

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

PUBLIC NOTICE OF A PARISH COUNCIL MEETING At 7.15pm on 29 October 2018 in The Annex, Mechanics Institute, Kirkby Malzeard

ALL MEMBERS OF THE PUBLIC WELCOME

AGENDA

- 1. Welcome and apologies for absence.**
- 2. Declarations of Disclosable Pecuniary Interest, Other Interests or Close Association** by Councillors for any item on the agenda. Approve requests for dispensations if any.
- 3. Approve the Minutes of the previous Full Parish Council meeting held on 24th September 2018 and the Interim Parish Council meeting held on 9th October 2018.**
- 4. Updates on Action Points from previous meetings not dealt with elsewhere on the agenda:**
 - a) Update on investigations over potential path on Definitive Map – Cllr Saxon.
 - b) Update on acquiring ‘No Cold Callers’ stickers from Trading Standards – Chair.
 - c) Update on publicity for Childcare facility at Ripon Leisure Centre – Clerk.
 - d) Update on removal of grass cuttings from verges – Chair.
 - e) Update on weeding to kerbs in Kirkby Malzeard village – Clerk.
- 5. Correspondence** – Clerk to raise any relevant items with Councillors including those listed;
 - a) NYCC – Consider the update on the review of Vehicle Activated Speed Signs.
 - b) Julian Smith MP – Notification of upcoming surgeries.
 - c) BHIB Councils Insurance – Notification of the Aviva Community Fund offering support and funding to community projects.
 - d) Public Affairs and Policy – Notification of awareness raising of Scam Mail within the community.
 - e) HBC – Invitation to comment on their consultation over Ultra-Low Emission Vehicle strategy.
 - f) HBC – Request from Strategic Leisure Ltd to complete HBC Sport & Leisure Study.
 - g) HBC – Eastern section of the Henry Jenkins Public House, Kirkby Malzeard – Notification that Nomination for an Asset of Community Value Re-Listing was unsuccessful.
 - h) NYCC - CA7 002 – Moorland, Laverton CL 116 – Notification that the Application to surrender and remove rights relating to entry number 2 of common land was granted.
 - i) Delta Academy Trust – request for information regarding The Old School, Dallowgill.

6. Lift Share Scheme – Further information on the scheme from Sharron Cooney of Mashamshire Community Office, which is being organised in conjunction with NYCC. The scheme will connect those who require lifts from this area to drivers who can offer transport.

7. Planning Applications – notification of recent decisions made by Harrogate Borough Council and North Yorkshire County Council:

a) 18/01866/PNAFUL – Mowbray Park Farm, Kirkby Malzeard – Erection of agricultural building – Atkinson – Approved.

b) 18/03103/FUL – North Close Farm, Kirkby Malzeard – Erection of extension to light industrial unit – DM Fabrications – Approved.

c) NY/2018/0123/FUL - Land at Kirkby Malzeard Church of England Primary School, Church Bank, Kirkby Malzeard - Demolition of disused toilet block, removal and replacement of section of retaining wall, metal fencing and gates to create wider access, resurfacing of existing car park, provision of external lighting, hard and soft landscaping work - Corporate Director, Children and Young People's Services, NYCC - Approved.

d) 18/02326/DISCON - Land at Field 419481 473254 Swetton, Dallowgill - application to remove certain conditions under Consent 17/04517/FUL - Nelson. Conditions discharged.

8. Planning – recent Applications made to Harrogate Borough Council. The Parish Council will provide a response on the following cases:

a) 18/02344/FUL – Barn Conversion, Carr House Farm, Kirkby Malzeard – Erection of two storey extension - Watson.

b) 18/04365/FUL – 1 West End Cottages, Main Street, Kirkby Malzeard – Erection of first floor extension – Bullock.

9. Planning - Neighbourhood Plan.

a) Confirmation that letters have been sent to neighbouring Parishes notifying them of the proposed Plan Area – responses requested by early December.

b) Report on Neighbourhood Planning Forum, Leeds 19.10.18 – Cllr Brownlee.

c) Consider the Terms of Reference for, and creation of, a Neighbourhood Plan Steering Group, being a committee of the Council under s102 of the Local Government Act 1972.

10. Planning – Enforcement issues. Consider any possible breaches of planning consents, conditions or regulations currently existing within the Parish. Matters raised by Councillors or Public will be referred to the Planning Enforcement Office at HBC for consideration.

11. Kirkby Malzeard Community Association.

Consider the Terms of Reference for, and creation of, a committee to advise on the creation of a Community Association for Kirkby Malzeard, under s102 of the Local Government Act 1972. Chair and Cllr Saxon to report on meeting held by MIVH trustees on 08.10.18 concerning these proposals.

12. Footpaths – recent DMMO Application made to North Yorkshire County Council. The Parish Council will provide a response on the following case:

a) 15.70/7 – Bagwith Lane, Kirkby Malzeard – Application of upgrade from footpath to restricted byway and add new length of restricted byway.

13. The Queens Head, Kirkby Malzeard – consider any action that could be taken to secure the long-term future of this community asset following response from Ei Group.

14. Armistice 2018 Artwork – update on artwork to mark this event.

15. Kirkby Malzeard Charity Trust – consider response from Charity Trust following communications over further information, and what action to take next.

16. Tree on Main Street, Kirkby Malzeard – Consider request from owner of Branwell Cottage, Main Street, Kirkby Malzeard to have tree in verge pruned back.

17. Council Property Assets –

a) consider monthly reports on condition of assets from Councillors and Clerk.

b) Coalpit Goal Woodyard, Kirkby Moor Road, Kirkby Malzeard – resolve to approve and sign lease to Mr. Bryan Ward, and to grant vehicular right of way across the land to the rear section of Woodyard owned by R.K. and J.M. Ward.

c) Common Land at Woodhouse Bogs, Winksley – resolve to approve transfer of full ownership to Azerley Parish Council.

d) Lamberts Quarry & Laverton Quarry – consider estimates for annual tree inspection by Wards Woodyard and Blakey Tree Surgery.

e) Bus Shelter opposite Kirkby Stores, Kirkby Malzeard – consider public response to the potential removal or repair and determine policy.

18. Commuted sums

a) Kirkby Malzeard Heritage Board – progress report.

b) Highside Playing Fields/Play Area – update on new fencing project.

19. Children’s Play Area

a) Note findings of latest monthly report from DTMS.

b) Update on progress in respect of sub-lease to enable the Council to take full responsibility for the Play Area from HPFA. Consider obtaining independent advice on terms of sub-lease.

20. Highways Issues

a) Update on items previously reported.

b) Any new items to be raised by Councillors or public.

c) Consider action over proposed removal of some salt bins in Kirkby Malzeard.

d) Consider update on extension of pavement at the Galphay Road /Market Cross junction.

e) Consider applying for Speed Restrictions on roads within the Parish which are currently unrestricted including Laverton village and approach roads around Laverton and Kirkby Malzeard.

f) Consider lowering verge in front of Post Box in Laverton village.

21. DTMS Task List – report on work carried out by Parish Caretakers, new items to be added to their task list and completion of Customer Feedback questionnaire.

22. GDPR – update on procedures and approval of further documents to comply with Data Protection Act 2018;

a) Confirmation that all Councillors using e-mail have now created specific Parish Council email addresses and have returned Consent forms to Clerk.

b) Update on creation of Breach policy document – consider and approve if available.

23. Meeting procedures

a) Consider including routine agenda items for reports from District and County Councillors.

b) Consider means of improving public participation at meetings.

c) Consider whether further internal financial controls are required.

24. Employment of Clerk –

a) Consider amendment to Contract of Employment in respect of the number of days annual leave due to Clerk.

b) Update from Clerk regarding printer purchase.

25. Brief reports on meetings attended since last month -

a) YLCA Finance and Budgeting for Local Councils training – York, 16.10.2018 - Chair.

b) YLCA Harrogate District branch meeting – Boroughbridge, 01.10.18 – Chair.

26. Financial items:

a) Bank statements – details of balances, outgoings and income on latest available statements.

b) Cash Book – up to date record of payments and receipts.

c) Six Monthly Comparison to Budget - comparison of income and expenditure for Quarters 1 and 2 to Budgeted figures.

d) Approval of payment to DTMS Ltd for £60.48 for September and October's playground inspections.

e) Approval of payment to DTMS Ltd for £141.12 for September and October's caretaker duties.

f) Approval of payment to D3 Office Group Ltd for £12.28 for stationery.

g) Approval of payment to Clerk for £8.50 for picture frame.

h) Approval of payment to Buckton Homes and Gardens for £760.00 for grass cutting.

i) Approval of payment to Stephen Weld for £70.85 for materials for Armistice artwork.

j) Approval of payment to Chair for £39.54 for materials for Armistice artwork.

- k) Approval of payment to Hutchinson and Buchanan Solicitors for £360.00 for the preparation of lease for the Woodyard, Kirkby Moor Road (item 17b above).
- l) Consideration of purchase of the 11th edition of 'Local Council Administration' published by Lexis Nexis, at a cost of £110.99 including postage.

27. Any Other Business - items not covered elsewhere on the Agenda can be raised by Councillors and Members of the Public for discussion.

28. Date of next meeting: Monday 26 November 2018 at 7.15pm in The Annex, Mechanics Institute, Kirkby Malzeard. Any items to go on the Agenda for the Council meeting should be submitted to the Clerk by 16 November 2018 please.

Dated 24/10/2018

PARISH CLERK Jen Hurford, Holmes Cottage, High Walk, Kirkby Malzeard HG4 3RY (Postal enquiries only)

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Agenda, along with General Privacy Notice, also available on the Parish Council website

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