

TOPCLIFFE PARISH COUNCIL

Minutes of the meeting held on Monday 21st February, in the village hall

Councillors present: G Key (Chair), H Wilson, V Rawlings, and R Smith

Apologies: T Brown, County Cllr W Barton, District Cllr N Huxtable

Also present: Padre Roy Burley, John Graham

MINUTES

365 It was resolved that the minutes of the meeting held on Monday January 17th 2005, be accepted as a true record and be signed by the Chairman.

MATTERS ARISING AND OPPORTUNITY FOR PUBLIC QUESTIONS

366 Shelter at Cemetery Padre Roy Burley shared the drawings for the shelter to be built by the regiment at Topcliffe cemetery. The plans were unanimously approved and the council's gratitude was expressed. The work is due to start shortly after Easter.

367 Questionnaire from the Local Government Information Unit into Council Charters The chairman has filled in and returned this questionnaire and shared his answers with the meeting.

ITEMS FROM PREVIOUS MEETINGS

368 Dates of council meetings It was noted that Linda Nuttal has confirmed the booking of the parish hall for council meetings on the third Monday of each month, as well as the annual parish meeting on Monday 9th May.

369 Topcliffe Feoffees John Graham explained the background to the distribution of Feoffees funds. In previous years these have gone to people living in the parish who are in receipt of benefits. However, since the number of recipients has been decreasing, a new basis of distribution was used for Christmas 2004, whereby residents over the age of 65 who are living alone receive the gift. This is also how the Dishforth and Dalton Feoffees distribute their funds. The council agreed that the new method was a sensible way of distributing the funds.

370 Register of electors Following minute 363v (request for additional copies of the Register of Electors) the clerk informed the council that HDC have explained that only 1 Register of Electors is allowed per council

371 Parochial fees A table of parochial fees was circulated for the councillors' information.

372 PLANNING

i) Severfield Rowen, Dalton Airfield – temporary change of use of land from disused airfield to steel stockyard
Various concerns were voiced, in particular:

- Dalton have complained about the level of overnight traffic which would increase under these proposals
- Concerns about how long 'temporary' is
- The development of the whole area needs to be properly planned instead of ad hoc development

It was agreed that the chairman would write to the Planning Officer, recognising the contribution made by Severfield Rowen to the local economy, but stating the wish to see the application refused for the reasons discussed. The letter would state that the council would welcome a meeting with the council and Directors of the applicant and other estate occupiers to discuss the future of the industrial estate.

ii) Light pollution from Dalton industrial estate During the discussion about Severfield Rowen, concerns were also expressed about increased light pollution from the industrial estate. It was agreed that the chairman would write to the Head of Development Services at HDC to highlight the issue, to suggest ways of curbing light pollution, to seek advice concerning any regulations covering the use of security/ operational lighting and to enquire as to the possibility of HDC instigating a consultation with a view to establishing dialogue with the companies concerned or the site managers in order to seek a reasonable outcome for all concerned.

iii) Chestnut Avenue, Alanbrook Barracks – construction of 17 residential car parking spaces – no objections were raised

iv) Old Post House, Topcliffe – listed building application for alterations and extension to form residential accommodation – no objections were raised

v) Chestnut Avenue and Elm Rd, Alanbrook Barracks – application by Annington Homes for advertisement consent to display 8 non illuminated signs and two flagpoles

Padre Roy Burley pointed out that the army had not yet seen any plans. It was considered that the application requested too much signage on the road and that there should only be 1 sign at the entrance, thus it was agreed to request that the application be refused

vi) The Old Vicarage, Front Street – listed building control for alterations and extension to existing dwelling and part demolition of previous extensions; construction of boundary iron railings

It was explained that the proposed iron railings were to replace ones that had originally been there but which

were removed during the War. No objections were raised

vii) The following planning decisions were noted:

- a) Approval of alteration and extension to an existing industrial unit at Severfield Rowen, Dalton Old Airfield Industrial estate
- b) 17 Long St – planning permission not required for installation of solar heat exchange panels

OPEN SPACES MAINTENANCE

- 373 Request for quotes for grasscutting 2005 – the clerk will send requests for quotations to Mitchell and Struthers and NYCC. RS showed the council photographs that he had taken of areas of the Sheepwash and Back Lane cut last year where much of the grass had been taken away altogether. It was agreed that these photographs would be sent to NYCC along with the request for a quote stating that the council would expect better quality if NYCC won the contract again. CC
- 374 Annual maintenance inspection – the chairman will carry this out during March 2005 with assistance from the other councillors GK

VILLAGE PROJECTS

- 375 Tollbooth / Youth Engagement Project
- GK has been investigating provision of water. Water coolers are too expensive and at this time the council does not want to pay water rates. Therefore a small second hand fridge will be installed where water can be kept in containers.
 - The drains have been checked and they do work
 - It was agreed that the electrician and joiner for the windows had both carried out excellent work
 - The planners are not concerned about the feed stores which could therefore be taken out
 - Tom Wharton from Thirsk Youth has asked GK to go on a facilitator course which would mean that the youth engagement project would become eligible for further grants from NY Youth Education Programme.
 - Sgt Ben Frank has agreed to be at the Tollbooth from time to time which will make it more secure
 - A donation of £659.21 from the Youth Fund has been made and the council expressed their thanks to the former youth club trustees for the donation
- 376 Village Seats and Sheepwash development VR has been looking into styles of seat for East Lea. Tracey Butler will shortly order the bench for the Sheepwash, which has a 6 week lead time. Tracey Brown will bring plans to the next meeting for the Sheepwash. The seat that she is installing in Church Street will be put in in the spring.
- 377 Topcliffe Website Peter Perkins has been updating the website, which now works well and has all copies of the Tattler for the last 4 years available on-line. He is looking for a young person to run the youth section of the website. The Topcliffe website Logo competition has been extended until 1st May 2005
- 378 Topcliffe Emergency Plan The development of the plan will be noted in Tattler. HW

379 FINANCES

- i) Budget The current budget position was noted
- ii) Income The following income was noted:
 - £40 from White Rose bookshop for the Millennium Book
 - £20 from NYCC for the Millennium Book (for Northallerton Library)
 - £20 from John Graham for the Millennium Book
 - £135 from BT in payment of the Wayleave
- iii) Payments The following payments were approved:
 - £1,966.95 to NYCC for grasscutting (it was agreed that the current invoice needed to be paid but that NYCC's attention would be drawn to the quality of the service provided – see minute 373)
 - £2,211 to Stephen Halliday for the Tollbooth windows
 - £1,086.88 to Paul Knowles Electrical for the Tollbooth electrics
- iv) National salary award for local council clerks To be put on the March agenda
- v) Barclays Bank Mandate Change form It has come to the council's attention that GK was not an approved signatory to the bank account. Therefore a Mandate Change form was completed to ensure that GK, HW and RS would be signatories.

380 CORRESPONDENCE

- i) Seat licence for bus stop, Church St - filed
- ii) HDC – requesting that stock of sandbags is in serviceable condition – GK has replied by telephone
- iii) Highways North Yorkshire – Annual Report 2003/2004 - circulated
- iv) HDC – Addendum to Best Value Performance Plan 2004/2005 – filed with the Plan
- v) Highways Agency – reconstruction works to A19 Thirsk Bypass – it was noted that works will be carried out to the A19 Thirsk Bypass between 13th February and 30th May, although the roadworks will be removed over the Easter period
- vi) Office Deputy Prime Minister – Freedom of Information Act 2000 – authorisation of Qualified Person
It was noted that under section 36 of the Freedom of Information Act 2000 for parishes in England, the

- Primary Authorisation for Parish and Town Councils will be the Clerk to the Council with the Chairman as Secondary authorisation. At Parish Meetings the Primary Authorisation will be the Chairman of the meeting with the Secondary Authorisation being a Proper officer of the district council
- vii) Glasdon UK Ltd – Local Councils news sheet and sales material - circulated
 - viii) Street, Landscape and Play – sales material - circulated
 - ix) YCLA – warning about ‘Health and Safety Registration Enforcement Division’ – the Health and Safety Executive has warned that a firm calling itself “Health and Safety Registration Enforcement Division” is sending out requests for payment to achieve legal compliance. However this is a scam and should be reported
 - x) Email from Peter Perkins – Topcliffe website – it was noted that the website would shortly be updated
 - xi) NYCC – Agenda for County Committee for Hambleton meting 7th Feb - noted
 - xii) HDC – resumption of green bin collection - noted
 - xiii) YRCC – Building Community Life competition - circulated
 - xiv) YRCC – White Rose Update - circulated
 - xv) Country Air - circulated
 - xvi) Yorkshire and Humber Assembly – Regional Spatial Strategy consultation - circulated
 - xvii) York and North Yorkshire Playing Fields Association Newsletter – The Playing Field, and marketing materials - circulated
 - xviii) YRCC – reminder of Parish Government Conference 25-27 Feb 2005 - circulated
 - xix) YRCC – Rural Community Halls Conference - circulated
 - xx) YRCC – Membership leaflet - circulated
 - xxi) Office of the Deputy Prime Minister – discussion documents – Citizen Engagement and Public Services, and Vibrant Local Leadership - circulated
 - xxii) DEFRA – Clean Neighbourhoods and Environment Bill – CC to find out from HDL legal department where the council stands as regards this bill, and whether the council needs to pass any bylaws **CC**
 - xxiii) Linfoot Associates – marketing material for village signs - circulated
 - xxiv) NYCC – Consultation of the Council Plan – circulated
 - xxv) National Probation Service – invitation to request member of the North Yorkshire Probation Board to attend meeting – it was agreed that the clerk would write to request a visit **CC**

381 **DATE OF NEXT MEETING** – Monday 21st March 2005