

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING on Monday 30th March 2020 held remotely

Note: A Public meeting of the Council was prohibited due to the Coronavirus epidemic and the Council has followed advice from NALC and YLCA that meetings can, in these circumstances, be held remotely. A video conference call system and telephone link was therefore used. The Agenda was issued in the normal manner and the public were encouraged to make comments on any of the agenda items beforehand, although none were received. All decisions will be formally ratified at the next public meeting.

The meeting commenced at 7.30pm. Councillors Howard Mountain (Chair), Geoffrey Berry, Jane Aksut, Peter Saxon, Pippa Manson, and Alan Brownlee, together with the Clerk, took part in the video conference. Cllr Geoff Lobley (Vice-Chair) was also connected via telephone.

1. Welcome. Apologies for absence – approve reason why unable to attend.

All Parish Councillors present.

2. Declarations of Disclosable Pecuniary Interest, Other Interests or Close Association

- a) Cllr Aksut declared an 'Other Interest' in relation to item 5e
- b) Cllr Manson declared an 'Other Interest' in relation to item 5d
- c) Cllr Brownlee declared an 'Other Interest' in relation to item 5f
- d) Cllr Saxon declared an 'Other Interest' in relation to item 5e

Cllrs Brownlee and Manson requested a Dispensation to allow them to participate in the discussion in relation to item 5f and 5d respectively. The Dispensations were approved.

3. Approve the Minutes of the Parish Council meeting held on 24th February 2020 and the 'Extraordinary' Parish Council meeting held on 2nd March 2020.

The minutes were approved as a true record and will be signed at the next public meeting.

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

- a) 20/00563/FUL – Curlew Croft, Main Street, Kirkby Malzeard – Erection of 1 no. new dwelling with access and parking – Edwards.

Decision C – The Parish Council does not object to or support the application but wishes to make comments:

The Council recognises the role which infill housing needs to play as part of the policy by which sufficient housing is provided to meet demand locally, particularly for younger people or older people downsizing. Some additional housing of a sympathetic nature in the village is also seen as being likely to help sustain local amenities such as the school, shops etc. The site is within the Village Development Limits as set out in the Local Plan, and utilises garden land rather than greenfield agricultural land.

However, in this instance the Council does have concerns about certain issues about this specific application.

- 1) Even in comparison to Back Lane South where some new build residential has taken place in the past (or for which consent has been recently granted), Back Lane North, from which the proposed dwelling is accessed, is an extremely narrow road used principally by pedestrians rather than vehicles and it is felt that safety issues could arise if development on any significant scale was carried out here.
- 2) Whilst there are other dwellings fronting onto Back Lane North these have been formed by the conversion of redundant agricultural buildings, rather than by new-build houses, which has helped preserve the character of the immediate area. The Back Lanes are seen to be an integral feature of the village layout and we would not wish to see Consent granted for housing in these areas which is not of a design in keeping with other buildings.
- 3) Whilst the proposed dwelling appears to incorporate two parking spaces, its construction eliminates the garage and on-site parking provision for the existing house (Curlew Croft, which fronts onto Main Street) with the result that it would appear that occupiers of that existing house will now be obliged to park on Main Street. Excessive parking on Main Street is seen as one of the major problems affecting the village at present and we would not seek to encourage any further parking of this nature.
- 4) Whilst the design of the property is such that neighbouring gardens would not appear to be directly overlooked, the structure appears to be considerably larger than the existing garage and the impact on the amenity of properties to either side, should be fully considered.

b) 20/00584/CLEUD – Buck House Farm, Gillgate Road, Laverton – Application for a Certificate of Lawfulness for the existing use of a static caravan as a holiday let – Stirk.

Decision A – The Council had ‘No Comments’ to make concerning the information provided by the applicant within the application.

5. Local Organisation grants 2019-20 – The Council decided that grants should be approved and allocated, however, 25% of the grants would be retained as a contingency fund until later in the year, in case they were needed for use within the Parish during the current emergency. The total grants allocated were as follows:

a) MECHANICS INSTITUTE VILLAGE HALL - ALLOCATED £1,750 as a contribution towards improvement work comprising the replacement of the front entrance doors.

b) HIGHSIDE PLAYING FIELD ASSOCIATION - ALLOCATED £1,750 as a contribution towards the provision of additional storage facilities, roof repair and replacement of mower blades.

c) KIRKBY MALZEARD PRE-SCHOOL - ALLOCATED £750 as a contribution towards re-decoration and provision of new curtains in the classrooms.

d) KIRKBY IN BLOOM - ALLOCATED £750 as a contribution towards assisting with the creation of wild flower areas, provision of village tubs and troughs, enhancement of area around bus shelter, weed spraying to pavements and public liability insurance.

e) YOUTH CLUB - ALLOCATED £500 as a contribution towards improving the range of equipment available and funding appropriate external outings.

f) FRIENDS OF KIRKBY SCHOOL - ALLOCATED £500 as a contribution towards the purchase and installation of a cooker and fridge to assist with fund-raising activities.

The following payments were formally approved:

Mechanics Institute Village Hall	£1312.50
Highside Playing Field Association	£1312.50
Kirkby Malzeard Pre-School	£562.50
Kirkby in Bloom	£562.50
Kirkby Malzeard Youth Club	£375.00
Friends of Kirkby School	£375.00

6. Community helper scheme. – The creation and continuation of the Community Helper Scheme to assist residents during the Coronavirus epidemic, was approved in accordance with a Risk Assessment document which includes information on safe guarding. This information has been given to all volunteers.

It was agreed that in order to ensure that all residents received support if needed, that a notice and social media posts would be issued shortly to encourage residents to check on neighbours. Cllr Aksut will coordinate a door knock, adhering to social distancing rules, to check specifically on the welfare of the Mowbray Crescent residents, and to ensure they were all aware of the community helper scheme.

The community website www.kirkbymalzeardarea.org.uk would be fully utilised to promote the scheme and also keep the community up to date with relevant information.

Cllrs Aksut and Saxon were thanked for their contribution to creating this scheme.

Action: The scheme would be monitored and adapted as circumstances changed, to ensure that it provided the most appropriate assistance.

7. Internal Audit arrangements for 2019-20

- a. The appointment of Janet Bennett of Yorkshire Internal Audit Services as Internal Auditor at a cost of £225, was approved.
- b. The Effectiveness of Internal Controls were reviewed with revisions made to the Risk Assessment Register as necessary, in particular in respect of stage payment procedures. The measures were approved and the revised document will be formally adopted at the Annual Parish Council meeting in May.

8. Financial Items:

- a) The Bank statement showed a balance of £12,503.50.
- b) Cash Book. Reconciliation with bank statement noted by Council.
- c) On-line banking – Clerk was approved as a primary user.
- d) The following payments (including VAT where applicable) were approved.

Payee	Amount	Item Paid For
Reimbursement - Chair	£3.49	Printer ink subscription
YLCA	£419.00	Membership fees 2020-2021
Clerk	£68.00	Homeworker allowance (17 weeks)
Clerk	£30.48	Extraordinary meeting (3 hours)
Beyond Digital	£48.00	Printing - Neighbourhood Plan leaflets

9. Emergency Delegation of Powers to the Clerk. The following was approved as an addition to the Standing Orders of the Council:

In the event of an Emergency the Council empowers the Clerk to do anything expedient and necessary to ensure the continuous business of the Council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that

the delegation is applicable. Whilst fully delegating these Powers the Council expects that Councillors will be consulted prior to any actions being taken. In the event of the Clerk being unavailable to fulfil this role, the delegation of power will be passed to the Chair and then to the Vice-Chair if the Chair is unavailable.

It was decided that the Council will continue to meet via video conference call for the time being, however should it become necessary, the Council will call an Extraordinary meeting at which point the above Standing Order will be invoked to delegate Emergency Powers to the Clerk.

10. Date of next meeting: Monday 27th April 2020 at 7.30pm. To be held remotely or at the Mechanics Institute, Kirkby Malzeard, if permissible. Any items to go on the Agenda for the Council meeting should be submitted to the Clerk by 17th April 2020 please.

Cllr Brownlee was thanked for organising the conference call.

Dated 03/04/2020

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