

Present: Cllrs Blackburn (Chairman), Sharp & Warren. Also one member of the public and the Clerk, Mr P F Leng.

The parishioner commented on the condition of the village greens, the east green having been damaged some months ago, competitive quotes for repair having been sought and only just received. (See item 6(ii) below). He then queried item 11(iii) and was informed of the problem of drivers following the literal instructions of satnavs and being erroneously directed up a private road as a result – to the annoyance of local residents,

1 Apologies – Cllr Otway

2 Code of Conduct - Localism Act 2011

- a) To record any Councillor's Disclosable Pecuniary Interest (DPI) and other Interests in relation to items on this agenda – as a neighbouring resident, Cllr Warren declared a personal interest in agenda item 7(a), Planning application C/64/35J.
- b) To consider any changes in members' register of interests - *none*
- c) To consider any dispensations - *none*

3 To approve the Minutes of the Meeting of the Council held on Tuesday, 12 December 2017 and to receive the Report of the meeting held on 9 January 2018

As only three members of the council were present at the 12 December 2017 meeting, and as one was now on holiday, it was still not possible to formally approve the minutes of that date and hence would be dealt with at the next scheduled meeting of the Council. It was however, possible to receive the report of the meeting held on 9 January 2018.

Resolved: That the report of the meeting held on 9 January be received.

4 Matters Arising (information only)

- i) Castleberg Hospital – update – circulated. Also, a consultation document was in circulation and available from the Surgery
- ii) Donations – letters of appreciation had been received from Settle Area Swimming Pool, Royal British Legion and Citizens Advice, Craven & Harrogate Districts – these were paraphrased by the Clerk.

5 Policing

- i) To receive the monthly report – none received on this occasion
- ii) Police & Crime Commissioner – Newsletter – February 2018 – circulated.

6 Finance

- i) To authorise payment of accounts as per schedule, including the Clerk's remuneration for Jan & Feb 2018

Resolved: That payment of the Clerk's remuneration for January and February 2018 be approved.

(There were no other accounts for payment).

- ii) To consider quotations for repair of green. A second quotation had now been received in the sum of £30.

Resolved: That the quotation received in the sum of £30 be approved.

- iii) To consider purchase of dog waste bin. Details of a combined waste bin had been received from Craven DC in the sum of £255.12 however it was decided to defer further consideration of this matter until the next scheduled meeting of the Council.
- iv) To authorise payment of £246 (inc delivery & VAT) in respect of replacement of defibrillator battery and to discuss recent operation of the equipment

Resolved: That the payment of £246 be approved.

Cllr Blackburn who kindly superintends the equipment gave a brief update on recent happenings. New pads and battery had been obtained however the defibrillator had still proved troublesome, possibly not helped by occasional interruptions in the power supply. The Area Manager of the manufacturers had attended the site and expressed surprise at the problems. In short, a replacement machine had been provided, the original one having been taken away for evaluation and repair. The Clerk expressed the Council's appreciation to the Chairman for his good offices in relation to this matter.

- v) To conduct the annual review of the effectiveness of the system of internal audit, including financial risk management and budgeting. The Clerk again reminded those present that the External Auditor could seek evidence of the review as part of the annual audit. He produced the cheque book, paying in book and income and expenditure schedules as provided at every meeting. He also produced bank statements and paid invoices for inspection, and drew Members' attention to its system of financial risk management. Budgeting had been dealt with comprehensively at previous meetings. The Council's insurance requirements were also reviewed and considered appropriate. It was noted that the council utilised the services of a professional firm of Internal auditors to undertake the internal audit function. This would next be discharged in May 2018. The Clerk reminded members of their responsibilities as Councillors, to satisfy themselves with the integrity of internal audit and the need to check for themselves that appropriate systems of verification were in place and effective. Also, that they should never hesitate to query any matters which required clarification. The Clerk produced the Council's completed Financial Risk Management document which was examined.

Resolved: That the effectiveness of the system of internal audit and budgeting be considered satisfactory and approved. Also, that the Financial Risk Management schedule be accepted and approved. **Continued/**

6 Finance cont

- vi) Letter from Craven DC – Precept – Great Place: Lakes & Dales project – efforts to address imbalance of young people in the district – to consider response – referred to the Council – no action.
- vii) HMRC – updating of older IT systems and council claims using form VAT 126 – further information awaited – noted.
- viii) YLCA/NALC – excerpt from NALC Chief Exec’s Bulletin 47 of 19.12.17 – decision on application of referendum principals in next three years on town and parish councils – circulated.
- ix) Information Commissioner’s Office – notice of renewal of data protection registration – the cost of this is unchanged at £35 and collected by direct debit. However, with the advent of GDPR, there will be changes and advice will be received in due course.

7 Planning

a) To consider applications received

C/64/26U Change of use of ancillary buildings from shop, tea shop and function room to ancillary domestic use (Retrospective). Taitlands, Stainforth – **no comment.**

C/64/35J Creation of new gravel access drive and parking area within garden, and construction of associated dropped kerb and boundary wall. Holly House, Holly Lane, Stainforth. (Subsequent advice received of amendment of the plan to include a tarmac drive instead of gravel).

Resolved: That because of the height of the neighbouring wall, this application be refused as the proposed driveway does not afford an effective sight line when exiting the property.

b) To note any decisions received - none

c) To receive any planning correspondence and to consider response

- i) YLCA – DCLG – Consultation on review of Park Homes Legislation – discussed – no action.

8 General Data Protection Regulation – Implementation with effect from 25 May 2018

- i) Appointment of single Data Protection Officer to cover a group of authorities – to consider offer by Craven DC

Resolved: That the offer of Data Protection Officer services be accepted.

- ii) YLCA – to consider legal briefings LO8-17 & LO9-17 & LO10-17, prepared by NALC – received and circulated, it being noted that advice of relevant training had still not been forthcoming.
- iii) Information Commissioner’s Office – to receive the latest news – received and circulated.

9 Yorkshire Dales National Park – second homes

- a) To discuss proposals to increase Council Tax on second homes in the Yorkshire Dales National Park. Various aspects of this proposal were considered. Probable disposal of second homes as a consequence, would still not make them affordable to many, and hence do little to encourage local residency and employment.

Resolved: That without proper employment infrastructure, the proposal would not be effective.

10 Street Lights

- i) To receive any reports for action - none

11 Highways

- i) To receive any reports for action
- ii) Packhorse Bridge/Dog Hill Brow – to further discuss the introduction of measures to prevent access to large vehicular traffic. Cllr Blackburn had met representatives of NYCC, Highways, YDNPA, National Trust and other interested parties. Highways had agreed that something needed to be done. Options had been considered.

Resolved: That suitable posts and dry stone walling be positioned on the road from the direction of the B6479 to prevent access by larger vehicular traffic.

Having been involved in prior discussions, the Chairman volunteered to take this matter forward with the interested parties.

- iii) To discuss request for signage by Stainforth House – to be discussed with the resident concerned.
- iv) Restriction signs on Goat Lane, to consider response from NYCC - signs should be available by end of March, 18.
- v) To discuss right of way over land in vicinity of Holly House, Stainforth. It being some months since this matter was referred to Highways, the Council had enquired of the current position to be advised that though referred to NYCC’s legal department, there had been no response. This would now be closely followed up.

12 Repairs and Maintenance

- i) To receive any reports for action - none

13 To respond to correspondence received

- i) Craven DC – removal of bring sites in Craven District. This included the site at Whitefriars. In relation to Stainforth, it was reported that though the bins had been removed, the walled area surrounding the bins in the car park remained and this encouraged the depositing of rubbish. It was requested that the walls be removed and the Clerk undertook to contact the YDNPA in this regard.
- ii) YLCA – Dementia Friendly Councils – circulated.

Resolved: That the items of correspondence be received.

Continued/

14 Society of Local Council Clerks

- a) To consider Clerk's application for membership. Annual subscription is based on the clerk's annual salary. For the Clerk at Stainforth PC, the current annual subscription would be £84, plus a joining fee of £8. It was felt that the Clerk's membership would benefit the Council as well as himself.

Resolved: That the Clerk's application for membership and payment of the annual subscription and joining fee be approved for 12 months.

15 To receive any items of information

- i) NYCC – Craven Area Committee – Agenda 8.2.18 – Ingleton Community Centre – 10.00am
- ii) Settle Stories Festival – 6 - 8 April 2018
- iii) Canal & River Trust
- iv) Friends of the Dales – Yorkshire Dales Review – Winter 2018
- v) Clerks & Councils Direct – January 2018
- vi) Julian Smith MP – details of upcoming MP Surgeries from February to June 2018 and update on recent activities

Resolved: That all items of information be received.

16 To arrange the date of the next meeting of the parish council

Resolved: That the next meeting of the Parish Council be held in Stainforth Village Hall on Tuesday, 13 March 2018 at 7pm.

There being no further business, the meeting was closed at 8.42pm.

**PFL
13.2.18**

