



**MINUTES OF A MEETING OF CONONLEY PARISH COUNCIL
HELD IN CONONLEY VILLAGE INSTITUTE ON TUESDAY 14TH
DECEMBER 2021 AT 19.00**

Present: Cllr M Timbers (chair), Cllr A. Bell, Cllr M. Swinden,
Cllr Dracup, Cllr Clark, Cllr Thornton. (CVI Meeting: Becky Ward remotely, part)

In attendance: The Clerk (remotely), CDC Cllr A. Brown and 1 member of the public (part).

Apologies: NYCC Councillor P. Mulligan

21.070 The Clerk received the written resignation of Cllr Dracup from the position of Chair of the PC.

(b) Further to members approval, Cllr Timbers was elected to the position of Chairman for this meeting.

21.071 There were no dispensations or interests declared by any Councillor present.

21.072 The minutes of the November Clerk's Delegated meeting held on 9th November 2021 were accepted as a true record.

21.073 Communication

a) There was no communication from residents that hasn't already been responded to.

b) Public Participation- A member of the public present thanked the PC for the new Gateway on Cononley Lane. She hoped that even more measures could be taken to calm traffic and stated that somehow more parking was needed in the village. The resident spoke about a resident's parking permit scheme and it was a shame that hadn't materialised. Cllr Clark reassured the resident that the PC had tried also to push the scheme and also that the PC is supporting the '20's Plenty' campaign.

c) CDC Cllr A Brown explained that the CDC Full Council Meeting had been cancelled due to Covid. He reminded the meeting that Parish Elections are due in May 2022. Cllr Brown had spoken with the farmer who owns the most of the track to the Lead Mines and he had confirmed he was ok with the public using the parts of the track that he owned. Cllr Brown had been looking into an ongoing footpath matter at Lothersdale.

Signed by the Chair.....Tuesday 14th December 2021



The Planning appeal at Meadow Lane had been dismissed by the Planning Inspectorate. The CDC Tourism sub-cttee was planning a meeting and Parish input was welcomed. It was noted that Cononley PC had already contributed to this.

d) The following correspondence was noted: '20's Plenty', a NYCC County Meeting via Zoom 16th Dec @ 19.30 (Cllr Clark to attend), FEASTive Programme for Children, Nominations for Community Champion Awards 2021 (CDC), Notification of a Camping Rally in 2022.

21.074 Planning

a) The following Planning Applications were received:

Ref: 2021/23412/LBC Replace doors and windows, Stockshott Lane, Cononley. *NO COMMENT.*

b) The following decisions, withdrawals and appeals were reported:

Ref: 2021/23248/HH Build a Sun Room, Gibb Farm, Stockshott Lane, Cononley. *GRANTED.*

Ref: 2021/23045/HH Balcony, Decking/Windows Airedale Ings, Cononley. *REFUSED.*

21.075 The adoption of the following (circulated) policies from YLCA and NALC with a review date, was discussed: Complaints Procudure, ICO Model Publication Scheme, Pensions Policy, Privacy Notice (employees/councillors), Privacy Notice (General), Risk Management Policy and a Vexatious Policy.

It was agreed that a longer period of time was needed to allow a greater look at the polices before they could be adopted. It was also agreed that it would be useful to split the policies into Mandatory and Desirable categories.

21.076 An update on the activities of the Cleaner/Greener Group was received.

Four 'No idling' signs supplied by Northern via the Friends of the Station Group have been affixed next to the railway barriers. 'Five tips for a green Christmas' have been posted on Facebook and on the village noticeboard.

21.077 To receive a verbal report from the Clerk on allotments.

There was an informal discussion via Zoom on 7th Dec with Councillors and the Clerk about allotment provision in 2022 and beyond. Any matters requiring formal approval by the PC will be raised at a future meeting. The Clerk stated the Lengthsman is due to fix the new noticeboards on the two sites within the next 3-4 weeks subject to weather conditions. One tenant had informally raised the matter of a cement-based asbestos sheet on the roof of an outbuilding. The PC had some time in the past had an asbestos amnesty. It was agreed to monitor the situation. New plots 34a/34b are ready for re-letting as soon as possible. Work on splitting plots 36/36a into smaller plots will commence in the New Year.

Signed by the Chair.....Tuesday 14th December 2021



21.078 To receive from the s106 Sub-Committee.

The fencing contractor used at Dead Eye has been paid and CDC are going to reimburse the non-vatable costs to the PC as part of the s106 funding. There will be a meeting with Elaine from CDC in January to discuss the s106 funding available to the PC and to firm up future ideas. Informative signs will be added to the entrance gate and also the gate where access is not permitted. The intention is to set up a 'Friends of Dead Eye' group. It was felt some photos and a 'write up' showcasing the changes to Dead Eye would look good on the PC website. Some barbed wire at the site needs removal.

21.079 The Clerk talked through the Action List which was carried over from the previous month. The Clerk had dealt with one enquiry from a member of the public about street lights being out but it seems that two of the PC owned lights are out. NYCC will not repair these. A way forward is to ask NYCC about upgrading all the PC lights to LED. The Clerk will action this. The PC is required by the Pensions Regular to update its details via electronic form by May. There is no further update from the Canal & River Trust regarding the external funding bid for the canal access improvements. The Clerk will maintain dialogue. It was agreed to contact the Caravan & Camping Club owner to find out who is the Chief Marshall for the expected caravan rally in April 2022.

21.080 To receive verbal updates from Councillors.

Cllr Swinden stated that the footpath at Swires Lane had been blocked by a fallen tree thanks to storm Arwen. A route is just passable. Someone seems to be using the tree for firewood which is helping access. Cllr Swinden advised the meeting that he had attended a two-part YLCA webinar on 16th & 23rd November for new Councillors. Some useful information came out of the meeting and Cllr Swinden sent the PDF information to the Clerk who will make them accessible to all Councillors as a reference tool.

Cllr Clark updated that the fly tipping on Cononley Lane had been removed by CDC as a gesture of goodwill as it was on private land.

Cllr Bell had supplied a draft logo for the Cleaner, Greener group which was appreciated by all.

Cllr Timbers had updated on Dead Eye via the s106 Agenda item.

21.081 The Clerk gave a verbal update.

He had undertaken website training along with Cllr Bell. This has been provided free-of-charge by Jason our web designer, who has been thanked for this. The Cilca course was progressing slowly but the Clerk is behind where he should be. He will spend some of his own time over the festive period in a bid to catch up. There are a number of

Signed by the Chair.....Tuesday 14th December 2021



other PC tasks that are still outstanding and this is causing and frustration and concern to the Clerk. It was agreed that an Employment Committee Meeting was due where these concerns can be addressed and some attempts made towards finding solutions. The Clerk to arrange a meeting before Christmas.

The Clerk advised the VAT reclaim had been settled by HMRC and the respective amounts due to the CVI and Playing Field Trusts can now be paid. The Clerk explained the annual virus protection for the PC is due to auto renew in January as previously agreed. Regarding remote meetings, the LGA, NALC and YLCA were all pressing central government for powers to hold full council meetings via remote or hybrid means. The Clerk had obtained advice from YLCA stating that Clerk's do not have to present in person for Council Meetings but Councillors have to be as legislation stands.

21.082 Matters for Debate and Resolution.

- a) The appointment of Town Parish Audit as Internal Auditor for the Year End 31st March 2022 was approved.
- b) The use of the email communication tool on the PC Website Platform for both PC and PC-related groups was discussed and approved. The WIX package costs £6.95 per month for 12 months and allows up to 5 communications per month. It is beneficial to keep everything in one place and it can be used to set up for different groups. The training of three persons to use it would be beneficial. Cllr Clark volunteered to be trained on how to use the system. The Mailchimp account could be cancelled.
- c) A lengthy discussion took place regarding setting the PC Budget and setting the Precept demand for 22-23. This was further to information circulated from the RFO and Financial Consultant. The RFO answered a number of questions and it was agreed to raise the Precept by 10%. This would be the first increase for many years and is needed to allow the PC to continue to be as effective as it currently is within the Parish. It was agreed to remove the following headings from the Budget: Dog Bins, 'Beautifying the Village', 'Footpaths' and 's137'. There was a query about Christmas Lights costs which the Clerk will investigate. It was noted that the budget for 22-23 will be a deficit budget of between £3-£5k but the precept rise will offset some of this. It was noted that the PC has healthy reserves and is financially sound.
- d) The use of the external financial consultant for a further 70 hours as required as per the existing terms, including a contribution of £50.00 for home office costs was approved.
- e) The payment of the Holgates invoice for the new Bike Loop at a cost of £35.00 plus VAT was approved.
- f) Gritting costs for the winter 21/22 of up to £750.00 were approved to be authorised by

Signed by the Chair.....Tuesday 14th December 2021

the Clerk at the request of the Lengthsman.

21.083 Council Administration and Finance

To receive the monthly report on assets, maintenance and Council finance and approve budgets, payments, receipts, timesheets and estimates as scheduled therein (circulated).

SCHEDULE of PAYMENTS

(Period: 1st-30th November 2021)

INV Due Period	Payee	Power	Net Amount	VAT	Gross Amount
Nov	CVI Clock Tower Service	Parish Council Act 1957 s2	£218.00	£43.60	£261.60
Nov	PKF Littlejohn (audit services)	s111 LGA72	£200.00	£40.00	£240.00
Nov	PKF Littlejohn (additional audit work)	s111 LGA72	£200.00	£40.00	£240.00
Nov	Cllr Timbers (Wreath reimb)	S111 LGA72	£20.00		£20.00
Nov	Financial Consultant (Oct)	s111 LGA72	£161.00	£32.20	£193.20
Nov	Staff (Oct salary)	s112 LGA72	£670.95		£670.95
Nov	Staff Office costs (October)	s112 LGA72	£35.00		£35.00
Nov	Zoom inv	s111 LGA72	£11.99	£2.40	£14.39
	Bank costs (paid via bank card)		£3.00		£3.00
Nov	Lengthsman (Oct inv)	s111 LGA72	£519.37		£519.37
Nov	New Website Build	s142 LGA72	£689.00		£689.00
Nov	Website (1&1) Monthly cost	s111 LGA72	£15.00	£3.00	£18.00

21.084 To note the date of the next Parish Council Meeting is scheduled for 11th January 2022, subject to Covid. A review to take place on 31st December to determine the format of that meeting.

21.085 There were no urgent items at the discretion of the Chairman, or items for future meetings.

The meeting closed at 21.05

Signed by the Chair.....Tuesday 14th December 2021



**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) Recent Minutes had been circulated and were noted.
 - (b) Recent Unsigned Minutes had been circulated and were noted.
 - (c) The energy supplier had been changed and this would result in a cost saving.
 - (d) CVIAC would like to reduce the semi- commercial hourly rate costs to £10 per hour to help due to Covid 19. This was agreed by the Sole Trustee.
 - (e) The finance report for the CVIAC and payments, receipts and estimates as scheduled therein. (circulated) were agreed.
 - (f) Becky spoke about the need to extend storage space in the back room. Additional loft space could be created and the quote of £1,780 + VAT by Harrisons was agreed by the Sole Trustee.

Cononley Village Playing Field (CVPF)

1. (a) There were no recent Minutes to note.
 - (b) It was agreed to ask the Lengthsman if he would undertake monthly Maintenance reports, supported by the Clerk as required.
 - (c) It was acknowledged that changes to the Constitution are needed. As part of the overhaul it would be a forward step to include a budget for the Playing Field.
 - (d) The issue of meetings and formation of PFAC was discussed including how to attract new PFAC volunteers to the committee (further to an email from Jason). It was felt a committee of 8 people was desirable to help share the workload which is considerable at Gala time in particular. The current committee is lacking in numbers and the risk is it that it could disband due to too much work falling on too few volunteers. It was agreed that Cllr Bell will send out an electronic

Signed by the Chair.....Tuesday 14th December 2021



communication asking for more volunteers. It was also felt the school might be a good place to potentially recruit new volunteers.

(e) It was agreed that a second letter would be drafted for the attention of the householder whose land the leylandii trees were on, adjacent to the Bowling Club, in view of no reply having been forthcoming to the first letter. The Sole Trustee is willing to meet the householder to discuss the safety issue with the trees informally.

(f) Payments, receipts and estimates as scheduled therein were approved.

Signed by the Chair.....Tuesday 14th December 2021