

Minutes of Hellifield Parish Council Meeting
Held on Thursday 30th July 2020
Hellifield Village Institute – Main Hall

Present: Councillors B Hugill, D Statt, J Thwaite, F Ludlam-Brown, I Walton.
M Blackwell (Clerk)
Members of the Public: 1

Councillor Hugill opened the meeting at 7.30pm and welcomed everyone to the meeting.

Approval of Risk Assessment relating to Council Meetings held during Covid-19 pandemic – It is strongly advised that a risk assessment be carried out prior to meetings held during the pandemic. The Clerk and the Chairman, along with a trustee of the Institute carried out a risk assessment of the venue on 24th July. The specified measures to mitigate the risks have been put in place prior to the meeting. It was proposed, seconded and approved by all that the Risk Assessment be approved and adopted forthwith.

Resolution: To adopt the Risk Assessment for Meetings held during the Covid-19 pandemic and to review prior to each meeting held during Government restrictions.

1. Minutes of the Parish Council meetings held on 12th March 2020 were approved.

2. Apologies – Received from Cllrs Moore and Sleath and District Cllr Moorby.

3. To record members' interests: None.

4. Public Participation. None. The member of the public present was the Chairman of Hellifield Institute who was there to observe.

5. Village Matters

5.1 To receive updates from NYCC Police on crime and any anti-social behaviour. NY police sent in a report which was read out by the Chairman. There had been 9 incidents reported between 3-28th July 2020 including: 3 road related offences, 2 offences involving fraud, and one of vandalism.

5.2 To receive an update on the Play Areas and Environment report. Cllr Moore had sent reports which were read out by the Chairman:

Playground Report summary points:

- Due to Covid restrictions, playgrounds were shut from 24th March and re-opened 4th July.
- Grass cutting and regular inspections of equipment maintained during closure.
- Increase in litter in area – consider extra litter bin.
- Very recent damage to basket swing (21st July) resulted in basket swing and frame having to be removed. Consider making insurance claim to replace basket swing.

Cllrs Hugill and Walton proposed two other locations where extra bins might be installed due to the amount of dog waste being left – at the end of Malham Road and out towards The Peel.

Village Environment and Planting Report summary points:

- Hanging baskets limited to Institute to minimize risk from watering.
- Full summer planting of troughs not possible due to volunteers shielding. Thanks to those volunteers who have been regularly clearing weeds, cutting grass and keeping things tidy.
- The grass around the village marker on Waterside Lane gets overgrown – consideration to having this cut more regularly.

It was proposed, seconded and agreed by all that the Clerk should obtain replacement quotes and submit an insurance claim with the Council's insurers to replace the Basket Swing.

Resolved: The Clerk to obtain quotes for a new basket swing and submit an insurance claim with Zurich Municipal Insurance for a replacement.

It was proposed, seconded and agreed by all that the Clerk would ask Craven District Council if they would agreed to empty proposed litter bins at Station Road, end of Malham Road and out towards The Peel. If so, the Clerk to obtain costings.

Resolved: The Clerk to contact CDC regarding the emptying of proposed three bins and then obtain costings for them, if approved.

It was proposed, seconded and agreed that the Clerk should obtain quotes from grass cutting contractor for a monthly cut of the area around the village marker near Waterside Lane. If quotes are acceptable, to instruct contractor to start cutting monthly with immediate effect.

Resolved: The Clerk to instruct contractor to cut around village marker near Waterside Lane, subject to acceptable quote.

5.3 To receive an update on the Emergency Plan. The Clerk advised that a number of revisions have been made to the plan (mainly names and telephone numbers) with the addition of an Appendix dealing specifically with evacuation procedures during the Covid-19 situation. Cllr Statt pointed out that we really needed younger volunteers on the Emergency Team.

5.4 To approve the Annual Meeting and the reappointment of Chair and Vice Chair be carried over to 2021. NALC have advised there is no requirement during the Covid pandemic to hold its Annual Meeting this year and it can be carried over to next year. Similarly, the regulations provide for the Chairman and Vice Chair appointments to continue until the next annual meeting. It was proposed, seconded and approved by all that the Annual meeting be carried over to next year and both the Chair and Vice Chair's reappointment also be carried over.

Resolution: The Annual Meeting and the Reappointment of the Chair and Vice Chair be carried over to 2021.

5.5 To consider supporting the Local Electricity Bill. It was proposed, seconded and approved by all that HPC support of the Local Electricity Bill.

Resolved: The Clerk to write to Power to the People confirming support of the Local Electricity Bill.

5.6 To consider applying for road safety funding via NY Police Commissioner. The Commissioner has established a £190K fund to provide road safety project grants of up to £20K to parish councils and other local community groups. It was agreed that the Clerk would pass the information onto the local Speedwatch group and advise them HPC would support them if they wished to make an application.

5.7 To agree membership of sub-group to review HPC policies, procedures and regulations. It was agreed a sub-group would be formed to review the increasing number of policies to ensure they are up to date and meet legal requirements. Cllrs Sleath and Statt volunteered for the group which would meet with the Clerk in the near future.

5.8 To receive an update on storage facility for mower and strimmer. A resident has kindly agreed that HPC could use her shed to store the mower and strimmer. A key access pad has been purchased by HPC for the shed.

6. Reports to and from District and County Councillors

County Cllr Welch was not present at the meeting and did not send in a report.

District Cllr Moorby sent in his report which was read out at the meeting by the Chairman.

Summary points:

- Devolution - The Government is insisting North Yorkshire will be part of a deal for devolution meaning a Unitary Authority will be formed. A white paper coming out in Autumn will give the Government the power to make it happen and North Yorkshire will be forced to devolve. A tight time scale means submissions for reorganisation will have to be in by September.
- The Flashes - I have never stopped working towards an outcome for the Flashes and we now have a proposed timetable for the way forward regarding the report from the Barrister starting end of September/early October. There should be a chance for the public to comment and ask any questions. The latest plans for this area have not been put before Planning Committee nor have the ones regarding the buildings and land around Hellifield Peel.

Planning - I sit on the Select Committee which overlooks Craven District Council and I am still not happy with the way that the Planning Department operates. An example was the latest plans put forward for the

area concerning the 99 holiday lodges proposed for the area of the Flashes, where members of the public knew about them before I did. I know other Councillors are not happy with the way the Planning Department is working and I hope we can make some changes.

- Hellifield Station - The Government is looking at the feasibility of opening up the Hellifield/ Clitheroe onward to Manchester line that I reported to you around two years ago. I have been in touch with David Smurthwaite, the Development Control Manager at Craven District Council, informing him that it is a great idea but if this transport hub is to be created at Hellifield, the station will need additional car parking and a different route to the station other than Station Road / Midland Terrace as this road is already too busy for the people that live in the area. The original plan for the Hellifield Regeneration Scheme needs to be revisited as the land at the station and the road to nowhere were originally intended for this purpose.

7. Correspondence: None that has not been dealt with elsewhere in the agenda.

8. Street Lighting: To receive reports of any light failures or repairs required. Cllr Hugill advised that the street light at the end of Malham Road which was damaged by an HGV in April is now repaired.

8.1 To receive an update on the Street Light Replacement Programme. Cllr Hugill reported that there remained a couple of Phase 3 lights down Gisburn Road that still required new lamps but these should be finished in the next couple of weeks. He and the Clerk were meeting with NYCC on August 5th to discuss the next Phase of replacements which will cover the last of the lights fixed on poles. All remaining ones after these are column lights and much simpler to replace.

9. Highways: To receive reports of any highways issues or road repairs required. Cllr Thwaite advised that the manhole covers which were sinking at the end of Gisburn Road had still not been done despite being reported at the end of 2019. Also, Cllr Ludlam-Brown asked if any update had been received from Highways about the traffic island near the bus stop on Kendal Road. The Clerk said she would chase both reports up.

10. Planning items:

10.1 – 2020/21462/VAR – Application to remove condition no 2. (agricultural occupancy) on planning application reference 5/42/78 granted Jan 1983 – Tenley House, Hellifield BD23 4JN. – HPC OBJECTED (Permission granted 4/5/2020)

10.2 - 2020/21553/OUT - Outline application with some matters reserved for the development of up to 99 lodges, reception cabin with parking, and landscaping including ground modelling and water features (resubmission of previous application 42/2016/17496 refused 28 March 2019) - Land To The East Of Waterside Lane Hellifield Skipton North Yorkshire BD23 4HJ - HPC OBJECTED 8th May 2020 (Awaiting decision)

10.3 – 2020/21565/REG4 – Thirteen entry-level affordable homes – Land at Station Road, Hellifield – HPC OBJECTED 14th April 2020 (Awaiting Decision)

10.4 - 2020/21675/HH – To construct a two storey extension to the rear of the property 22 Park Crescent, Hellifield BD23 4HD. NO COMMENTS.

10.5 - 2020/21691/MMA – Application for Minor Material Amendment to 2017/18304/FUL utilising roof space to provide 2 additional bedrooms – Gallaber Barn, Hellifield BD23 4HS. NO COMMENTS

10.6 - 2020/21706/TPO – T1 Scotts Pine – Fell at Peel Barn, Peel Green, Hellifield BD23 4LD NO COMMENTS

10.7 - 2020/21719/LBC – Canopy repairs to the platform canopy structure – Hellifield Station, BD23 4HP. NO COMMENTS

10.8 - 2020/21698/HH – Single storey rear extension to approx. 4 metres, across whole rear elevation including necessary adjustments to services and drainage – 1 Park Place, Hellifield, Skipton BD23 4HB. NO COMMENTS

10.9 - C/42/79C – YDNP Application for change of use of barn to provide additional accommodation for attached farmhouse - The Barn, Wenningber Farm, Hellifield BD23 4JR – HPC SUPPORTED.

11. Allotments –To discuss any correspondence and matters relating to the allotments. The Clerk confirmed all plots were taken and there was a growing waiting list. One allotment has not been cultivated since the tenant took it over in April and was very overgrown. The tenant has been contacted and advised

Replacement street light/column	£994.37	
Internal Audit Fee	£130.00	
Street Lighting Electricity Q1	£574.58	
Grass Cutting – May	£873.10	Finances as at 30 th
Hanging baskets & flowers	£65.00	June 2020
Reconnection of street light	£1666.86	Current Statements
Total Payments	£5,210.33	

Lloyds TSB Account £ 15,178.02 as at 30th June 2020
Skipton Building Society £20,954.28 as at 30th June 2020

Receipts NIL

Payments	Village Maintenance – June	£229.45
	Administration – June	£468.50
	HMRC – Income tax & NI June	£171.20
	Bench Paint & brushes	£98.44
	Thank-you gift	£45.80
	Grass cutting – June	£873.10
	ICO Annual payment	£35.00
	Total Payments	£1,921.49

Lloyds TSB Account £15,561.79 as at 30th July 2020
Skipton Building Society £20,954.28 as at 30th July 2020

Receipts Insurance Claim £2305.26

Payments	Village Maintenance – July	£203.80
	Administration – July	£468.60
	HMRC – Income tax & NI – July	£165.00
	Grass cutting – July	£873.10
	PPE for Emergency Plan	£58.08
	Weed killer	£46.95
	Stationery	£5.46
	Brush & gloves	£12.98
	Lock for shed	£14.99
	Total Payments	£1,848.96

Resolved: That the receipts and payments be approved as scheduled

12.1 To approve Section 1 - Annual Governance Statement 2019/2020 of the Annual Governance and Accountability Return 2019/2020. Cllr Statt proposed the Governance Statement as a true record, Cllr Ludlam-Brown seconded, all voted in favour.

Resolved: The 2019/2020 Governance Statement to be approved and signed by the Chairman as a true record.

12.2 To approve Section 2 – Accounting Statements 2019/2020 of the Annual Governance and Accountability Return 2019/2020 Cllr Hugill proposed the Accounts Statement be approved, Cllr Statt seconded and all voted in favour.

Resolved: The 2019/2020 Accounts Statement be approved and signed by the Chairman as a true record. The Chairman and Clerk signed the Annual Return which will now be forwarded to the external auditors.

12.3 To review and amend Financial Risk Policy. It was proposed, seconded and agreed that changes to the Financial Risk policy relating to Banking Procedures (Section 6) should be amended to reflect the internet banking arrangements now in place.

Resolved: The Clerk to amend the Financial Risk Policy Section 6 – Banking Arrangements to reflect the internet banking changes as per the Financial Regulations.

13. To receive items of information and proposals for the agenda of future Meetings.

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| Councillor Ludlam Brown | Nothing to report |
| Councillor Statt | Nothing to report |
| Councillor Walton | Reported there was a broken stile on the footpath down Back Lane and also on the footpath behind Grange Farm. The Clerk to report to NYCC Footpaths. |
| Councillor Thwaite | ENW will need to be advised about the Horse Chestnut tree near Ahearns coming down as their wires go through it. Also, the railway bridge has still not been attended to despite HPC advising about it last year. |
| Councillor Hugill | Asked the Clerk to ask CDC if they would also empty a new bin at the end of Malham Road (should a new one be installed) |

The meeting ended at 9.00pm

Date of next meeting: 3rd September 2020

Signed.....

Dated:.....