

WEST WITTON PARISH COUNCIL

MINUTES OF WEST WITTON ANNUAL PARISH COUNCIL MEETING HELD ON SATURDAY 21ST MAY 2022 AT WEST WITTON VILLAGE HALL.

Present

Cllr Dave Brown (Re-elected Chair) Cllr Christine Donovan-Brown
Cllr Graham Bottley Cllr John Hunter

In attendance

Alyson Jones (Clerk)
Public: 1

1.1 Election of Chairman

Cllr Dave Brown to be re-elected as Chair was proposed by Cllr John Hunter, and seconded by Graham Bottley

RESOLVED: Cllr Dave Brown accepted as Chair as approved by the Council.

1.2 New Chair to sign his/her Declaration of Acceptance of Office

RESOLVED: Cllr Dave Brown signed his Declaration of Acceptance of Office.

- 2 To resolve to permit any Councillor that is unable to sign their Declaration of Acceptance of Office at this meeting, or who has not undertaken this task before this meeting, to sign their Declaration before or at the next ordinary meeting of the Council

RESOLVED: Declaration of Acceptance of Office signed by all attending Councillors. Cllr Neil Dutton (absent) to sign his Declaration before or at the next ordinary meeting of the Council.

- 3 To receive apologies and reasons for absence

Cllr Neil Dutton – Holiday

RESOLVED: Reasons for absence were approved by the Council

- 4 Presentation on the activities of West Witton Parish Council 2021/2022

The Chairman presented an update on some of the activities of West Witton Parish Council 2021/2022 and important changes, which included:

- a) Work at the cemetery including fixing gates, pillars redone, trees planted and parking area work completed.
- b) A Councillor has attended Emergency Planning training and a Resilience planning meeting is to be held.
- c) The Council have agreed to support the '20s Plenty' campaign. A speed sign has been purchased, to be installed before the summer.
- d) The hosting of a short Remembrance Service in West Witton on 11 Nov 2022 was well attended. Due to concerns about safety regarding the road, the Council agreed to the hosting of the 2022 Remembrance Service at Mill Dam. The bugler has been booked for this event.
- e) The New Build Residential Housing Development is nearly completed and the Council is liaising with Highways to ensure the road is repaired as the last action once the Housing Development is complete.
- f) The Council has been liaising with the flood authority to try to get aid/funding regarding the ongoing issue of flooding at Mill Dam.

- g) The Council has been meeting with Highways North Yorkshire to ensure various work is carried out, including liasing re the repainting of road markings, including Keep Clear and Bus Stop markings in the village and damaged verge marker posts.
- h) The previous Parish Clerk has resigned and a new Parish Clerk has been appointed.
- i) A Jubilee bench celebrating the Queen's Jubilee celebrations was purchased for Mill Dam and the Council organised for the restraining of the other benches at Mill Dam.
- j) The Council has been responsible for maintaining the defibrillators in West Witton and Swinithwaite.

5 Finances (Review of finances for 2021/2022)

Opening Balance: £12,881.67

Payments: £6,125.88

Receipts: £4,871.00

Net deficit: £1,254.88

Closing Balance: £11,626.79

6 Public Participation

RESOLVED: No issues for open discussion by electors on affairs concerning the Parish. West Witton Parish Councillors were thanked by member of public for all the work they have been doing.

7 Close

Meeting closed at 7:20 pm

MINUTES OF WEST WITTON PARISH COUNCIL MEETING HELD ON SATURDAY 21ST MAY 2022 AT WEST WITTON VILLAGE HALL.

1 Declaration of Interests

RESOLVED: No interests were declared.

2 To approve and sign minutes from previous meeting (Parish Council Meeting 22 March 2022)

Minutes of the meeting held on 22nd March 2022 were read by the Chair. An error was raised by member of the public that the Queen's Platinum Jubilee bench was purchased at a cost of £1,338 to be divided between the Smorthwaite Trust, West Witton Village Hall, The United Charities and West Witton Parish Council.

RESOLVED: That the Council approved the minutes of the meeting held on 22 March 2022 as a true and proper record.

And that this addendum is added to these minutes re the mention of West Witton Village Hall's contribution to the Queen's Platinum Jubilee bench.

3 Ongoing Items

To receive information on the following ongoing items and decide further action where necessary:

3.1 Cemetery

To consider the outstanding issue of collapsing graves at the cemetery. All other previous issues raised (leaning pillar, walling, gate and parking area) have been completed.

RESOLVED: A Councillor will speak to the Project Manager for the new Heather Court estate to try to get top soil for the collapsing graves. Councillors wished to thank the hard work done by John Sunter in getting the cemetery issues completed.

3.2 Milk Stand – Christmas lights

To consider the process regarding making sockets to enable the West Witton Christmas lights to run off the telegraph poles in the village.

RESOLVED: A Councillor will speak to Richmond District Council regarding this.

To consider replanting tubs and putting up flags for the Queen's Platinum Jubilee.

RESOLVED: Tubs to be replanted. Flags purchased using Smorthwaite Trust Fund.

3.3 Highways update

To consider and provide an update on outstanding issues from previous meeting:

- Subsided 'Sluice Valve' Cover and Subsided Carriageway – work not completed
- 'SLOW' Marking – A684 West Of Village – work completed
- Bus Stop' Marking – Highways North Yorkshire to mark out a formal bus stop area – work completed

RESOLVED: A Councillor to follow up re Subsided 'Sluice Valve' Cover and Subsided Carriageway with Highways North Yorkshire. A letter of thanks to be sent by the Clerk to Area 1 for the work done.

To consider the state of repair of West Witton Steppes.

RESOLVED: A Councillor to photograph the road surface and send to Clerk to forward on to Area 1.

To consider the update on markings on road done for Grassgill.

RESOLVED: A Councillor to get an update re this to present at next meeting.

3.4 Resilience Plan

No further update. Meeting to discuss this pending.

3.5 20s Plenty

No further update.

3.6 Update on Remembrance Service 2022

To consider the update on Remembrance Service 2022.

RESOLVED: Items agreed to be purchased at previous meeting are yet to be purchased so no invoices presented at this meeting. No invoice to be presented for Tommy Sculpture as purchased by Smorthwaite Garden Trust.

3.7 Update on the Queen's Platinum Jubilee Celebrations 2022

To consider the update on the Queen's Platinum Jubilee Celebrations 2022. Jubilee bench is now in position at Mill Dam and the existing bench will move to the cemetery, rather than the playground as mentioned at the previous meeting. A crab apple tree has been donated by the Playing Field Committee and will be planted by the Playing Field Committee as part of 'Plant a Tree for the Jubilee'. No beacon will be lit or gas brazier for the Jubilee due to concerns raised by owners of the land where the beacon is usually placed.

RESOLVED: That the Council agreed that the lack of a beacon to mark this significant event was a shame but that they understood the health and safety concerns.

3.8 Mill Dam flooding issues

No further update. Issues ongoing.

3.9 Parish Council website

To consider an update on the Parish Council website which has reverted back to a free website with adverts.

RESOLVED: That the update be noted and the Council agreed with this change and felt that the adverts were not too intrusive.

3.10 Investment in Hawes Garage

To consider an update on Hawes Garage in relation to investment. There has been considerable interest from the local community re investing in the garage, so the community run garage is no longer in danger of being sold to a private enterprise.

RESOLVED: The Council agreed that no further action was necessary if the garage was now safe from being sold to a private enterprise.

3.11 Defibrillator

To discuss the Council making a financial contribution to the village shop in West Witton and to Fairhurst in Swinithwaite for the use of electricity to run the defibrillator in these locations. It was proposed by Cllr John Hunter, and seconded by Graham Bottley that the Council would pay £50 each to both premises in back payment and then moving forward a sum of £10 a year would be paid as a good will gesture to both premises for the use of electricity to run the defibrillator in these locations.

RESOLVED: That the Council would pay a back payment of £50 to the village shop in West Witton and to Fairhurst in Swinithwaite for the use of electricity to run the defibrillator. A yearly payment of £10 a year would be paid to both for electricity to run the defibrillator beginning in May 2023.

The Council considered adding the number to open the defibrillator box to if required to open it.

RESOLVED: A Councillor will check if a number code is needed to open the defibrillator box in West Witton and if so they will add it to the defibrillator box. The defibrillator box is open in Swinithwaite.

4 Planning Matters

4.1 To consider any recent/current Planning Applications

a) R/91/32P Fox & Hounds Inn

The Council considered the proposal description of Full planning permission for siting of 5 No. Shepherds Huts and 1 No. Eco Glamping Pod in the current car park of the Fox & Hounds Inn, West Witton

RESOLVED: That the Council unanimously objected to this change of use and the scale of these development plans. Concerns that the proposal would reduce the number of parking spaces available for the pub which in turn would force more cars to park out on the main high street. Additional parking pressures on the main road would be dangerous and a safety issue. Health and safety concerns regarding moving the quoits pitch were also raised. The development would create more noise disruption for properties neighbouring the development. There is a tree preservation order on a sycamore tree on the site, the roots of which would be affected when new drains etc are fitted to the new development.

b) R/91/169A/DIS1 Thistle Bout

The Council considered the Section 73 application to vary Condition 2 (amendments to approved plans – street elevation cement render to be painted cotton white, minor changes to internal layout and rear extension of existing property. Alterations to the west facing gable to be square not angled and the erection of a two storey rear extension on new build properties) of R/91/169 (Full planning permission for alteration and extension of existing dwellinghouse; erection of 2 No local occupancy dwellings (semi-detached) and change of use of agricultural land to form domestic curtilages).

RESOLVED: That the Council submit 'no objection' for application R/91/169A/DIS1 Thistle Bout.

No further applications had been received.

5 Financial Matters

5.1 To approve Receipts and Payments

RESOLVED: That the Council approved the following payments:

PAID			
DETAILS	TO	AMOUNT	DATE PAID
YLCA new clerks webinar training	YLCA	£45.00	29/04/22
Installation of VAS Post	North Yorkshire County Council	£600.00	21/04/22

TO BE PAID			
DETAILS	TO	AMOUNT	DATE PAID
Insurance	Zurich	£257.60	
AGAR training for PC	YLCA	£25.00	
SLCC membership	SLCC	£75.00	
FILCA training for PC	SLCC	£144.00	
ILCA training for PC	SLCC	£144.00	
HP 15.6 inch laptop	PC	£299.99	
Microsoft Office	PC	£39.99	
John Sunter	Cemetery work	£1,895.00	
Anthony Goulthorpe	Gardening	£170.00	
C Brown	Gardening materials	£31.47	

5.2 To note internal auditor's report

The internal auditor had reported no matters of concern. VAT needs to be reclaimed for 2021/22.

RESOLVED: That the Council agree that the Clerk will organise for VAT to be reclaimed for 2021/22.

5.3 To consider/approve Annual Governance Return 2021/22 (AGAR)

RESOLVED: That the Council agree points 1 to 8 of the Annual Governance Statement To consider/approve Accounting Statements 2021/22

RESOLVED: That the Council confirm the Accounting Statements 2021/22.

5.4 Update on online banking for account

The Council considered the findings presented by the Parish Clerk regarding the proposal for setting up an online bank account.

RESOLVED: Due to the complications presented, the Council agreed not to pursue online banking at this time.

5.5 Update on garden rents/Outstray/Chantry

The Clerk presented an update on garden rents/Outstray/Chantry. New invoices have been created and sent. No further update to report

RESOLVED: Clerk to provide Councillors with any updates.

6 Swinithwaite News/Matters

It was reported to the Council that there had been flooding opposite Fairhurst due to a block culvert. This was being replaced by BT. The Highways have sent a road sweeper to clean the road. Concerns about the state of the small green opposite the bus shelter in the village were raised (the grass is very long and the area looks unkept).

The Council considered a proposal to employ someone to maintain the area.

RESOLVED: That the Clerk would contact potential contractors who might be able to help regarding this and will present the Council with an update.

7 Update on meeting with Chantry Tue 17 May 2022

The Council were updated on a meeting held with the new General Manager at the Chantry which was attended by two Council Members.

The following items were raised at that meeting:

- a) A waste and sewerage issue going through Chantry Wood – to be explored by the new General Manager and feedback to the Council via the Clerk
- b) A health and safety issue regarding an electricity cable currently above ground – to be explored by the new General Manager and feedback to the Council via the Clerk
- c) To consider Chantry's application to start maintaining Green Hill with the potential to making a feature of the area, such as a wild flower patch.

RESOLVED: The Council agreed in favour of this proposal but requested that the General Manager kept the Council up-to-date with developments via the Clerk.

- d) To consider Chantry's request to plant a tree for the Queen's Platinum Jubilee on Saturday 4 June 2022.

RESOLVED: The Council agreed unanimously in favour of this proposal and it was agreed that two Councillors would attend the planting on Saturday 4 June.

- e) Insurance regarding the Chantry sign was not discussed.

RESOLVED: The Clerk to speak to the General Manager about insurance and update the Council accordingly.

The Councillors who attend the meeting at Chantry wished to express their thanks to the General Manager for a very productive meeting and look forward to future collaborations.

8 To approve/review Regulatory Documents for 2022/23:

The Clerk has updated the following documents to be considered by the Council:

- Assets Register – *update*
- Risk Assessment – *update*
- Standing Orders – *update*

RESOLVED: That the Clerk will email the updated documents to the Councillors for their consideration and approval.

9 Questions for Police, Fire and Crimes Commission meeting on 26 May 2022

The Clerk reminded the Council that the Clerk would be attending a Zoom meeting with Zoe Metcalfe, North Yorkshire Police, Fire & Crime Commissioner and temporary Assistant Chief Constable Lindsey Butterfield, to be held on 26 May 2022.

RESOLVED: That Councillors email any questions they would like the Clerk to raise at the Police, Fire and Crimes Commission meeting before the 26 May 2022.

10 Agenda items for future meetings

Clerk requested the Council considered the purchase of a pay-as-you-go mobile phone that would be used by the Clerk for Parish Council business and that this number would appear on the website and future correspondence.

RESOLVED: The Council agreed to the purchase of a pay-as-you-go mobile phone for the Clerk.

The Clerk requested that Councillors forward any agenda items prior to the next Council meeting.

RESOLVED: That Councillors forward agenda items prior to the next meeting.

11 Date and time of next meeting (to be agreed)

The next meeting will take place on **Wednesday 2nd November 2022** at 7.00 pm in the Village Hall, West Witton.

The meeting closed at 9pm.

Signed as a True Record.

Date: 11-07-2022

Name: Alyson Jones (Parish Clerk)