

TOPCLIFFE PARISH COUNCIL

Minutes of the meeting held on Monday June 20th, in the village hall

Councillors present: G Key (Chair), Vic Rawlings, Tracy Brown
Apologies: Howard Wilson, Russell Smith, Cllr N Huxtable
Also present: Cllr W Barton, Padre Roy Burley, Ted Cadogan

MINUTES

437 It was resolved that the minutes of the Annual General meeting held on Tuesday May 3rd and the Parish Council Meeting held on Monday April 18th, be accepted as a true record and be signed by the Chairman.

MATTERS ARISING AND OPPORTUNITY FOR PUBLIC QUESTIONS

- 438 Parish payphones Following a letter from BT discussing whether the village payphone should become a non-cash phone, G Key contacted BT to find that the letter in fact referred to the telephone at the diner on the A168 which is already a non-cash telephone. However the payphone in the village is financially viable for BT and has been identified as a community telephone so there are no plans to remove it. BT were also asked about the possibility of provision of other services but this would cost £4,000 plus a further £4,000 for CCTV and will therefore not be followed up.
- 439 Cemetery shelter Padre Roy Burley updated the meeting on progress, stating that the regiment would be back from exercise on July 1st and that it was intended that the work should be done during the following six weeks. The materials have arrived and have been paid for by the regiment so far. G Key stated that when the work is done there should be an official opening.

ITEMS FROM PREVIOUS MEETINGS

- 440 Topcliffe and Asenby Senior Citizens Club The council has received a letter from Dorothy Horton who runs the club, requesting assistance with funding. It was agreed in principle that a contribution should be made. However it was felt that Asenby Parish Council should also contribute. G Key will write to Asenby council with the suggestion of providing equal funding. Therefore although the proposal cannot be approved at this stage, it is noted that the application will be looked upon favourably. **GK**
- 441 Catton Lane Visibility Mirror The council agree in principle that a mirror should be purchased and G Key suggests one with a convex mirror of 500mm at £67.18 plus VAT plus delivery of £12.99. However, this is subject to permission being received from either the Highways Authority if the mirror is to be put on the 30mph sign, or from the owners of the pub.
- 442 Topcliffe Allotments – Broadacres' response to letter G Key wrote to Broadacres regarding the state of the allotment fences in Winn Lane, requesting that the council take over management of the fences. Broadacres have agreed that they will fix the fences as soon as possible but suggesting that the surgery should also contribute since they are also responsible for them. The hedges will be tidied up and will be included in the landscaping programme. The council noted that there are 2 current allotment vacancies which are available at £13 per annum.

443 PLANNING

- i) Alanbrooke Business Park, Station Road, Topcliffe – construction of 16 industrial units The proposal would mean taking out 36 trees as well as traffic 24 hours per day. There is a concern that this could destroy the habitat of protected species. Therefore the council will recommend refusal on the grounds of conservation of wildlife
- ii) Hagg House Farm, Thorpefield – alterations and extensions to disused agricultural buildings to form three dwellings The council do not feel competent to comment on this application and believe that the district council should take the decision
- iii) Leconfield House, Station Road, Topcliffe – two storey extension to existing dwelling. Construction of a detached domestic double garage The council recommended approval
- iv) The Orchard, Catton Lane, Topcliffe – alterations and two storey extension to existing dwelling The council recommended approval
- v) Halfway House, Topcliffe – alterations and extensions to existing barn to form a workshop and dwelling The council approved in principal, but this concerns on the structural views since there were concerns about the barn's foundations
- vi) It was noted that the following planning applications had been approved:
 - a) 3 Back Lane, Topcliffe – two storey and porch extensions to existing dwelling
 - b) The Cottage, Front St, Topcliffe – alterations and extensions to existing dwelling

- c) The Old Vicarage, Front St, Topcliffe – alterations and extensions to existing dwelling, part demolition of previous extensions, construction of boundary iron railings (listed buildings and planning consent approved)
- d) Leconfield House, Station Road, Topcliffe – change of use of land from agricultural to domestic
- e) Eldmire Mill, Dalton Old Airfield Industrial Estate – Construction of a replacement storage building, Wetherby Stone Products
- f) Dalton Airfield – Change of use of existing agricultural land to use for the storage of steel sections and formation of roadways AND use of existing disused land for the storage of steel sections and formation of roadways, Steel Beams & Columns Ltd

However it was requested that the council request an explanation of the decision to approve the change of use of land at Leconfield House since the council had objected to it. **GK**

PLAYING FIELD COMMITTEE

444 G Key reminded the council of the reasons to set up a separate committee – namely that the current members did not wish to continue, and the need to avoid the £450 insurance costs. In order to come under the council's insurance, the new Playing Field Committee must be set up as a sub-committee of the parish council. Therefore the existing committee will be wound up as a sub-let tenant of the council's and set up as a sub-committee. It will be chaired by Howard Wilson with the help of others, including Ted Cadogan. There are no implications for either the grasscutting or maintenance contracts. However there are grants to be applied for which may mean investment.

A motion to set up the sub-committee chaired by Howard Wilson was passed. G Key will speak to the HDC solicitor regarding withdrawing the lease. H Wilson will wind up the current committee and transfer the existing committee's funds to the council's. These will appear as a separate column in the accounts. Operating rules and standards need to be drafted, and there will always be a Playing Fields item in the council's minutes.

GK, HW, VM

OPEN SPACES MAINTENANCE

445 Caravan park Leylandii trees Residents in Swaleview have written a complaint about the height of the trees in the caravan park. However the owner has replied that he has a replanting scheme underway already although this will take 2 years to grow. In the meantime he has agreed to take the trees down to the height of . The council therefore notes Mr Goodwin's letter, particularly the commitment to remove the trees within 2 years.

446 Sheepwash barrier The barrier needs to be repaired.

447 Noticeboards The noticeboard in front of the village hall needs to be replaced due to rotting timber and difficulties in opening it. **GK**

VILLAGE PROJECTS

448 Tollbooth / Youth Engagement Project G Key informed the council that HDC had demanded a rates payment for the Tollbooth, and that a rebate cannot be claimed because the council receives a precept. Therefore he will write to HDC on behalf of the Topcliffe Community Engagement Project instead which should mean a rebate. **GK**
The front office is now habitable. The risk assessment has been done with fire extinguishers in, signs to mind the steps, etc. A noticeboard has been put up to display public information. Keys will be distributed to each councillor and to the Post Office in order to provide access control, and a note will be made in Tattler that the 5 PCs in the Tollbooth are available for anyone from the village to use (all have Windows software). However there is not yet a printer.

449 Sheepwash G Key will write to Mike I'Anson from the Thirsk Woodlands Trust for planting advice.

450 Village benches G Key has walked around the village to assess necessary repairs and builders' quotes have been requested. One bench in Swaleview needs restoring, whilst one at the back of Swaleview is not bolted down and needs refitting and possibly replacing. In addition there are 2 benches in Long Street, 1 by the Post Office, 1 by the Chapel, 1 by the school. Most are in reasonable condition but need sanding and wood treatment. The benches for the Sheepwash, Church Street and Long Street have arrived, as have rafts to bolt them down. We are awaiting quotes to do the work.

451 FINANCES, CHEQUES AND COUNCIL ADMINISTRATION

- i) Budget The current budget position was noted
- ii) Income The following income was noted:
- £40 White Rose Bookshop for 2 Village Books
- iii) Payments The following payments were approved:
 - a) Insurance 2005/2006 £1,232.44
 - b) Membership of York and North Yorkshire Playing Fields Association - £25
 - c) Kall Kwick for publication of 12 more Village Books - £240 @ £20 each
 - d) £418.99 to Claire Cadogan, clerk's salary and expenses
- iv) Vicki Moores was welcomed as the new clerk to the parish council

452 **CORRESPONDENCE**

The following correspondence has been received. Unless otherwise noted, it has been noted and circulated amongst the councillors:

- i) HDC – Local Development Framework, (including replacement page 5)
Strategic Flood Risk Assessment (part of LDF)
LDF core strategy consultation
Core Strategy Preferred Options Consultation
- ii) HDC – Notices of Election – already done
- iii) NYCC – Election of Parish Council Representatives to the County Committee for Hambleton – already done
- iv) YRCC newsletter – Country Air
- v) York and North Yorkshire Playing Fields Association Newsletter
- vi) Village Ventures competition entry form
- vii) Various marketing info sent by YRCC
- viii) Invitation to launch of Hambleton Community Safety Strategy, 24th May 10am-12pm
Subsequent cancellation letter
Subsequent rearrangement letter
- ix) Patient and Public Involvement forum for Tees, East & North Yorkshire Ambulance Service – request for feedback and concerns (also poster – displayed on parish notice board)
- x) Yorkshire Local Councils Associations – Hambleton Branch – invitation to Annual Meeting on Wednesday 18th May, 7.30pm, and minutes to March and April meetings
- xi) YLCA – White Rose Update
- xii) YLCA – invitation to joint training conference for parish and town councillors and clerks, 30th September – 2nd October 2005 at Royal Hotel Scarborough
- xiii) NYCC – Hambleton area committee newsletter
- xiv) Independent Memorial Inspection – email re. memorial headstone safety - rejected
- xv) HDC Standards Committee - Appointment of Parish Council Representative
- xvi) HDC – Planning Training – input required for planning the training programme for Parish Councillors – it was agreed that this should be booked for a council meeting in the future. VM to send dates of next PCC meetings and to find out whether the training could be fitted in before or after a council meeting. **VM**
- xvii) HDC – Flavours of Hambleton Awards
- xviii) YLCA – Pointers to Good Practice booklet
- xix) Hammonds solicitors – notice of application for transfer of licence for Little Chef, A168 – noted and acknowledged by CC
- xx) DEFRA – Clean Neighbourhoods and Environment Act 2005 – the powers available to the council were noted

453 **DATE OF NEXT MEETING** – Monday July 18th