

## LUTTONS PARISH COUNCIL

### MINUTES OF ORDINARY MEETING

Held in the School Hall, Back Lane, West Lutton on 17 January 2012

**Councillors present:**

Jenny Clarke  
 Tony Crawford  
 Stephanie Fidell  
 Andy Macdonald (Clerk)  
 John Wane (Chair)

**Apologies:**

Joe Lacy  
 Christine Carpenter  
 Rod Eady

Item		Action
1.	The Clerk reported that Joe Lacy had resigned from the Parish Council. <b>The Council</b> expressed its regret and <b>agreed to send a letter thanking JL for his service.</b>	Clerk
2.	<b>Declarations of Interest</b> – AM declared an interest in planning item 9.2b	
3.	<b>Approval of the Minutes of the Ordinary Meeting held on 15 November 2011</b> <b>The Council voted unanimously to approve the minutes</b> which the Chair signed.	
4.	<b>Matters arising not on the agenda</b> The Clerk reported that he had not yet made contact with CE Electric UK to discuss resilience of supplies and emergency response.	
5.	<p><b>Verbal Reports on Projects</b></p> <p><i>5.1 Bus Service.</i> The Clerk reported that the bus service will continue when the current contract with the Post Office ends in April 2012. The schedule will be similar to now with the addition of a Saturday afternoon service. The bus will be larger with 21 seats. A meeting of three Parish Clerks with the District Councillor (Janet Sanderson) and NYCC Transport Department agreed that the service should be kept under review. NYCC has indicated that it may be able to increase the size of the bus if demand justified. NYCC also undertook to look at bus services and bus times across the whole area, employment information and school transport. Everyone's hard work to ensure the bus service did not disappear was commended.</p> <p><i>5.2 Winter precautions.</i> The free equipment is now available in the village and the salt bin to go on the corner of Back Lane is ready to be sited and filled, but a storage area for the salt was needed as it comes in bulk. A salt spreader, shovels, high-vis jackets and shoe cleats were being held by the Clerk until procedures had been agreed. The Council agreed that an ad hoc arrangement of phone calls would be put in place immediately to deal with short term requirements, while a more strategic plan was put together for next winter.</p> <p><i>5.3 Connecting North Yorkshire, High Speed Broadband</i> The steering group had held its first meeting and meets again in Thixendale later this week. The group seeks to be representative of all the villages along the valley and Thixendale. Representatives are still being sought from Foxholes and Weaverthorpe. The Chair of the Group is Karl Tumman. Chris Googe represents Helperthorpe and AM and JW represent Luttons. At the moment the group was seeking expressions of interest from both domestic and business users and a questionnaire was available to use, both on the web and in paper form. A certain level of interest was needed before the area could become eligible for a feasibility study. The project will not improve mobile phone reception although voice-over-internet will be possible.</p> <p><i>5.4 Clearance of Gypsey Race</i> The contract was now complete and Streetscene (Ryedale District Council) have swept gutters against kerbs. NYCC Highways have completed a flush of all gullies. It is hoped that surface water will now drain more easily and flooding from the Race will be contained. A similar exercise will take place in East Lutton next year and Helperthorpe</p>	Clerk

	the year after and money has been put in the budget plans for that purpose. <b>The Council agreed to make contact with landowners to request that the lengths of Gypsey Race that run along their fields are also cleared.</b>	Clerk
6.	<b>Correspondence</b> Councillors had been circulated with a summary listing. The Clerk drew the meetings attention to the crime figures which continued at a very low level and at a lower level than last year. However, there had been an increase in road traffic collisions. An additional piece of correspondence had been received regarding a Localism conference on 29 February. <b>The Council agreed that AM should attend this.</b>	AM
7.	<b>Adoption of Standing Orders and Financial Regulations</b> It was agreed that the adoption of a set of Standing Orders and Financial Regulations was imperative even though the Council was very small and the desire was for an informal and inclusive approach. A draft Financial Regulations document, based upon a Model published by the National Association of Local Councils, had been circulated to Councillors. TC proposed that these be adopted and this was seconded by JC. <b>The Council unanimously agreed to the adoption and publication of the Financial Regulations. The Council further agreed to the Financial Regulations being reviewed annually.</b> The Clerk agreed to draw up a draft of Standing Orders, appropriate to a small council, to be approved by Councillors at the next meeting.	Clerk
8.	<b>Clerk to the Parish Council</b> The year that AM had agreed to Clerk for the Parish Council was drawing to an end and it was necessary to start the recruitment process. AM had drafted a job description and person specification using Models from the National Association of Local Councils. Remuneration for the Clerk should be paid according to National Pay Scales and this would mean that only a few hours per week could be afforded. A discussion took place as to how all the requirements of the job could be met within a salary that was affordable. <b>The Council agreed to a sub group being convened to work on this – membership was agreed as RE/JW/AM</b>	RE/JW/AM
9.	<b>Planning Applications</b> <i>9.1 Recent determinations</i> a) 2 wind turbines, Thirkleby Wold Farm – withdrawn and new proposal for 1 re-sited turbine submitted. The Parish Council have objected to this proposal for the same reasons as the first: Turbine oversized for requirements; cumulative impact on landscape; and, the lack of a policy by RDC on wind turbines and farms. b) Wind turbine, Spaniel Farm – approved c) Agricultural Building and solar panels, Manor House Farm, Helperthorpe – approved <i>9.2 New applications</i> a) Detached outbuildings for parking and work equipment, Allendale, Helperthorpe – Adjacent householders were very concerned that this construction had started without any planning permission being sought. The Parish Council had objected as: the building was outside the developments area; the scale and position was inappropriate to adjacent houses; and, the height of the building was not justifiable for stated use. There was also concern that excavations had been carried out in an area that may warrant archaeological exploration. b) Erection of an information board as part of a heritage trail, East Lutton. A discussion took place with Mr Daniels (East Lutton) about the siting of the board. He liked the idea of the heritage trail and the information boards but felt that it would create too much noise and disruption to his household as people came by to read the boards; he had objected to the application. Mr Daniels asked that the notice board be positioned next to the seat just prior to entry to the village, or next to the village pump. He also asked if the Parish Council were planning to bring the water pumps back into use. It was explained that at some point the pumps would be cosmetically refurbished to ensure their longevity as historical interest pieces,	Clerk

	but there was no intention to bring them into use again. The Local Planning Authority (RDC) was responsible for the statutory planning process and the consultation period had now ended. <b>The Council agreed unanimously that at this late stage the planning procedure should be allowed to run its course.</b>	
10.	<p><b>Finance</b></p> <p>10.1 <i>Precept submission</i> - The Clerk reported that the precept submission of £1,150 (no increase on last year) had been submitted on 25 November 2011.</p> <p>10.2 <i>Income and expenditure statement for year to date</i> - This was tabled by the Clerk (see attached). A member of St Peter's Church queried whether a response to all requests for funding for the Church had been met. The Clerk undertook to check this and speak to Mrs Bannister.</p>	Clerk
11.	<p><b>Any Other Business</b></p> <p>11.1 <i>Jubilee celebrations</i> – A discussion took place around the nature of any celebration or commemoration to mark this occasion. It was decided that it was not the remit of the Parish Council to lay on celebrations, but something more long term and commemorative would be suitable. A programme of bench refurbishment and planting would be undertaken in all three villages with relevant plaques being attached to complement those already in place was proposed by JC and seconded by SF. <b>The Council unanimously agreed to the scheme.</b></p> <p>11.2 <i>Parish Meeting.</i> Councillors were reminded that there was a legal requirement to hold an annual open Parish Meeting before 1<sup>st</sup> June at which parishioners could air their views and expectations. <b>The Council agreed to hold the meeting immediately before the Annual General Meeting on 13 March, in the school hall running from 3.00pm.</b> In the afternoon the format would be similar to that last year with exhibits from community groups who would be invited to speak after 6.00pm. The Clerk was asked to write to all bodies in the Parish (e.g. school, pub, church, YCA etc) inviting them to attend and talk about the work their organisation had undertaken during the year and their programme for the future. Councillors were asked to become involved with both the planning and the day.</p> <p>11.3 <i>Vacancies for Councillors</i> – The Clerk undertook to notify the necessary bodies of the 2 vacancies so that an election notice could be posted. If this did not result in any response co-options would need to take place.</p>	Clerk All Clerk
11.	<p><b>Date and Time of Next Meeting (AGM)</b></p> <p>13 March 2012 at 7.15pm in the School Hall, Back Lane, West Lutton</p> <p>TC gave his apologies for this meeting.</p>	

Minutes to be signed when approved by the Council:.....

Chair,