public Liability and Employers Liability Insurance are shown to the Parish Council as Sole Trustee.

Chairman's signature

- 20.087 (a) The following planning/conservation applications were discussed:
Ref 2020/21742/HH Two storey side and porch extension, Meadow Lane Cononley BD20 8NB *No Comment*.
Ref 2020/21703/MMA Minor material amendment of APP/C2708/W/19/3228674 (2018/18988/FUL) to allow triple garage. Site is North of Glen Royd. *No Comment*.
Ref: 2020/21747/TCA Crown thin a maple tree by 15% and raise low branches over house and road (Meadow Lane). *No Comment*.
Ref: 2020/21755/TCA Tree works, Stone Bank Main Street, Cononley. *No Comment*.
- (b) The following decisions, withdrawals and appeals were all noted:
None.
- 20.088 The Action List was presented by the Clerk.
The Clerk hasn't yet received the quote from NYCC for the upgrade of Street Light C5 on Moorfoot Lane. A reminder sent.
The Clerk has been investigating mobile phone SIM Card options. Setting up a contract directly for PC is proving difficult. It was agreed to go for a Pay as You Go option instead and the Clerk will look at alternative options.
A concern about HGV's coming through the village has been received via Facebook. The Clerk will investigate and write to the company concerned as appropriate.
A resident has asked who owns the trough at St John's Croft as she would like to plant it up. Having established that it is unclear who is responsible for it, the Clerk advised the resident that the PC has no objections to this work being done. The resident has confirmed she will start the work as time allows.
The lengthsman will paint the donated allotment bench before affixing it permanently on the Meadow Lane site in due course. The location opposite plot 51 has been agreed.
The Clerk is to contact a professional pest controller with regards to a suspected rat infestation on Meadow Lane allotments. This is further to a request from a member of public to investigate this following a problem with rats on her nearby property.
- 20.089 Report from Council Representatives
Cllr Swain confirmed that the Employment Committee had held a twelve-month review of the role of Clerk to the Council via remote means. The committee also conducted a salary review with advice from YLCA and agreed upon a salary increase from Scale LC1 Point 7 to LC1 Point 8, backdated to 3rd June 2020. The Employment Committee is due to meet remotely to agree the next set of objectives in September.
Cllr Lambert stated that the new dog poo signs were up around the village and there are some left over to affix as required.
Cllr Dracup advised that a resident had contacted him about rats near the allotment site. A number of rats had been killed on her property.
Cllr Clark stated that with the backing of the PC, an application for cycling infrastructure measures can be made to the A1 Project Road Safety Fund. This was welcomed by the PC. Additionally, a group of residents with the support of Cononley Primary School is also applying in a bid to tackle some of the parking and congestion issues along Meadow Lane and near to the school.
Cllr Clark stated that things are going well with the Speed Watch group, with regular sessions now on Crosshills Road, Main Street and Skipton Road and additional sessions organised on Cononley Lane and Meadow Lane. The group has gained two new volunteers from the Mill development.
In addition, funding for an additional speed gun has been successful and has now come through. There is an opportunity for the speed watch group to work with the school in order to engage the kids about road safety and speeding.
Cllr Clark attended a virtual YLCA Branch meeting. There is nothing major to report, although the group were disappointed that NYCC Highways were unable to attend again. Cllr Clark will raise the issue of Defibrillators at the next meeting.
Cllr Timbers stated Mike Latham would like to take a volunteer group to Dead Eye. Additionally the Aire Rivers Trust has made contact with the Clerk to ask if they could potentially get involved in any schemes in the village.

Chairman's signature

20.090 Clerk's report.

The Clerk gave a verbal update about the internal audit (circulated) on 3rd July. It was a long-winded Process due to a face-to-face audit not being possible thanks to Covid-19. Almost seventy emails were exchanged with the auditor and this resulted in seven hours additional work for the Clerk and an additional five and a half hours for the auditor. This has resulted in an amended final cost of £290 for the Council for the audit and the Clerk claiming the agreed additional hours.

The Clerk welcomed the in-depth nature of the audit and also the internal audit report which has been circulated to Councillors. The report contains many positives and highlights a small number of areas for improvement. The Clerk was aware of some areas needing attention such as a need to review policies and a need for a Transparency Code. The Council will address any issues on the report. The Councillors accepted the internal report and acknowledged the difficulties in undergoing a remote audit.

20.091 It was agreed that a new quote was needed from the stone waller on letterheaded paper for the repair of the collapsed bowling club wall. The quote should be a proper breakdown and explain the difference in price from the previous quote.

20.092 Any future road safety updates were discussed. It was agreed the Clerk will write to North Yorkshire Highways department to request a site visit about refreshing some of the white lining in the village. Cllr Clark will meet the Highways Manager to discuss.

20.093 Matters for debate and **resolution**:

(a) The Internal Audit and Section one of the Annual Governance Statement (AGAR) was approved.

(b) The Certificate of Exemption from a Limited Assurance Review (AGAR 19/20 Part 2) was approved.

(c) The Accounting Statements 19/20 on AGAR Section 2 and the Public Inspection Period commencement date of 1st September 2020 was approved.

(d) The Explanation of Variances for the AGAR was agreed by the Internal Auditor and approved by the Parish Council.

(e) It was approved to support the Cononley Wildlife Calendar for 2021. Cllr Clark to liaise with Neil Turner. Printing cost prices to be obtained.

(f) The transference of up to £250.00 from the Youth Club funds to the not-for-profit Cononley Wildlife Group was approved.

(g) It was resolved to use a specialist management company to maintain and manage the defibrillator on the Village Institute wall at a yearly cost of £178.00. This is subject to gaining further information from other Parish Councils on how they do it.

(h) The cost of £197.00 plus VAT from Holgate's Engineering was approved for the costs of a supporting frame for the new noticeboard.

20.094 Council Administration and Finance.

The Clerk presented the Schedule of Payments: It was **resolved** to approve the following payments.

Clerk: Salary June £680.72. Clerk: Fixed office expenses £35.00. Clerk: Travel £5.20

Lengthsman- June £253.75 (Parish Council) and Playing Field £167.50.

SLCC Clerks Membership- invoice £44.00.

NYCC: Footpath annual Energy account £280.53 + VAT

NYCC: Footpath annual Maintenance account £187.12 + VAT

Website monthly charges £18.00 including VAT.

PC Corporate Bank Card Direct Debit Service Charge £3.00

Unity Bank, Quarterly Service Charge £18.00.

Greenbarnes Noticeboard £1,607.64 + VAT

Omnis, Dog waste signs £162.00 +VAT

The Clerk's timesheet (June) and the Schedule of Payments (June) were approved.

The Parish Council supports a letter for local lockdown hero's and expenditure up to £35.00, Cllr Clark to arrange this.

The CVI Finance Report for June was approved. The CVI Approved Minutes (April) and the Unapproved Minutes of June were accepted and approved.

Chairman's signature

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- 20.095 It was confirmed that the next meeting of the Parish Council will be held on Tuesday 8th September 2020 at 19.00 via the remote video conference platform, Zoom.
- 20.096 The Parish Council accepted the resignation of Cllr Nick Swain with immediate effect. Thanks were given to Nick for his service to the Parish Council over the last five years by the Councillors present. The Clerk thanked Nick for his unstinting support over the past twelve months as chair of the Council. A gift was presented to Nick from the Parish Council.
- 20.097 The Vice Chair chaired the remainder of the meeting. There were no volunteers to take on the vacant position as chair of the Parish Council. As there is no meeting in August this will be carried forward to the September meeting. The Clerk explained that a rotating chair can be selected on a month by month basis for each meeting if required.

There being no further business, the meeting ended at 21.37

Vice Chairman's signature

Chairman's signature

**MEMBERS OF THE COUNCIL ARE SUMMONED TO ATTEND
A MEETING OF THE CONONLEY PARISH COUNCIL
(TO BE HELD REMOTELY)**

TUESDAY 8TH SEPTEMBER 2020 AT 19.00

VIA VIDEO CONFERENCE PLATFORM, ZOOM

MEETING ID NO: 831 1605 6860

PASSCODE: 679333

OPEN TO PRESS & PUBLIC

Signed: Mr Lee Senior, Clerk & RFO to the Council, 3rd September 2020

AGENDA

1. a) To elect a new chairman of the Parish Council.
b) To elect a chairman for the September Meeting of the Parish Council only.
2. To receive apologies and reasons for absence and to resolve upon acceptance of reasons for absence.
3. To receive declarations of interest from members in addition to those already recorded and to receive and resolve upon any requests for dispensations from members relating to items on the agenda.
4. To receive and approve the minutes of the Council meeting held on 14th July 2020.
(b) To hold a public participation session for members of the public to bring forward items of information relevant to the Council and to speak on items on the agenda (3 minutes per resident maximum).
c) To hear updates from Craven District Council and North Yorkshire County Council Councillors.
d) To receive / consider specific communication from bodies or individuals located outside the parish and which has been sent out to the Councillors.
5. Planning Applications (Note: further documents received before the meeting may be considered)
a) Applications to note and for comment:
Ref: 2020/21903/HH Demolition of garage and construction of side extension at Glen Royd.
Ref: 2020/21902/FUL Retrospective change of use from agricultural land to garden at Winde Lane.
b) Decisions, withdrawals and appeals to be reported:
Ref: 2020/21742/HH Two storey extension and porch extension *Refused*.
6. To note and discuss the Public Path Diversion Order, Footpath No.05.13/25 (Part) Main St, Cononley (circulated). The original PC decision is valid until October.
7. Action list – to report on work in progress and resolve upon any further actions to be taken.
8. Report from Council representatives.
9. Clerk's report:
10. To discuss and note any updates regarding the s106 Planning Gain Funds from the Candelisa development.
11. To discuss and update on the current situation regarding the Covid-19 support network in the village.
12. To discuss and note the three Road Safety Funding Bid applications from the PC, residents and school.
13. Matters for debate and resolution:
 - (a) To approve the Transparency Code for the Parish Council, as produced by NALC (circulated).
 - (b) To note and discuss and agree any action further to the correspondence received (circulated) from a resident regarding the weekend disruption to the village by caravanners and campers.
 - (c) To discuss and agree a further order for the purchase of general dog waste signs (without arrows).
 - (d) To consider the purchase of a general waste bin instead of a third dog bin at a cost of up to £250.

- (e) To approve the printing costs for 200 copies of the Cononley Wildlife Group Calendar at a cost of £725 +VAT.
- (f) To approve the use of a professional pest controller to inspect Meadow Lane Allotment Site and take any necessary action to eradicate any rats found on the site on an ongoing basis, subject to review in December.
- 14. Council administration and finance.
 - (a) To receive the monthly report on assets, maintenance and Council finance and approve budgets, payments, receipts and estimates as scheduled therein. To note July CVI Finance report (circulated).
- 15. To note the date of the next Council meeting.
- 16. Any urgent items to be noted for future meetings.

Mr Lee Senior Clerk & RFO to the Parish Council 3rd September 2020

A MEETING OF THE SOLE TRUSTEES OF THE CONONLEY VILLAGE INSTITUTE & THE SOLE TRUSTEES OF CONONLEY VILLAGE PLAYING FIELD

Cononley Village Institute (CVIAC)

- 1. To receive and/or approve:
 - (a) Signed minutes 29th June (circulated)
 - (b) To note Risk Assessment 12, new Covid-19 procedures and ACRE guidance (circulated)
 - (c) To note the new Special Conditions of Hire and updated standard conditions of hire and booking form (circulated)
 - (d) To note the completion of the Clock Tower works.
 - (e) A finance report for the CVIAC and approve payments, receipts and estimates as scheduled therein.

Cononley Village Playing Field (CVPF)

- 1.
 - (a) To receive an update from the Playing Field Advisory Committee
 - (b) To approve the costs of bark replenishment for the Playing Field using a chosen supplier (based on circulated costs supplied by PFAC)

Mr Lee Senior Clerk & RFO to the Parish Council 3rd September 2020

Minutes of the Meeting of Cononley Parish Council
held remotely via Zoom Platform. Meeting ID: 831 1605 6860
on Tuesday 8th September 2020 at 19.00

Present: Cllrs H Lambert (Vice Chair), K. Clark, D. Timbers, M. Dracup, M. Allum, R. Minton-Taylor
In attendance: The Clerk, CDC Councillor A. Brown (part), NYCC Councillor Mulligan (part) and one member of the public (part).

- 20.098 There were no nominations for the vacant position of Chair of the Parish Council.
- 20.099 In the event of no Chair of the Council being selected Vice Chair, Cllr H. Lambert chaired the meeting.
- 20.100 There were no apologies for absence.
- 20.101 There were no declarations of interest.
- 20.102 The minutes of Parish Council meeting held on 14th July 2020 were received and approved.
- 20.103 (a) Communication received from parish residents on subjects not previously discussed.
Two emails about the disruption from traffic and some general noise issues relating to Riverside Caravan & Camping site were received. The PC will relay the concerns of residents to the owners and invite the owners to attend the next PC Meeting.
An email was received asking about the possibility of a path linking the canal towpath to the A629. The Parish Council agreed the first step is to establish who has ownership of the land between the towpath and A629 road.
- (b) Questions arising from public participation:
The co-applicant of footpath diversion application No 05.13/25 Main Street, Cononley, BD20 8NR updated the Parish Council on the latest position with the application. NYCC had made the the decision to take the application to the formal stage. The co-applicant also reiterated the reasons for the application. The matter was discussed further under item 6 on the Agenda.
- (c) Craven District Councillors or North Yorkshire Councillors present.
Cllr Brown confirmed to the meeting that the markings will be done on 28th -29th September at Moorfoot Lane Car park after two years of working towards getting this work done.
Cllr Brown spoke of his frustration that the local Government re-organisation consultation was taking place during a pandemic. He agrees the structure should be simpler but the risk is it could be harder to get hold of local councillors in the future if numbers of Councillors are radically cut. Cllr Brown suggested cutting many of the offices at NYCC HQ in Northallerton and more staff could work from home permanently. He is unconvinced about some of the projected cost savings of devolution that are being quoted.
Cllr Brown had received some complaints from residents regarding the disruption caused by some vehicles and users of the Riverside Caravan & Camping site at busy times.
Cllr Brown advised the meeting he has received some comments from residents against the proposed footpath diversion and that no one had spoken to him in favour of it.
County Councillor Mulligan spoke about the reorganisation of Local Government and he advised that the local Government Minister responsible for overseeing devolution had resigned. The impact of this on the process is currently unclear. Cllr Mulligan noted the schools had reopened and he's received no negativity towards the process and that all seemed to be going well. He spoke about a recent rise in Covid-19 cases in parts of North Yorkshire. Cllr Mulligan reaffirmed the correct way to reach the police in non-emergency situations is by ringing 101.
Cllr Mulligan finished by reminding the meeting he still had some Locality funding available for community projects.
- (d) The Clerk received an email from NYCC Footpath Officer Mike Lee stating the proposed footpath diversion Order No: 05.13/25 at Gordon Terrace/Main St Cononley had now reached the formal stage. Anyone wishing to formally object has to until 24th September to do so.
- 20.104 (a) The following planning/conservation applications were discussed:
Ref 2020/21903/HH Demolition of garage and new side extension at Glen Royd Cononley. *No Comment.*
Ref 2020/21902/FUL Retrospective change of use from agricultural land to a garden at Windle Lane. *No Comment.*

Chairman's signature

- (b) The following decisions, withdrawals and appeals were all noted:
Ref 2020/21742/HH Two storey extension and porch extension. *Refused*
- 20.105 The matter of the Public Footpath Diversion Order No: 05.13/25 at Gordon Terrace/Main St, Cononley was discussed. The comments from the applicants were acknowledged. It was noted that the application had reached the formal stage and that the earliest the Parish Council could revisit its position is the October meeting. It was agreed the Clerk will reaffirm the position of the Parish Council to NYCC as part of the formal objection. The Parish Council believes there is space for a car to be parked at the rear of the applicant's property without the need to divert the path. The item will also be added to the Agenda of the October Parish Council meeting.
- 20.106 The Action List was presented by the Clerk.
The Clerk had written to two out of the three HGV's companies that had been observed coming through the village. No replies had been received yet.
The Parish Councils SIM card had arrived and the Clerk is to investigate compatibility with a mobile phone.
A contact for Network Rail had been sourced by Marten Lougee and the Clerk will now make contact with Network Rail to ask for a meeting to discuss yellow hatched markings over the level crossing. The Clerk had received a reply from Riverside Caravan and Camping Site stating they will consider some additional brown signage.
Progress continues on the new Parish Council website. David Gulliver has started to supply some material to the Clerk and the web designer.
A pest controller is dealing with the rat issue on the allotments at Meadow Croft after Parish Council agreement. A meeting has also been held with a nearby householder, allotment tenant and Craven District Council.
- 20.107 Report from Council Representatives
Cllr Lambert stated she would like to liaise with the Lengthsman to affix the new dog bins. The Clerk will arrange this. A discussion about emptying the bins then evolved and it was agreed the Clerk would ask Craven District Council for advice on the best way to do this.
Cllr Dracup advised that new noticeboard has been erected with help from some volunteers and Holgate's Engineering who designed a plate to hold the board. There are two keys for the noticeboard.
Cllr Clark stated there seems to be less of a PCSO presence in the village these days. Cllr Brown has a meeting and will raise the matter.
Cllr Clark felt it would be a good idea to publicise future Parish Council meetings on Facebook.
Cllr Timbers stated that the footpath group is active and will meet again next Wednesday. He had prompted NYCC again about the damaged footbridge near Dead Eye pond.
Cllr Timbers also raised the issue of whether the Cononley Wildlife Group can take a lead on the Dead Eye project. This will be added to the Agenda for the October Parish Council meeting.
Cllr Allum suggested that the PC agrees a rotating monthly chairman for the next Parish Council Meeting in advance. This would allow the Councillor for that month to have adequate preparation time.
Cllr Minton-Taylor stated that very few Parish Councils in the local region look after village defibrillators. The matter is to be added to the October meeting Agenda.
Cllr Minton-Taylor also appealed for any lockdown hero stories and indeed short articles in general for the newsletter. The Clerk will provide a quote regarding Nick Swain. It was felt an appeal for volunteers for groups like the Playing Field Advisory Committee would be useful and also a story on Dead Eye.
- 20.108 Clerk's report.
The Clerk had advertised the Parish Council casual vacancy for a Parish Councillor on the village noticeboard and via Electoral Services at Craven District Council as per the statutory requirements. The vacancy had received no applications by the closing date. The Parish Council is now free to consider the co-option of a suitable candidate should any interested party get in touch.
The Clerk had circulated the NALC Employment Briefing note EO1-20 (20-21 National Salary Award) regarding pay scales backdated to 1st April 2020. The Clerk is on Scale LC1 Point 8. This was noted and agreed. There will be a backdated payment to be made to comply with the new NJC rate.

Chairman's signature

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The Clerk reported that he had completed 4/5 modules of the ILCA Course and he hoped to finish the last module soon.

The Clerk would like to reinstate the services of the financial helper moving forward now to help keep on top of accounts and budget data imputing.

Former PC chair Nick Swain is to drop off some PC paperwork with the Clerk.

20.109 Updates regarding the s106 Planning Gain monies.

It was noted that correspondence received from Craven District Council stated that funds from the Candelisa development were now in place and the Parish Council will receive its entitlement subject to the obligatory terms and conditions. The s106 committee of the Parish Council is to arrange a meeting as soon as possible.

20.110 Updates regarding the Covid-19 support network in the village.

There had been no requests for help recently but the email address will remain operational. There are currently three households receiving weekly support, one via the telephone, one with a prescription collection and one other householder requiring support.

20.111 Road Safety Funding Bid applications

Cllr Clark confirmed there had been three separate Road Safety applications made from the Parish Council, the village school Governors and also a resident on Meadow Lane.

20.112 Matters for debate and **resolution**:

(a) The Smaller Authorities (England) Regulations 2015/494 Transparency Code (NALC) was approved.

(b) It was agreed to try and find out how many pitches and fields the Riverside Caravan and Camping Park are allowed to use, following complaints received from some villagers. The Clerk will contact the site owner and invite them to attend the next meeting.

(c) It was agreed to purchase further additional dog general waste signs (without arrows) up to £100.

(d) Deferred.

(e) It was agreed that the Parish Council will pay for the printing costs for 200 copies of the Cononley Wildlife Calendar 2021 at a cost of £725 plus VAT using Briggs printers. Any surplus amounts will be divided and donated to village groups.

(f) It was agreed to use the professional services of AO pest control company to tackle the rat infestation on Meadowcroft allotments. To be reviewed on a monthly basis.

20.113 Council Administration and Finance.

The Clerk presented the Schedule of Payments (8 July-7th September): It was **resolved** to approve the following payments.

Date	Payee	Acc	Net Amount	VAT	Gross Amount
July	Website (1&1)	PC	£18.00		£18.00
July	PC Bank Card payments (£3.00 service charge)	PC	£3.00		£3.00
July	YLCA Audit Costs	PC	£290.00		£194.40
July	Clerk Fixed Office Costs (July)	PC	£35.00		£35.00
July	Merrit & Fryers (allotments materials)	PC	£53.25	£10.65	£63.90
July	Clerk Salary (July)	PC	£800.72		£800.72
July	Clerk's Travel (28 th July)	PC	£4.40		£4.40
July	Lengthsman Invoice	PC	£131.25		£131.25
July	Zoom Invoice	PC	£11.99	£2.40	£14.39
Aug	Cllr Clark (Speedgun reimbursement)	PC	£127.77		£127.77
Aug	Cllr Lambert (dog bins reimbursement)	PC	£187.65	£37.53	£225.18

Chairman's signature

Aug	Website (1&1)	PC	£18.00		£18.00
Aug	Zoom invoice	PC	£11.99	£2.40	£14.39
Aug	PC Bank Card Service charge	PC	£3.00		£3.00
Sep	Clerk (Salary (August))	PC	£653.31		£653.31
Sep	Clerk Office costs (August)	PC	£35.00		£35.00
Sep	Clerk (car travel August)	PC	£16.00		£16.00
Sep	Cllr Clark (Covid voucher reimbursement)	PC	£25.00		£25.00

The Schedule of Payments (8th July -7th September) were approved.

The Clerk's timesheets for July and August were approved.

The bank reconciliations for July and August as presented and previously circulated by the RFO were approved. The PC Current Account had funds of £27,230.06 as of August 31st 2020.

The Parish Council Reserves were £13,466.51 as of August 31st 2020.

20.114 It was confirmed that the next meeting of the Parish Council will be held on Tuesday 13th October 2020 at 19.00 via the remote video conference platform, Zoom.

There being no further business, the meeting ended at 21.11

Chairman's signature

Chairman's signature

**Minutes of Meetings of the the Sole Trustees of
The Cononley Village Institute (223015) and of Cononley Village Playing Field (701641)
held at the Village Institute on Tuesday 8th September 2020,
immediately after the statutory meeting of the Parish Council**

Present: Those members who attended the statutory meeting.

- 20.04 (a) The signed Minutes of 29th June (circulated) were approved.
- (b) Risk Assessment 12, the new Covid-19 procedures and ACRE guidance (circulated) were all noted. It was agreed that the Sole Trustee does not need to approve future Risk Assessments and Covid- 19 procedures. A copy of all documentation can be sent to the PC Clerk. It was agreed that the Sole Trustee will formally offer a 'thank you' to Becky the CVIAC Secretary for all the work she does. The Sole Trustee acknowledges the extra work brought about by Covid-19.
- (c) The new Special Conditions of Hire and updated standard conditions of hire and booking form (circulated) were noted.
- (d) The completion of the Clock Tower works was noted and approved.
- (e) The finance report for the CVIAC and payments, receipts and estimates as scheduled therein were all approved.

Cononley Village Playing Field (CVPF)

- 20.07 The Playing Field Advisory Committee is undertaking a review of the play equipment and will circulate the document when it is available. The Advisory Committee had undertaken a maintenance tidy up recently and the area looked much better.
- 20.08 Matters for debate and resolution:
- (a) There is a need for bark replenishment in selected areas to conform with minimum safety guidelines. The recommendation is that wood bark chips are used this time. There will be an appraisal done into recyclable non-wood alternatives at a later date.
- (b) Expenditure of up to £1,000 was agreed subject to quotes being received, for bark replenishment. Cllr Timbers is to liaise with the Clerk and Lengthsman.
- (c) It was resolved to approve the CVPF payments as scheduled and presented therein.
- Lengthsman: Playing Field charges: £167.50 (July).
E.R Ward: Bunting: £58.00

There being no further business, the meeting ended at 21.31.

Chairman's signature

**MEMBERS OF THE COUNCIL ARE SUMMONED TO ATTEND
A MEETING OF THE CONONLEY PARISH COUNCIL
(TO BE HELD REMOTELY)**

**TUESDAY 13TH OCTOBER 2020 AT 19.00
VIA VIDEO CONFERENCE PLATFORM, ZOOM**

MEETING ID NO: 832 7874 8446

PASSCODE: 545149

OPEN TO PRESS & PUBLIC

Signed: Mr Lee Senior, Clerk & RFO to the Council, 6th October 2020

AGENDA

1. (a) To receive the written resignation of Cllr Lambert from the position of chairman of Cononley PC.
(b) To elect a Chairman to fill the vacancy in this office.
2. To receive apologies and reasons for absence and to resolve upon acceptance of reasons for absence.
3. To receive declarations of interest from members in addition to those already recorded and to receive and resolve upon any requests for dispensations from members relating to items on the agenda.
4. To receive and approve the minutes of the Council meeting held on 8th September 2020.
(b) To hold a public participation session for members of the public to bring forward items of information relevant to the Council and to speak on items on the agenda (3 minutes per resident maximum).
c) To hear updates from Craven District Council and North Yorkshire County Council Councillors.
d) To receive / consider specific communication from bodies or individuals located outside the parish and which has been sent out to the Councillors.
5. Planning Applications (Note: further documents received before the meeting may be considered)
a) Applications to note and for comment:
Ref: 2020/22020/TCA Conservation area, pruning of trees at Kings House, Crosshills Rd, Cononley.
Ref: 2020/21957/TCA TPO works application. To fell one ash tree, remove a sycamore branch hanging over the road on land off Netherghyll Lane, Cononley.
Ref: 2020/21870/MMA Minor amendment to 2018/19492/FUL at Great Gibb Farm, Stockshott Lane deadline date 1st Oct. *No comment (now granted see below)*.
b) Decisions, withdrawals and appeals to be reported:
Ref: 2020/21703/MMA Minor amendment of APP/C2708/W/19/3228674 (2018/18988/FUL) to allow triple garage, Location: Site North of Glen Royd, Woodside Lane Cononley. *Granted*
Ref: 2020/21870/MMA Minor amendment of Condition no2 (2018/19492/FUL) Great Gibb Farm. *Granted*.
6. To note and discuss the Public Path Diversion Order, Footpath No.05.13/25 (Part) Main St, Cononley (circulated). The original PC decision can be revisited as six months as now elapsed.
7. To discuss and consider any action regarding Riverside Caravan & Camping Park and the complaints received from residents about disruption in the village at busy periods.
8. Action list – to report on work in progress and resolve upon any further actions to be taken.
9. (a) To discuss and consider any updates regarding the s106 Planning Gain Funds from the Mill development.
(b) To discuss increasing allotment provision in the village using s106 funds.
10. To discuss and update on the current situation regarding the Covid-19 support network in the village.
11. To receive an update on Dead Eye Pond and discuss any matters arising from it.

12. Report from Council representatives.
13. Clerk's report.
14. Matters for debate and resolution:
 - (a) To discuss and take any necessary action regarding future management of the village defibrillator
 - (b) To discuss and agree to the purchase of a planter at a cost of up to £500 for the Moorfoot Lane car park, further to the improvement work done by Craven District Council.
 - (c) To discuss and agree to the purchase cost of up to £1,000 for Christmas tree lights to be located in the Playing Field.
 - (d) To discuss and agree to the purchase of a new mower/spiker for the Bowling Club at a cost of £12,576. This purchase is using s106 funding.
 - (e) To approve the printing costs for a batch of volunteering leaflets via Briggs printers up to £100.00.
 - (f) To discuss and consider the purchase of two allotment notice boards, one for each allotment site.
15. Council administration and finance.
 - (a) To receive the monthly report on assets, maintenance and Council finance and approve budgets, payments, receipts and estimates as scheduled therein.
16. To note the date of the next Council meeting.
17. Any urgent items to be noted for future meetings.

Mr Lee Senior Clerk & RFO to the Parish Council 7th October 2020

A MEETING OF THE SOLE TRUSTEES OF THE CONONLEY VILLAGE INSTITUTE & THE SOLE TRUSTEES OF CONONLEY VILLAGE PLAYING FIELD

Cononley Village Institute (CVIAC)

1. To receive and/or approve:
 - (a) Signed minutes 27th July and Draft Minutes 28th September (circulated).
 - (b) To note the Action List (circulated).
 - (c) To note the new Covid-19 Risk Assessment (circulated).
 - (d) To note the request for the Sole Trustee to fund any future Clock Tower maintenance and repairs.
 - (e) A finance report for the CVIAC and approve payments, receipts and estimates as scheduled therein.

Cononley Village Playing Field (CVPF)

1. (a) To receive and note the Playing Field Advisory Committee Minutes from 21.09.20 and discuss any updates and matters arising from them.
 - (b) To note and discuss the advisory document from the PFAC chair, highlighting a number of safety concerns and agree any possible course of action.

Mr Lee Senior Clerk & RFO to the Parish Council 7th October 2020

Minutes of the Meeting of Cononley Parish Council
held remotely via Zoom Platform. Meeting ID: 832 7874 8446
on Tuesday 13th October 2020 at 19.00

Present: Cllrs M. Allum (Chair), H. Lambert, K. Clark, D. Timbers, R. Minton-Taylor
In attendance: The Clerk and two members of the public (part).

- 20.115 The Parish Council received the resignation of Cllr Lambert from the position of Chair of the Parish Council. Cllr Lambert will remain as Vice Chair.
- 20.116 Cllr M. Allum was elected as chair of the Council and proceeded to chair the meeting.
- 20.117 Apologies for absence were received from Cllr M. Dracup and District Councillor Andy Brown.
- 20.118 There were no declarations of interest.
- 20.119 The minutes of Parish Council meeting held on 8th September 2020 were received and approved.
- 20.120 (a) Communication received from parish residents on subjects not previously discussed.
An email had been received regarding the ceasing of the clock chiming at the Institute and asking will this recommence. Cllr Allum confirmed the clock chime should now be working.
The Clerk had received an email from a resident enquiring about becoming a Councillor. The Clerk had sent out the forms and matters are progressing.
- (b) Questions arising from public participation:
The applicant of Public Footpath Diversion Order No: 05.13/25 at Gordon Terrace/Main St, Cononley 8NR addressed the meeting. He stated that the responses were 2:1 in favour of the application, versus those against. The resident said he believed the diversionary footpath provided better visibility along Netherghyll Lane and Skipton Road than the exiting path. The resident had received some threatening and upsetting comment from some quarters, which had been reported. He confirmed that due to his health he will soon need a mobility car which will be larger than his current car. This means there would be insufficient space for parking at the rear in the future.
Another member of the public present spoke in further of the footpath diversion application. She stated that she agreed with all the applicant's comments and could see no reason why the Parish Council wouldn't support it. The resident believed the current path to be not fit for purpose.
- (c) There were no Craven District Councillors or North Yorkshire Councillors present.
- (d) The Clerk had received correspondence from the NYCC definitive Footpath Officer, stating that the date for any further concerns, withdrawal of objections, or changes of opinion be forwarded to NYCC no later than 23rd October.
An approach for PC representation at the scaled down Remembrance Day Service had been received from Rev Bacon. Cllr Clark is to attend to represent the Parish Council.
- 20.121 (a) The following planning/conservation applications were discussed:
Ref: 2020/22020/TCA Conservation area, pruning of trees at Kings House, Cononley. *No comment.*
Ref: 2020/21957/TCA TPO works application off Netherghyll Lane, Cononley. *No comment.*
Ref: 2020/21870/MMA Minor amendment to 2018/19492/FUL at Great Gibb Farm. *No comment.*
- (b) The following decisions, withdrawals and appeals were all noted:
Ref: 2020/21703/MMA. *Granted.*
Ref: 2020/21870/MMA. *Granted.*
Ref: 2020/21903/HH. *Granted*
- 20.122 The matter of the Public Footpath Diversion Order No: 05.13/25 at Gordon Terrace/Main St, Cononley was formally discussed. The comments from the applicant were acknowledged.
Cllr Allum summarised the situation and moved this item forward for the Parish Council to make a decision, further to any further Councillor comments. Individually each Councillor spoke against the application and reaffirmed their support for the original objection made by the Parish Council in April 2020. It was therefore resolved that the Parish Council maintains its objection to the Diversion Order and the original decision is therefore upheld. The Clerk will inform NYCC.
- 20.123 The issue of the noise and disruption to the village at busy times by some users of the Riverside Caravan & Camping site was discussed. The complaints to the Clerk by some villagers were noted. The PC had received a reply to the matters raised from the site owner. The owner was purchasing some brown signage to try and make directions to the site clearer. The PC had also received some

Chairman's signature

background information from the Craven District Council Enforcement team. It was acknowledged the PC has no direct statutory power in matters of this type. It was agreed that an informal approach is the best way forward. To that end Cllr Minton-Taylor and CDC Councillor Andy Brown would assist with mediation.

20.124 The Action List was presented by the Clerk.

The Lengthsman currently has the donated allotment bench in his workshop for remedial work and painting. He is also looking into ways to fix it to the ground near the agreed location of plot 51.

The Pest Controller had seen no evidence of activity on his last two visits to the allotment site and therefore the Clerk requested an invoice which has now been received.

The Clerk had contacted Craven District Council regarding the emptying the two PC funded dog waste bins. CDC are not willing to empty the additional two bins. They do not believe there is a case for extra bin provision despite the increase in housing in the village.

The monthly Parish Council meeting details were now being advertised on Facebook. It is hoped more notice can be given moving forward.

The new website is progressing nicely. The current website has some out of date elements that need updating in due course.

Progress had been made with arranging a meeting with Network Rail, over the possibility of a yellow hatched box over the level crossing. It is hoped a meeting can be arranged for late October or early November. The Clerk is currently investigating suitable mobile phones for the Council SIM card.

20.125 The s106 committee held a meeting with the Project Liaison Officer at Craven District Council.

The way forward was reaffirmed regarding the criteria for purchases with s106 monies. The Parish Council needs evidence of three quotes and will need to reclaim the VAT for all purchases. CDC will reimburse the invoices as net repayments. The spending of s106 monies will be a gradual process with many future ideas in the pipeline. The five-year period during which the funds have to be spent commenced on 1st September 2020.

The sketches by a landscape architect showing potential Playing Field developments, for future consultation were discussed.

20.126 The Covid-19 support network is still very much active in the village. Enquiry levels are much the same as last month. NYCC have re-advertised the group's details within their own network.

20.127 The Dead Eye project continues to take shape. The group would like to continue with the current situation whereby the steering group, consisting of members of the wildlife group and councillors, oversee the project.

20.128 Report from Council Representatives

Cllr Clark explained that a reply from YLCA was expected regarding the issues that were raised to NYCC Highways Department at the last Virtual Craven District Council Branch Meeting.

Cllr Clark had obtained details of a company from the meeting that specialises in looking after defibrillators. This information is to be passed on to Cllr Minton-Taylor.

Cllr Clark stated that 42 wildlife calendars have been sold to date.

Cllr Clark updated the meeting about local Highways matters. The white lining on Meadow Lane had been temporarily delayed. The outcome of the Road Safety Fund applications is also delayed due to the sheer number of applicants. The outcome is due to be announced by the end of October.

Cllr Timbers stated that the footpath group had cleared the path near the YW works (footpath 05.13/10/1). Cllr Timbers had received an email from a resident asking if a kissing gate located on the edge of the Yorkshire Water land could be changed to make access easier. Cllr Timbers subsequently got in touch with Yorkshire Water regarding the possibility of improving access to the area and replanting some native plants.

20.129 Clerk's report.

The Clerk advised the meeting that an approach had been made by a resident with a view to joining The Parish Council via the co-option process. The Clerk had sent out the relevant information and the forms are currently being filled in. The Clerk will circulate relevant information in due course.

The Clerk updated the meeting that he had re-engaged the services of our financial helper, given that six months of the current tax year has elapsed.

An offer to re-let allotment plot number 9 will now be made, given the improvement in the situation with pest control.

The Clerk had received two emails from prospective volunteers, offering their services to groups in

Chairman's signature

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the village, further to the recent poster campaign.
Dialogue had now been established with the local PCSO.

20.130 Matters for debate and **resolution:**

- (a) In view of the additional information obtained by Cllr Clark this item was deferred.
- (b) It was agreed to purchase a planter at a cost of up to £500 for the Moorfoot Lane car park, if required. This is subject to and dependent upon any further developments at the car park.
- (c) It was agreed to spend up to the budgeted amount of £1,000 for Christmas lights to be located at the Bandstand and the Village Institute building. Two quotes have been received.
- (d) The purchase of a new mower/spiker for use by the Bowling Club at a cost of £12,576 using s106 funding was agreed. Three quotes have been received.
- (e) It was agreed to fund printing costs of £65.00 for volunteering leaflets using Briggs Printers.
- (f) It was agreed to use s106 funds (subject to the criteria being met) for the purchase of two Notice Boards, one for each allotment site, subject to quotes being received.

20.131 Council Administration and Finance.

The Clerk presented the Schedule of Payments (8th September-7th October) which was approved: It was therefore **resolved** to approve the following payments:

Month	Payee	Acc	Net Amount	VAT	Gross Amount
Aug	Lengthsman	PC	£201.25		£201.25
Aug	Merrit & Fryers (allotments materials) limestone	PC	£21.30	£4.26	£25.56
Aug	Merrit & Fryers (allotments materials) (key & lock)	PC	£14.06	£2.81	£16.87
Sept	Rialtus (Allotments Software renewal)	PC	£124.00	£24.80	£148.80
Sept	Website (1&1)	PC	£18.00		£18.00
Sept	Zoom inv (paid via card)	PC	£11.99	£2.40	£14.39
Sept	PC Bank Card Service charge	PC	£3.00		£3.00
Sept	Holgates Eng (N'board)	PC	£197.00	£39.20	£236.40
Sept	Unity Bank Quarterly service charge	PC	£18.00		£18.00
Oct	Clerk (Salary (Sept))	PC	£824.77		£824.77
Oct	Clerk Office costs (Sept)	PC	£35.00		£35.00
Oct	Clerk Travel (Sept)	PC	£5.20		£5.20

The Clerk's timesheet for September was approved.

The bank reconciliations for September as presented and previously circulated by the RFO were approved. The PC Current Account had funds of £25,757.10 as of September 30th 2020.

The Parish Council Reserves were £13,466.51 as of September 30th 2020.

20.132 It was confirmed that the next meeting of the Parish Council will be held on Tuesday 10th November 2020 at 19.00 via the remote video conference platform, Zoom.

There being no further business, the meeting ended at 20.59.

Chairman's signature

Chairman's signature

**Minutes of Meetings of the the Sole Trustees of
The Cononley Village Institute (223015) and of Cononley Village Playing Field (701641)
held at the Village Institute on Tuesday 13th October 2020,
immediately after the statutory meeting of the Parish Council**

Present: Those members who attended the statutory meeting.

- 20.05 (a) The signed Minutes of 27th July (circulated) were approved. The unsigned Minutes of 28th September (circulated) were noted.
- (b) The CVIAC Action List (circulated) was noted.
- (c) The new Covid-19 Risk Assessment was approved.
- (d) The request for the Sole Trustee to fund future clock tower maintenance and repairs was informally discussed. It was agreed that a formal decision could be made once the Sole Trustee is in receipt of maintenance costings. A budget would need to be agreed by the Sole Trustee for the 2021-22 financial year.
- (e) The finance report for the CVIAC and payments, receipts and estimates as scheduled therein were all noted.

Cononley Village Playing Field (CVPF)

- 20.09 The Playing Field Advisory Committee minutes from 21.09.20 (circulated) were noted and approved. There were no matters arising from them requiring further discussion.
- 20.10 Matters for debate and resolution:
- (a) The working document by The Playing Field Advisory Committee Chair (circulated) was noted. The Sole Trustee notes that the Advisory Committee will draft up a priority list of actions needed with safety the primary consideration.
- (b) It was resolved to approve the CVPF payments as scheduled and presented therein.
- Lengthsman: charges: £167.50 (August).
- M.Bashforth (wall repairs) £2,000 plus VAT.

There being no further business, the meeting ended at 21.17.

Chairman's signature

**MEMBERS OF THE COUNCIL ARE SUMMONED TO ATTEND
A MEETING OF THE CONONLEY PARISH COUNCIL
(TO BE HELD REMOTELY)**

TUESDAY 10TH NOVEMBER 2020 AT 19.00

VIA VIDEO CONFERENCE PLATFORM, ZOOM

MEETING ID NO: 835 7518 0661

PASSCODE: 796826

OPEN TO PRESS & PUBLIC

Signed: Mr Lee Senior, Clerk & RFO to the Council, 5th November 2020

AGENDA

1. (a) To receive the written resignation of Cllr Allum from the position of chairman of Cononley PC.
(b) To elect a Chairman to fill the vacancy in this office.
(c) To co-opt Blair Mitchell as a member of the Parish Council as per the PC co-option policy.
2. To receive apologies and reasons for absence and to resolve upon acceptance of reasons for absence.
3. To receive declarations of interest from members in addition to those already recorded and to receive and resolve upon any requests for dispensations from members relating to items on the agenda.
4. To receive and approve the minutes of the Council meeting held on 13th October 2020.
(b) To hold a public participation session for members of the public to bring forward items of information relevant to the Council and to speak on items on the agenda (3 minutes per resident maximum).
c) To hear updates from Craven District Council and North Yorkshire County Council Councillors.
d) To receive / consider specific communication from bodies or individuals located outside the parish and which has been sent out to the Councillors. *NYCC Diversionary Footpath update.*
5. Planning Applications (Note: further documents received before the meeting may be considered)
a) Applications to note and for comment:
None.
b) Decisions, withdrawals and appeals to be reported and noted:
Ref: 2020/21959/MMA To vary condition No2 of the previous application Ref No: 2019/20172/MMA Station Works, Cononley. *Granted.*
Ref: 2020/21751/VAR Minor amendment of Application (2017/18192/FUL). *Granted.*
Ref:2020/22017/HH. Rear Extension, Sun St, Cononley. *Granted.*
6. To receive updates on the Road Safety Action funding application and to take any necessary action resulting from it.
7. To note any updates and agree the way forward regarding the parcel of land between the canal towpath and A629 road at Cononley Lane End.
8. i) To note the resignation of the self-employed external financial helper.
ii) To agree to the re-advertisement and appointment of a replacement self-employed financial helper as per the Minute ref: 20.025 (c) up to 120 hours per annum as required, under the direction of the Clerk/RFO.
9. Action list – to report on work in progress and resolve upon any further actions to be taken.
10. To receive any updates and agree any further action regarding the complaints received about noise and disruption from some users of Riverside Caravan & Camping Park at busy periods.
11. To discuss any updates regarding the s106 Planning Gain Funds from the Mill Development and to take any further actions.

12. To receive an update on the current situation regarding the Covid-19 support network in the village.
13. To discuss and agree to supporting the creation of appropriate welcoming 'Village Gateways' where it is practical to do so, in liaison with North Yorkshire County Council, Highways department.
14. Report from Council representatives.
15. Clerk's report.
16. Matters for debate and resolution:
 - (a) i To approve the addition of the new mower/spiker machine to the Parish Council Asset Register
 - ii To approve the increase in the PC insurance premium of £345 per annum to incorporate the mower/spiker machine with a pro-rata increase in the remaining 2020 insurance premium of up to £110.00.
17. Council administration and finance.
 - (a) To receive the monthly report on assets, maintenance and Council finance and approve budgets, payments, receipts and estimates as scheduled therein.
18. To note the date of the next Council meeting.
19. Any urgent items to be noted for future meetings.

Mr Lee Senior Clerk & RFO to the Parish Council 5th November 2020

A MEETING OF THE SOLE TRUSTEES OF THE CONONLEY VILLAGE INSTITUTE & THE SOLE TRUSTEES OF CONONLEY VILLAGE PLAYING FIELD

Cononley Village Institute (CVIAC)

1. To receive and/or approve:
 - (a) Any Minutes presented.
 - (b) To note the request for the Sole Trustee to fund any future Clock Tower maintenance and repairs (historical figures from Smiths of Derby circulated).
 - (c) To discuss a request for the PC to pay room hire charges for future Council meetings including the Public Meeting and any consultation events.
 - (e) A finance report for the CVIAC and approve payments, receipts and estimates as scheduled therein.

Cononley Village Playing Field (CVPF)

1. (a) To receive and note any requests from the Playing Field Advisory Committee based on any urgent safety or maintenance issues.
 - (b) To receive an update of the delivery of bark from Gravelmaster.
 - (c) To approve any payments, receipts and estimates as scheduled therein.

Mr Lee Senior Clerk & RFO to the Parish Council 5th November 2020

Minutes of the Meeting of Cononley Parish Council
held remotely via Zoom Platform. Meeting ID: 835 7518 0661
on Tuesday 10th November 2020 at 19.00

Present: Cllrs K. Clark (Chair), D. Timbers, M. Allum, M. Dracup, B. Mitchell (part)

In attendance: The Clerk, County Councillor P. Mulligan, one member of the public (part)

- 20.133 The Parish Council received the resignation of Cllr Allum from the position of Chair of the Parish Council.
- 20.134 Cllr K. Clark was elected as chair of the Council and proceeded to chair the meeting.
- 20.135 The Parish Council selected Mr Blair Mitchell to be co-opted onto the Parish Council. There were no other applications for the co-opted post of Parish Councillor.
- 20.136 Apologies for absence were received from Cllr H. Lambert, Cllr R. Minton-Taylor and District Councillor Andy Brown.
- 20.137 There were no declarations of interest.
- 20.138 The minutes of Parish Council meeting held on 13th October 2020 were received and approved.
- 20.139 (a) Communication received from parish residents on subjects not previously discussed.
None.
- (b) Questions arising from public participation:
The member of the public present attempted to update the meeting on the progress made at the level crossing. However, technical issues caused him to leave the meeting. Cllr Timbers agreed to relay the same information under his Councillor update.
- (c) Updates from Craven District Councillors or North Yorkshire Councillors present.
County Councillor P. Mulligan spoke about devolution. He explained how there were two plans which will be decided upon after further consultation with the public and District and Parish councils. One option is for a single new Unitary Council. The other is for two new Unitary Councils, based on a geographical split between the East and West of North Yorkshire. Under this scenario Cononley would be in the Western side. Cllr Mulligan believes in the longer-term that devolution will bring large cost savings to North Yorkshire and also less confusion for the public with less tiers of management. Devolution has worked well in other areas historically. Parish Councils will not be forced to take on extra services but dialogue can take place with any PC showing an interest in taking on services. Cllr Mulligan said there is major doubt about next year's elections taking place due to devolution. Instead, elections are more likely in May 2022 with a five-year term.
Cllr Mulligan stated he had around £5,000 of locality funding left for community projects. The deadline date to apply is 31st January 2021. There is also some environmental highways funding available.
- (d) The Clerk had received correspondence from the NYCC confirming the Footpath Diversion application No 05. 13/25, 124 Main Street, Cononley BD20 8NR is an opposed order. Therefore, a report will now be sent to the NYCC Corporate Director (Business and Environment Services) for a decision on referral of the Order to the Secretary of State for the Environment. If referred, a Planning Inspector will be appointed. This process currently has a 24-month delay.
The Clerk had received a letter from the leader of NYCC updating the PC on the latest situation regarding devolution.
- 20.140 (a) There were no planning/conservation applications received for discussion:
(b) The following decisions, withdrawals and appeals were all noted:
Ref: 2020/21959/MMA To vary condition No2 of the previous application Ref No: 2019/20172/MMA Station Works, Cononley. *Granted.*
Ref: 2020/21751/VAR Minor amendment of Application (2017/18192/FUL). *Granted.*
Ref:2020/22017/HH. Rear Extension, Sun St, Cononley. *Granted.*
- 20.141 Updates on the Road Safety Action funding application.
The cycle infrastructure funding had mistakenly been awarded in error due to a mix up with another bid. The mistake was realised before any funds had been allocated. Highways advised that Cononley Lane is not wide enough for a cycle lane all the way up it. Cllr Clark is waiting to hear back from the funding body as to whether re-submission of an alternative scheme is possible.

Chairman's signature

- The resident on Meadow Lane had been awarded 40% of her bid. No news yet of the outcome of the funding bid submitted by the Cononley School governing body.
- 20.142 To receive updates on the parcel of land between the canal towpath and A629 road.
The Parish Council is currently investigating costings for a surfaced path to link the towpath with the A629 road near to Cononley Lane End. It has been confirmed that ownership of the parcel of land lies with The Canal and River Trust.
- 20.143 Resignation of self-employed Financial Helper.
It was noted the PC's financial helper had written to the Clerk to resign due to ill-health. Therefore, the arrangement the Council had with her is terminated with immediate effect.
It was resolved to advertise via YLCA at the rate of £15 and other channels such as Facebook as appropriate to seek a replacement. It was agreed that someone with understanding of the sector would be better as although it isn't necessary to be a qualified accountant, some specialist knowledge of local government accounting and financial practices is desirable.
- 20.144 Action List
Network Rail held a meeting with Cllr Timbers and Marten Lougee regarding the painting of yellow hatchings at the level crossing.
It was agreed that the grit bin on Moorfoot Lane car park should be moved back to its original location as its currently taking up a parking space. The lengthsman to action.
The Clerk has done some updates on the current website. It is better than it was but still needs some more tweaking.
The new website is progressing and the Clerk is in regular dialogue with the web designer. The plan is to work towards a finish date when a full check of the site can take place before it goes live.
The situation with the rats on the allotments is now resolved and the pest controller has finished his work on the site. The allotment site has a new tenant on plot 9.
- 20.145 To receive any updates regarding Riverside Caravan & Camping Park.
It was understood that District Councillor Brown would have an informal chat with the site owner to discuss complaints raised along with Cllr Minton-Taylor.
Additionally, the Clerk will contact the Craven District Council, Enforcement Officer to ask for any further background on the history of the Riverside Caravan & Camping site. It was agreed this matter will become a regular standing item on the Agenda.
- 20.146 To discuss any updates regarding the s106 Planning Gain Funds from the Mill Development.
The s106 committee is working through draft plans for the Playing Field with the landscape architect. Mike Latham of the Dead Eye Steering Group prepared a cost estimate for proposed development of Dead Eye Pond, in line with advice from Prof J. Grey. Potential development includes new fencing, gates, tree planting and dipping platform with an estimated cost of £5,500. Additionally, a cost estimate is being prepared for potential dredging works. As well as utilising s106 monies a funding application will be made to Yorkshire Water.
There is a s106 committee Zoom meeting on 12th November to discuss all s106 matters.
- 20.147 Covid-19 village support network.
The group is still operational. There have been no new requests for assistance since the last meeting despite the commencement of lockdown 2.0.
- 20.148 The creation of welcoming Village Gateways.
The idea evolved as a speed management concept further to the questions raised at the YLCA Craven Branch meeting in October. Village gateways help to create 'a sense of place' when drivers enter a village and are recognised as being consistently effective in reducing vehicle speeds. Cllr Clark had a meeting with NYCC Highways last week to look at gateway options and features for Crosshills Road. A gateway on the grass verge near the 30mph sign was discussed. A chicane for Cononley Lane was also discussed if there is sufficient visibility. Skipton Road is still being considered.
Smaller gateways cost around £800 and there are potential funding streams available. Cllr Clark will contact Glasdon as recommended by Highways for options and costs.
- 20.149 Report from Council Representatives
Cllr Clark had represented the Parish Council by laying a wreath for Remembrance Day at the Memorial. Cllr Clark confirmed that to date 93 calendars have been sold. There are 107 left. The costs for the printing already been recouped.

Chairman's signature

Cllr Clark confirmed the white lining on Meadow Lane had been delayed due to NYCC having issues with their contractors. The new 20mph sign has been ordered and the new school sign has also been ordered. Cllr Clark confirmed she had received the new dog waste signs from Cllr Lambert. Cllr Clark will arrange to have holes added to them at Omnis in Skipton.

Cllr Clark felt that there are possibly not enough volunteers to run the 'Christmas in Cononley' idea. This was noted.

Cllr Dracup stated he'd been approached by some residents on Netherghyll Lane about the flood prevention work being done on the river bank. Steel cages had been placed alongside the river along with the associated earthworks. Back Lane had been churned up a little. It was felt that Environmental Agency permission would be needed. Cllr Dracup will liaise with CDC Cllr Brown and investigate further.

Cllr Timbers confirmed the meeting he attended with Marten Lougee (Station Users Group) and the local Network Rail Level Crossing manager had gone well. The PC highlighted that the section of Main Street often becomes congested especially when the campsite is busy and cars park illegally on the double yellow lines near the crossing. The PC requested that yellow hatchings be painted on the crossing to highlight this area. At the time of meeting the paint work had been completed.

Network Rail also indicated that signs warning drivers about the crossing could also be affixed. This is under the control of NYCC Highways department.

Cllr Timbers had made contact with Yorkshire Water regarding the land at the sewerage works. This area has potential to be improved in two ways; improving access along the footpath and secondly there is potential for a small conservation area. The first task is to ascertain if the land is leased. Cllr Timbers confirmed the damaged bridge at Dead Eye will be closed for at least another six months further to an update from NYCC. To date the bridge had been closed for 18 months.

The footpath group had reported two issues to NYCC. These are damage to a kissing gate near the river and a collapsed wall at the footpath exit of the allotment (Shady Lane side).

Cllr Mitchell raised a safety issue with the path off Moorfoot Lane into the Candelisa development. This path is in effect a pedestrian and cycle route and it leads into a blind corner. Despite the bollard in place, site vehicles are using this as a link to access Moorfoot Lane. Cllr Mitchell will contact Candelisa to ask if anything can be done to alleviate the risk of an accident.

20.150 Clerk's report.

The Clerk reminded the Council of the current budget figures and stressed the need for the PC to agree the budget for the year 21-22 during Autumn or early winter. None of the current budget headings were so far overspent during this financial year. The Clerk asked Councillors to focus on the next budget requirements as it will be an Agenda item at the December meeting.

The Clerk had circulated the ILCA completion certificate and advised the PC that the next step for training accreditation is the CiLCA course. This should be discussed via the Employment Committee if possible.

A full site visit of the Pinfold (looking good apart from Back Lane being churned up) Playing Field and Allotments was undertaken by the Clerk. The work on the shared greenhouse allotment plot is continuing and the Lengthsman is to source several fruit trees for the cleared area. The fencing around the plot is quite unsteady in parts.

The Lengthsman advised that the mains switch for the power at the bandstand is accessed at the Bowling Club.

A second PC representative is needed for the Playing Field Trust.

20.151 Matters for debate and **resolution**:

(a) The addition of the new mower and new spiker machines to the Parish Council Asset Register was approved.

(b) The increase in the PC insurance premium of £345 per annum to incorporate the mower and spiker machines with a pro-rata increase in the remaining 2020 insurance premium was approved.

20.152 Council Administration and Finance.

The Clerk presented the Schedule of Payments (8th October-7th November) which was approved: It was therefore **resolved** to approve the following payments:

Chairman's signature

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INV/Due Period	Payee	Payment Account	Net Amount	VAT	Gross Amount
Sept inv	Lengthsman	PC	£122.50		£122.50
Oct	AO Pest Control (allotments)	PC	£600.00		£600.00
Oct	Briggs Printers (Calendar)		£700.00	£140.00	£840.00
Oct	Website (1&1)	PC	£15.00	£3.00	£18.00
Oct	Zoom invoice	PC	£11.99	£2.40	£14.39
Oct	PC Bank Card Service charge	PC	£3.00		£3.00
Oct	Merritt & Fryers (acrylic sheet)	PC	£27.20	£5.44	£32.64
Oct	Clerk (Salary (October))	PC	£702.90		£702.90
Oct	Clerk Office costs (October)	PC	£35.00		£35.00
Oct	Omnis Services (Dog signs)	PC	£60.00	£12.00	£72.00
Oct inv	Lengthsman	PC	£184.75		£184.75

The Clerk's timesheet for October was approved.

The bank reconciliations for October as presented and previously circulated by the RFO were approved. The PC Current Account had funds of £34,602.80 as of October 31st 2020.

The Parish Council Reserves were £13,466.51 as of October 31st 2020.

20.153 It was confirmed that the next meeting of the Parish Council will be held on Tuesday 8th December 2020 at 19.00 via the remote video conference platform Zoom.

There being no further business, the meeting ended at 20.36.

Chairman's signature

Chairman's signature

**Minutes of Meetings of the Sole Trustees of
The Cononley Village Institute (223015) and of Cononley Village Playing Field (701641)
held at the Village Institute on Tuesday 10th November 2020,
immediately after the statutory meeting of the Parish Council**

Present: Those members who attended the statutory meeting.

- 20.06 (a) There were no recent Minutes to approve.
(b) The request from CVIAC for the Sole Trustee to fund the financial costs for future repairs, maintenance and annual service of the Institute clock was agreed.
(c) The request from CVIAC for the Sole Trustee/ Parish Council to pay room hire charges for Council meetings and any future consultations was rejected.
(d) It was agreed that CVIAC could transfer the amount of £5176 of the Covid Grant into Unrestricted Funds to cover the estimated revenue loss in the first half of the year. This will ensure continuing cash flow.
(e) The finance report for the CVIAC and payments, receipts and estimates as scheduled therein were all noted.

Cononley Village Playing Field (CVPF)

- 20.11 Cllr Timbers gave a verbal update from the Playing Field Advisory Committee. More volunteers would be welcome but matters are ticking along nicely.
Cllr Timbers advised that the committee had organised a Run for Fun event that raised £225.00 for the Playing Field.
The bark delivery had been delayed but is now expected later this week.
- 20.12 Matters for debate and resolution:
(a) It was agreed that Councillor Blair Mitchell would join the Advisory Committee as the second Sole Trustee representative alongside Councillor Timbers.
(b) It was resolved to approve the CVPF payments as scheduled and presented therein.
Lengthsman: charges: £303.75.
A donation of £250.00 from the Secret Drawer in Skipton was noted. This was gratefully received due to the loss of income resulting from Covid-19.

There being no further business, the meeting ended at 21.11.

Chairman's signature

**MEMBERS OF THE COUNCIL ARE SUMMONED TO ATTEND
A MEETING OF THE CONONLEY PARISH COUNCIL
(TO BE HELD REMOTELY)**

**TUESDAY 8TH DECEMBER 2020 AT 19.00
VIA VIDEO CONFERENCE PLATFORM, ZOOM**

Meeting ID: 883 8439 8164
Passcode: 329756

OPEN TO PRESS & PUBLIC

Signed: Mr Lee Senior, Clerk & RFO to the Council, 3rd December 2020

AGENDA

1. (a) To receive the written resignation of Cllr Clark from the position of chairman of Cononley PC.
(b) To elect a Chairman to fill the vacancy in this office.
(c) To note and accept the resignation of Cllr R. Minton-Taylor as a member of the Parish Council.
2. To receive apologies and reasons for absence and to resolve upon acceptance of reasons for absence.
3. To receive declarations of interest from members in addition to those already recorded and to receive and resolve upon any requests for dispensations from members relating to items on the agenda.
4. a) To receive and approve the minutes of the Council meeting held on 10th November 2020.
b) To hold a public participation session for members of the public to bring forward items of information relevant to the Council and to speak on items on the agenda (3 minutes per resident maximum).
c) To hear updates from Craven District Council and North Yorkshire County Council Councillors.
d) To receive / consider specific communication from bodies or individuals located outside the parish and which has been sent out to the Councillors. *Draft Consultation document response D. Gulliver. Census information-Craven District Council.*
5. Planning Applications (Note: further documents received before the meeting may be considered)
a) Applications to note and for comment:
Ref: 2020/22119/HH Removal of caravan and build a single story annexe, The Crag, Cross Hills Rd, Cononley BD20 8JU.
Ref: 2020/22218/FUL Proposed dwelling (revised design and site area) off Netherghyll Lane.
b) Decisions, withdrawals and appeals to be reported and noted:
Ref: None
6. To discuss and agree the Parish Council response to the Draft Consultation Area document (circulated)
7. To discuss and note any updates regarding the parcel of land between the canal towpath and A629 road at Cononley Lane End.
8. To receive any further updates and agree a course of action regarding the creation of 'Village Gateways.'
9. To receive any updates and agree any further action regarding the complaints received about noise and disruption from some users of Riverside Caravan & Camping Park at busy periods.
10. Action list – to report on work in progress and resolve upon any further actions to be taken.
11. To discuss any updates regarding the s106 Planning Gain Funds from the Mill Development and take any further actions.
12. To receive an update on the current situation regarding the Covid-19 support network in the village.

13. Report from Council representatives.
14. Clerk's report.
 - i) *To note the need for a Display Screen Equipment Assessment.*
 - ii) *To discuss future training needs.*
15. Matters for debate and resolution:
16. (a) To discuss and approve the appointment of a new external self-employed financial consultant to the Parish Council on the terms of 70 hours @ £11.50 per hour until 31st May 2021.
(b) To approve the estimate of £96.00 from Briggs printers to print 750 Christmas Message leaflets.
(c) To discuss and approve the purchase of 50 Wheelie Bin, Speed Reduction stickers at a cost of £59.99 from mywheeliebin.com.
(d) To discuss and agree the Parish Council Budget for the year 2021-2022.
17. Council administration and finance.
 - (a) To receive the monthly report on assets, maintenance and Council finance and approve budgets, payments, receipts and estimates as scheduled therein.
18. To note the date of the next Council meeting.
19. Any urgent items to be noted for future meetings.

Mr Lee Senior Clerk & RFO to the Parish Council 3rd December 2020

A MEETING OF THE SOLE TRUSTEES OF THE CONONLEY VILLAGE INSTITUTE & THE SOLE TRUSTEES OF CONONLEY VILLAGE PLAYING FIELD

Cononley Village Institute (CVIAC)

1. To receive and/or approve:
 - (a) To note any signed or unsigned Minutes presented.
 - (b) To note the resignation of Robert Minton-Taylor as a Sole Trustee and to appoint a replacement.
 - (c) To note the finance report for the CVIAC and approve payments, receipts and estimates as scheduled therein.
 - (d) To discuss any other urgent items received after the publication of this Agenda.

Cononley Village Playing Field (CVPF)

1. (a) To receive and note any requests from the Playing Field Advisory Committee based on any urgent safety or maintenance issues. *To note updates regarding costings for repairs to the swing and a rotten post.*
 - (b) To receive and approve the Annual Charity Commission Report.
 - (c) To approve the annual accounts (2019-20).
 - (d) To approve any payments, receipts and estimates as scheduled therein.
 - (e) To discuss any other urgent item received after the publication of this Agenda.

Mr Lee Senior Clerk & RFO to the Parish Council 5th November 2020

Minutes of the Meeting of Cononley Parish Council
held remotely via Zoom Platform. Meeting ID: 883 8439 8164
on Tuesday 8th December 2020 at 19.00

Present: Cllr M. Dracup (Chair), H. Lambert, D. Timbers, M. Allum, B. Mitchell, K. Clark.

In attendance: The Clerk, NYCC Cllr P. Mulligan, CDC Cllr A. Brown, two members of the public (part)

20.154 The Parish Council received the resignation of Cllr Clark from the position of Chair of the Parish Council.

20.155 Cllr M. Dracup was elected as chair of the Council and proceeded to chair the meeting.

20.156 The Parish Council accepted the written resignation of Cllr R. Minton-Taylor.

20.157 No apologies for absence were received.

20.158 Cllr Dracup declared an interest in planning Ref: 2020/22218/FUL as a nearby resident.

20.159 The minutes of Parish Council meeting held on 10th November 2020 were received and approved.

20.160 (a) Communication received from parish residents on subjects not previously discussed.

None

(b) Questions arising from public participation:

A member of the public spoke about Planning Application Ref 2020/22218/FUL. As a resident directly affected by the proposed development the gentleman outlined his concerns. He felt there would be a loss of privacy as his property would be overlooked. There would also be a reduction in light levels affecting his garden. The gentleman would welcome more time to have further dialogue with the applicants and to reach an amicable conclusion.

The other member of the public spoke about the need for some improvements to the unsuitable and unofficial track that leads from the canal towpath to the A629 road. He was pleased to hear the PC is in agreement that this work needs doing and had already contacted the Canal & River Trust.

The gentleman also raised the matter of the draft Cononley Consultation document. He had written a detailed reply and shared that with both the PC and Craven District Council. While welcoming the very existence of the draft document as a positive step he feels there are a number of inaccuracies in the document and there is nothing in it about the streetscape. There are, he believes a number of untrue statements within it. He also feels the Conservation area should be extended. He feels the fields near the railway are potentially vulnerable to development.

(c) Updates from Craven District Councillors or North Yorkshire Councillors present.

District Councillor A. Brown stated that Covid-19 infection rates were dropping rapidly in larger conurbations such as Leeds and Bradford than in some of the Craven villages.

Craven District Council had been receiving generally good responses from the public for the service they are providing during these difficult times. The demand on the staff at the crematorium has been particularly onerous. There are still some improvements to be had with certain aspects of the Planning system.

Enforcement-wise there is a matter ongoing at Kildwick where a line of trees has been felled despite the planning order stating they should remain.

Cllr Brown has received several complaints from members of the public stating the link path from the Canal towpath to the A629 needs dramatically improving.

With regards to devolution, Cllr Brown said the proposals are now with the Government Minister.

It is hoped there will be a response from central Government by February.

There is a question mark about whether the 2021 Elections will take place.

County Councillor P.Mulligan stated the Skipton Crematorium extension had been approved.

Cllr Mulligan spoke about the Covid-19 figures and stated they needed to be looked at in the context of the population densities of each area.

He advised that the Government is keen to get devolution done as quickly as possible.

Cllr Mulligan still has some Locality funding left and he has received an application via Cllr Clark for a contribution to the Cononley village Gateway bid.

Cllr Mulligan had not heard why there had been a delay to the NYCC Highways white lining work that is scheduled to be done in the village as soon as possible. He will follow this up.

Chairman's signature

(d) The Clerk had received correspondence from Craven District Council informing the PC that the next Census Day will be 21st March 2021.

The Clerk had received a response from David Gulliver to the Cononley Draft Conservation Area consultation document from Craven District Council. The Clerk circulated the information prior to meeting for discussion.

- 20.161 (a) Planning/conservation applications received for discussion:
Ref: 2020/22119/HH Removal of caravan and to build a single story annexe at The Crag, Cross Hills Rd, Cononley BD20 8JU. *No comment.*
Ref: 2020/22218/FUL. Proposed dwelling (revised design and site area) off Netherghyll Lane. *The PC asked that no decision be made on the application until the applicant has considered an alternative proposal by a neighbour with a view to all parties reaching an amicable solution.* This was on the recommendation of Cllr A Brown.
Ref: 2020/22098/HH. Proposed rear extension at Aireside Terrace, Cononley. This application was received after publication of the Agenda. *No Comment. The PC would prefer a pitched roof.*
- (b) There were no decisions, withdrawals and appeals to note:
- 20.162 To discuss and agree a response to the Cononley Draft Conservation Area consultation document. The PC welcomed David Gulliver's input and a discussion ensued about the merits of the current draft consultation document. The PC felt the Conservation area should be extended in principle and also include the historic part of the Mill. It was also felt that more detail should be added to the document. It was agreed that Cllr Allum would draft up a reply to CDC, on behalf of the PC given that he'd already supplied a working document for the meeting to supplement David Gulliver's views.
- 20.163 To discuss and note any updates on the parcel of land between the canal towpath and A629 road. The much needed connecting path was meant to be done with the recent improvement work but there were insufficient funds left over. Ownership of the land lies with The Canal and River Trust and any work undertaken will need to conform to their specification. The C&RT have discussed the issue with CDC and a further meeting is planned. The PC would like to see a ramp-style path. It is felt there may be funding pots available for this work to be done but it is unlikely to be actioned in the short term.
- 20.164 To receive any updates and agree a course of action regarding the creation of 'Village Gateways'. Cllr Clark had resubmitted a funding bid from the Road Safety Fund for £8,750 for ground work costs with a request from Cllr Mulligan for £2,000 in match-funding. The bid is based on information received from NYCC, Highways and using Glasdon as a potential supplier. The PC agreed to support the bid with the shortfall, should Cllr Mulligan be unable to support the scheme.
- 20.165 Action List
The Clerk had received a reply from the Enforcement Officer at CDC regarding Riverside Caravan & Camping Park. CDC are to make a visit to the site in the New Year. The issue of complaints about noise will be discussed and CDC will report back to the Clerk with any updates.
The new website is progressing well and the Clerk had circulated a link to the site so Councillors can see the latest progress made.
The Clerk was aware of the new Avian Flu restrictions coming into force on 14th December. This will affect allotments. The Clerk will affix some official signs on the allotment sites on that date.
The new aerator and mower for use at the Bowling Club had arrived. The Clerk will instigate the reclamation of s106 monies from CDC.
The Clerk has formally acknowledged the resignation of Robert Minton-Taylor and will notify CDC Elections dept. The Clerk thanked Mr Minton-Taylor for his valued efforts with the PC.
The Clerk has submitted the PC VAT reclamation to HMRC for 2019-20 for the amount of £1,210.73. An HGV had been observed in the village by a resident. The Clerk will contact the company to advise against this practise.
- 20.166 To discuss any updates regarding the s106 Planning Gain Funds from the Mill Development and take any further actions.
The landscape architect is due to meet the s106 Sub-Committee this week. It is hoped that a Covid-19 secure public consultation can take place in 2021 to look at the various plans on the table.
- 20.167 To receive an update on the Covid-19 village support network.

Chairman's signature

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The support group is still operational. Requests for assistance are at the same numbers as last month. The group will continue to assist where required.

20.168 Report from Council Representatives

Cllr Timbers had contacted the NYCC Footpath Officer for an update on the replacement of the closed bridge at Dead Eye. There will be no opportunity to replace the bridge until Spring 2021 at the earliest due to budget constraints and persistently wet ground conditions.

The Dead Eye steering group had spoken with nearby landowners Mr Drake and Mr Naylor. Both were comfortable with the idea of improving the site. The group has successfully applied to Woodland Trust for 400 trees. These will be planted in Spring 2021.

The Footpath Group had cleared the Parish access from Ings Lane (Shady Lane) to Dead Eye.

On the Yorkshire Water land at the sewerage works, DNAire and Yorkshire Water are looking together at this site for potential as a conservation area. Cllr Timbers will continue to liaise with Yorkshire Water on behalf of the PC.

Cllr Timbers offered his thanks to Cllr Allum for pulling together the Christmas lights display.

Cllr Mitchell stated the lights at the Bandstand and CVI looked great and were a good start. He suggested next year the PC may consider sourcing some more.

Cllr Mitchell provided an update with the access issue at Candelisa. Some service vehicles are using the path as a short cut to access Moorfoot Lane. He feels he is reaching an impasse with the site manager. Cllr Mitchell is determined to make progress with the matter before the next meeting.

Cllr Clark update the meeting that there were 60 calendars left to sell. To date the calendar has raised a surplus of £640.00.

Cllr Dracup reported that the new noticeboard had a problem which he has reported to the supplier. The door of the locked section is at risk of falling off as the hinges are loose despite the board having had very little use. The Lengthsman attended to affix a repair with Cllr Dracup.

Cllr Dracup advised that the CDC Enforcement Officer is to investigate some flood prevention ground work that is being done in the village.

20.169 Clerk's report.

The Clerk reminded the Council of the need for a Display Screen Assessment to be completed for all employees who work from home. This will be done as soon as possible to comply with regulations.

The Clerk spoke about future training needs and aspirations. He explained the next step in training would be to undertake the CiLCA course. This is quite intense and much of it would likely have to be undertaken in the Clerk's own time due to the busy nature of the role.

It was agreed the Employment Committee needs to hold a virtual meeting and discuss future training needs and undertake a review of this year with input from the Clerk.

The Lengthsman is on standby to apply any grit as required during any wintery weather.

20.170 Matters for debate and **resolution**:

(a) The appointment of a new external self-employed financial consultant to the Parish Council on the terms of 70 hours @ £11.50 per hour with a £20 contribution to home working costs was approved. The arrangement will run until 31st May 2021 and will then be reviewed.

(b) The cost of £96.00 from Briggs printers to print 750 Christmas Message leaflets was approved.

(c) The purchase of 50 Wheelie Bin, Speed Reduction stickers at a cost of £59.99 from mywheeliebin.com was approved.

(d) The Parish Council Budget for the year 2021-2022 was approved.

CVI Clock maintenance has been added as a new cost. The new budget results in a net increase of £725.00 for the year 2021-22. The Precept demand will be discussed in January 2021 based on the budget.

20.171 Council Administration and Finance.

The Clerk presented the Schedule of Payments (8th November-4th December) which was approved: It was therefore **resolved** to approve the following payments:

Chairman's signature

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INV/Due Period	Payee	Power Used	Net Amount	VAT	Gross Amount
Nov	Zoom inv (paid via card)	S111 LGA72	£11.99	£2.40	£14.39
Nov	PC Bank Card Service charge	S111 LGA72	£3.00		£3.00
Nov	Cononley School Wreath	S111 LGA72	£17.00		£17.00
Nov	Clerks Travel (November)	S112 LGA72	£6.30		£6.30
Nov	Cononley Wildlife Group	Sch14, para 27, LGA72	£250.00		£250.00
Nov	Website (1&1)	S111 LGA72	£15.00	£3.00	£18.00
Dec	YLCA Advert	S112 LGA72	£15.00		£15.00
Dec	Clerk (Salary (Nov))	S112 LGA72	£670.95		£670.95
Dec	Clerk Office costs (Nov)	S112 LGA72	£35.00		£35.00
Dec	Russell Group, aerator, (s106 Funds)	S19 (local govt misc provision act) 1976	£5,280.00	£1,056.00	£6,336.00
Dec	Russell Group, mower, (s106 Funds)	S19 (local govt misc provision act) 1976	£5,200.00	£1,040.00	£6,240.00

The Clerk's timesheet for November was approved.

The bank reconciliations for November as presented and previously circulated by the RFO were approved. The PC Current Account had funds of £33,822.46 as of 25th November 2020.

The Parish Council Reserves were £13,466.51 as of November 30th 2020.

20.172 It was confirmed that the next meeting of the Parish Council will be held on Tuesday 12th January 2020 at 19.00 via the remote video conference platform Zoom.

There being no further business, the meeting ended at 21.05

Chairman's signature

Chairman's signature

**Minutes of Meetings of the Sole Trustees of
The Cononley Village Institute (223015) and of Cononley Village Playing Field (701641)
held at the Village Institute on Tuesday 8th December 2020,
immediately after the statutory meeting of the Parish Council**

Cononley Village Institute (CVIAC)

Present: Those members who attended the statutory meeting.

- 20.07 (a) The signed Minutes of the September meeting were approved.
(b) The resignation of Robert Minton-Taylor was noted. Robert was thanked for his time and contribution as a Sole Trustee.
(c) The finance report for CVIAC and payments, receipts and estimates as scheduled therein were noted.

Cononley Village Playing Field (CVPF)

20.13 Cllr Timbers gave a verbal update on behalf of the Playing Field Advisory Committee. The bark had arrived and is settling in nicely. There is a rotten post on one of the slides that is in the process of being replaced by the Lengthsman.

The cost of the swing repair is £125.60 and the PC Clerk has placed the order.

20.14 Matters for debate and resolution:

- (a) The Annual Charity Commission Report was received and approved. The ST wishes to thank Richard Woolf for his work with compiling this.
(b) The annual 19-20 accounts were received and approved. The ST wishes to thank Richard Woolf for compiling the accounts.
(c) The payments, receipts and estimates as scheduled therein were approved.

There being no further business, the meeting ended at 21.24.

Chairman's signature
