**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place, Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209 (Office Hours)

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E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Office hours: Monday and Thursday, 13:00 – 17:00

Chairman: Councillor Flo Grainger Clerk to the Council: Jen Hurford

**MINUTES 6th JANUARY 2020**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Rob Greensit, Cllr Ian Johnson, Cllr Nigel Simms (from Item 6.1 partway), Cllr Jane Vickery and Jen Hurford (Parish Clerk).

**Present:** 6 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Flo Grainger (Chairman), Cllr Brian Metcalfe, Cllr Neil Pickard (Vice-chairman), Cllr Peter Weatherill and County Cllr Margaret Atkinson. In the absence of both the Chairman and Vice-chairman, Cllrs agreed for the longest standing Cllr, Cllr Ellis, to act as Chairman for the purpose of conducting the meeting.

**2. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

2.1 Minutes of the Monthly Meeting held on 2nd December 2019. It was **proposed** by Cllr Vickery and **seconded** by Cllr Johnson that the Minutes of the 2nd December meeting be formally approved as a true and accurate record. All those who attended the 2nd December meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record. **Action: CLERK.**

**3. DECLARATION OF INTEREST IN AGENDA ITEMS**

3.1 Cllr Johnson declared an Interest in Item 19.1.

**4. PLANNING MATTERS**

* 1. Planning Applications received from HBC;

4.1.1 6 Market Place, Masham, HG4 4EB - Listed building consent for remedial and refurbishment work to existing dwelling and associated annexe/garage, to include: removal of lift and opening made good; insertion of steel beam and stud partition walls; removal/replace wc's, wash basins and showers; removal/repair and replacement of some windows/panes and doors; replacement roof lights and radiators; ground floor of annexe to be insulated; replacement kitchen units and appliances; Existing garage to be converted to open carport; removal of pond and planters; roof to repaired/replaced where necessary; existing stack and upper gable end to be rebuilt; localised stitching to historical cracks; possible removal of asbestos in ceiling and new plasterboard and skin finish. Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Vickery that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried.

4.1.2 Unsurfaced Car Parking Area At 422087 480718 The Oaks, Masham, HG4 4DT – Erection of single storey dwelling and new access. Revised scheme. Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Johnson that MPC did not object to or support the application but wished to make comments or seek safeguards as follows; the common access path needs to be made wider between the proposed dwelling and neighbouring property for both emergency services and wheelchair access, to a width suggested of 2 metres. The majority of those present voted in favour and the **RESOLUTION** was carried.

The Clerk would be requested to advise HBC of the above MPC decisions. **Action: CLERK.**

* 1. Planning Approvals – A list of decisions appear at Appendix A.
  2. Planning Enforcements – A list of enforcements appear at Appendix A.

**5. FINANCIAL MATTERS**

5.1 Advice of Receipts and Payments. Details of the Receipts and Payments made in the month are scheduled under Appendix B (1/2) and were advised of by the Clerk.

5.1.1 Cllrs requested the figure for the income from the Christmas Fair Feature Market. **Action: CLERK.**

5.1.2 Acceptance of the Advice of Receipts and Payments was **proposed** by Cllr Greensit and **seconded** by Cllr Johnson. All those present voted in favour. It was **RESOLVED** that the Receipts and Payments schedule be approved. Details of the Council’s bank account balances are shown at Appendix B (2/2). **Action: CLERK.**

5.2Consideration of S137 to Dales & Bowland Community Interest Company. Further to the request of a contribution towards the cost of the Summer Sunday and Bank Holiday bus network in Nidderdale, it was **proposed** by Cllr Broadley and **seconded** by Cllr Vickery that the request should be refused. All those present voted in favour. It was **RESOLVED** that the Clerk should confirm accordingly but offer to circulate marketing material. **Action: CLERK.**

5.3Internal Check July to September. Cllr Ellis confirmed checks had been undertaken and no issues were found to report.

5.4Budget 2020/21. The Clerk circulated a draft Budget prior to the meeting showing and estimated £2,160 to be required from 2019/20 reserves and budgeting for £3,760 potentially being required from the 2020/21 reserves. Following discussion, it was **proposed** by Cllr Greensit and **seconded** by Cllr Broadley that the Draft be approved. All those present voted in favour. It was **RESOLVED** that the Clerk should publicise on the website and incorporate into the accounts accordingly. **Action: CLERK.**

**6. PEACOCK & VERITY COMMUNITY SPACES**

6.1 Housing Officer from Harrogate Borough Council was in attendance to answer concerns over the proposed project’s housing allocation and the sustainability of the scheme. HBC allocations give a degree of priority to local residents on a points system, but they would not take priority over a homeless person wishing to live in the town, which also applies to Housing Association developments as HBC have full rights to allocation. HBC would not have a say in a Community Led scheme and the representative would check that their Equal Opportunities Policy was met. Therefore, HBC would not make decisions, but would oversee allocations as they would be assisting with funding. It would be up to the PVCS to set out the criteria and their representative explained this would be aimed at those who had originated locally, giving youth priority and had ascertained demand from their recent survey. It still needed to be defined as to what was considered ‘local’. This had been documented in the business plan and funding applications and full details were available at [www.peacockandverity.org.uk](http://www.peacockandverity.org.uk) , with one of the four objects covering this in writing. Cllr Broadley has attended recent meetings and advised of being comfortable that previous queries and concerns over allocations had been sufficed and requested further documentation be sent to Cllrs to review and for the matter to be put on the next Agenda for a decision to be reached as to whether MPC would decide to a letter of support. The Housing Officer then discussed how HBC capped affordable rents and would forward details on how this worked for corporate projects. The group was positive in attaining funding however the process was slow but advised the Proprietors of the premises were being supportive and patient. Cllr Broadley queried the viability of the Heritage Project and it was answered that retail spaces would be developed to fit the brief and then be leased to businesses on a short leasehold. The bake house and central atrium museum/workshop would be community based, with the housing let out on a longer lease. Experts would be used to ascertain businesses and projects in order to assist with choosing the right ones. Monies would be sourced from larger trusts, therefore research and sustainability had to be determined correctly. There would be a risk, however it was hoped multiple matters could interlink to make the project a success where developers had not been able to. **Action: CLERK.**

**7. MASHAM MARKET**

7.1 Christmas Wreath & Window Competitions. Winners had not been clarified so it was agreed for the Clerk to investigate for report at the next meeting. **Action: CLERK.**

7.2 Review of Market Tariffs. It was suggested to increase Regular Traders tariffs by £1 and Casuals by £2. Cllrs agreed to give this consideration for further discussion at the next meeting. **Action: ALL CLLRS.**

7.3 Review of Market Rules. It was agreed for all Cllrs to read through the current rules before the next meeting for suggestions to then be discussed. It was advised that a fruit and vegetable stall was not complying to the morning pitch times and agreed the Clerk should write a letter requesting the rules be complied with. The Clerk advised Cllr Grainger had also received offer of assistance from Welcome to Yorkshire over marketing and that this would be pursued alongside the MCO who had also expressed an interest. **Action: CLERK & ALL CLLRS.**

**8PM - PUBLIC INTERVAL**

1. A MoP thanked MPC for assisting with the tarmacking to the footpath from Red Lane to Westholme Court.
2. It was highlighted that the streets had not been cleaned for some time and asked for the Clerk to chase HBC, in particular regarding Park Street and Thorpe Road pavements. **Action: CLERK.**
3. It was advised the sandbags on the pavement to The Avenue needed removing and a drainage channel needed to be made through the scalpings laid on the Holme to drain water from the pavement. This was requested this be added to Parish Caretaker works. **Action: CLERK.**

**8. POTENTIAL DOWNGRADE OF FIRE ENGINE FROM PUMP TO TRV VEHICLE**

8.1 Cllr Ellis advised the recent Public Meeting was successful and very well attended with a unanimous vote of over 100 attendees not to downgrade the town’s station. It was established it was in the communities’ interest to assist in the recruiting of firefighters to enable the current engine to be agreed to remain. It was discussed it needed to be ascertained what the fire station itself was doing to promote recruitment. **Action: CLERK.**

**9. PUBLIC OPERATED SPEED GUNS**

9.1 The Clerk advised NYP had advised the various roads reported for monitoring would be investigated using data collection to establish whether they were applicable for the scheme. Data had been circulated amongst Cllrs showing Speed Safety Officer attendance to the A6108 for an hour or so each time in August and September and that it had been requested this be increased. Cllr Vickery also requested that officers were sited to the Leyburn end of the road too. **Action: CLERK.**

**10. MARKET PLACE PLANTERS**

10.1 Two quotes had been provided by ArtisOn and that HBC had been consulted and were preferable to the quote of £750 including VAT due to its in-keeping with the timescale of the availability of DIF funding. This was for a stone planter from Calverts with an inscription provided by ArtisOn, thus giving MPC the difference of £59.90 to make up on top of the £690.10 to be received from the DIF. It was **proposed** by Cllr Vickery and **seconded** by Cllr Johnson to approve the quote. All those present voted in favour. It was **RESOLVED** that the Clerk should action works accordingly. **Action: CLERK.**

**11. 8th MAY 75th ANNIVERSARY OF VE DAY**

11.1 It was agreed for the inscription of the new planter to commemorate the occasion. It was advised that the Royal British legion had no plans for the town but would support MPC in their planning. It was discussed a street party should be encouraged and though given to what organisations should be included and agreed then to invite these to a meeting to plan the event. This could be achieved by the Clerk organising a round-robin email via the MCO inviting participants and ideas to be put forward at the next meeting. **Action: CLERK.**

**12. NEIGHBOURHOOD PLAN**

12.1 An update would be provided from Cllr Pickard at the next meeting. **Action: CLLR PICKARD.**

**13. TRAVELLERS ON THE RECREATION GROUND**

13.1 An update would be provided from Cllr Weatherill at the next meeting. **Action: CLLR WEATHERILL.**

**14. WORKS REQUIRED TO SHOOTING HOLME SIGN**

14.1 Further to the incident reported by a MoP previously it had been established injury had occurred in passing the sign dropped down from The Avenue pavement from the sharp metal to the rear. It was discussed that this was the only accident occurring in relation to the sign but that the iron should have the sharp edges angle grinded off and Cllr Greensit kindly offered to undertake the required work. **Action: CLLR GREENSIT.**

**15. WESTHOLME COURT PLAY AREA**

15.1 The Clerk had established improvements were applicable for the Pocket Parks funding and as the closing date was 31st December 2019, had sought provisional guidance from Cllrs prior to the meeting in order to submit the application in time for the deadline. Cllrs had provisionally agreed to the 30% contribution to works from MPC, to proceed with the second, lesser estimate of £383 from AW Nicol Gardening & Outdoor Services for replacement fencing, gate and play item roof, and to submit the quote of £5,504.40 (inc VAT) from Soft Surfaces to undertake a 15mm re-capping of the whole wetpour whilst funding could assist with the cost rather than just repair the edging. The Clerk had been unable to obtain a quote for repainting of graphic works in time for the deadline but had submitted the application with works provisionally agreed. Since the deadline, an additional estimate of £6,162 (inc VAT) from RTC Safety Surfaces had been received for a 20mm overlay, and another estimate of £4,320 (inc VAT) from PlaySmart UK for repair of wetpour at 50mm including removal and disposal of the old surface, however the conditions stated prices did not include groundworks, fencing or skips. It was discussed that the lesser quote of £4,320 for 50mm wetpour appeared to be the most appropriate quote to proceed with but that pricing for groundworks, skips, and fencing needed to be established first. It was **proposed** by Cllr Johnson and **seconded** by Cllr Simms to approve works once details had been established. All those present voted in favour. It was **RESOLVED** that the Clerk should investigate estimates accordingly whilst the outcome of the Pocket Parks funding application was awaited. **Action: CLERK.**

**16. PARISH CARETAKER WORKS**

16.1 The works outlined in the Public Interval to the pavement on The Avenue were formally **proposed** by Cllr Greensit and **seconded** by Cllr Broadley to approve works by AW Nicol Gardening & Outdoor Services. All those present voted in favour. It was **RESOLVED** that the Clerk should action the works accordingly. **Action: CLERK.**

16.2 Clearing of the pavement from Masham Bridge to Low Burton was agreed to be added to the next Agenda. **Action: CLERK.**

16.3 Cllr agreed to Dixon Keld steps being cleaned by AW Nicol Gardening & Outdoor Services as suggested in Any Other Business at the last meeting. **Action: CLERK.**

16.4 Further to the estimate of £368.86 from AW Nicol Gardening & Outdoor Services, circulated amongst Cllrs prior to the meeting, for the replacement of 12 paving slabs to Dixon Keld steps, it was agreed for Cllr Ellis to arrange a site meeting to establish if so many slabs needed replacing. Cllr Barker also pointed out from a Health & Safety aspect works should be approved as required. **Action: CLLR ELLIS & CLERK.**

**17. HIGHWAYS MATTERS**

17.1 Matters to raise or chase with Highways were as follows;

a) Cllr Vickery highlighted the potholes to the Grewelthorpe Road Masham bound before Lower Burn Bridge were getting deeper. **Action: CLERK.**

b) Potholes to Wellgarth on the elbow of the bend behind J Hodgson Ltd. **Action: CLERK.**

c) Repairs to Burn Bridge were outstanding. **Action: CLERK.**

d) The surface to the road through Warthermarske had been repaired but potholes missed which were not deep enough.

e) Water was still running at High Ellington from above High House Farm were the gutter had been filled in. **Action: CLERK.**

**18. GRIEVANCE & DISCIPLINARY POLICIES**

18.1 The Clerk circulated draft documents based on templates provided by YLCA and from NALC. It was **proposed** by Cllr Simms and **seconded** by Cllr Johnson to formally approve both documents. All those present voted in favour. It was **RESOLVED** that the Clerk publish the documents on the website. **Action: CLERK.**

**19. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. HBC – Information of where to purchase a location plan suitable for the planning application for the Finger Post had been provided by the Planning Department to the Clerk following the unsuccessful submission of two plans. Purchase of an appropriate plan could be obtained at a cost of £11 to which Cllrs agreed. **Action: CLERK.**
  2. Mashamshire Tennis Club - Notification of the installation of a tennis hitting wall in early 2020 was given, Cllr Barker explained the detail and Cllrs had no concerns to raise.
  3. Swinton Estate – Notification that annual payments due in April 2020 will be subject to VAT was given. Cllr Vickery had offered to attend but it was agreed for Cllr Ellis to attend the quarterly meeting with Swinton Estate on Thursday 16th January at 3pm. **Action: CLLR ELLIS & CLERK**
  4. MoP – Notification of recent burglary and views over CCTV and policing services was circulated prior to the meeting and it was asked t0 respond that it was up to the individual to supply CCTV to their own premises and to reiterate feedback from the provision of CCTV to the town raised at previous meetings showing the matter had been looked into but was not feasible. **Action: CLERK.**
  5. Harlequin Women’s Morris – The request to dance on Market Square Saturday 13th June between 1030 and 1530hrs was agreed to and discussed that the Market Superintendent should advise of the best locations to dance, and that it should be offered to promote the event on Facebook. **Action: CLERK.**
  6. HBC – Notification of consultation over the CIL Main Modifications open from 3rd to 31st January was advised of. Cllr Simms explained the CIL would not affect rural areas so much as it was mainly applicable to the Section 106, but it would be applicable to the Neighbourhood Plan.

**20. ANY OTHER BUSINESS**

20.1 It was asked for a temporary mobile Post Office facility to be chased. Cllr Vickery suggested a new expression of interest had been made in hosting a PO and that it was not until May that the temporary closure would cease. **Action: CLERK.**

20.2 Cllr Blades expressed concerns over when footpath access would be restored from Black Bull Yard to Quaker Lane. It was agreed this was up to NYCC to enforce once the DMMO had been officially approved.

20.3 Cllr Vickery advised a MoP had asked for the surface be improved to the ginnel past the fire station and it was agreed for the Clerk to try to establish ownership and responsibility with a suggested Proprietor of the land. **Action: CLERK.**

20.4 It was noted of the report of persons looking into the window of the former Barclays bank on the Market Place.

20.5 Cllr Vickery advised a piece of bunting still needed removing outside 12 Park Street. **Action: CLERK**

**21. DATE OF NEXT MEETING**

21.1 Monday 3rd February 2019 in the Meeting Room of the Town Hall.

**CLOSURE:** The Meeting closed at 20:53pm.

Dated 27/01/2020

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**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED FROM HARROGATE BOROUGH COUNCIL TO 6 JANUARY 2020**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| 6 Market Place, Masham, HG4 4EB | Application No.: 19/05059/LB  Proposal: Listed building consent for remedial and refurbishment work to existing dwelling and associated annexe/garage, to include: removal of lift and opening made good; insertion of steel beam and stud partition walls; removal/replace wc's, wash basins and showers; removal/repair and replacement of some windows/panes and doors; replacement roof lights and radiators; ground floor of annexe to be insulated; replacement kitchen units and appliances; Existing garage to be converted to open carport; removal of pond and planters; roof to repaired/replaced where necessary; existing stack and upper gable end to be rebuilt; localised stitching to historical cracks; possible removal of asbestos in ceiling and new plasterboard and skin finish.  Applicant: Marsden Ltd | 4th January extension to 7th January agreed |
| Unsurfaced Car Parking Area At 422087 480718 The Oaks, Masham, HG4 4DT | Application No.: 19/04554/FUL  Proposal: Erection of single storey dwelling and new access. Revised scheme.  Applicant: A Stelling Building Contractor Ltd | 4th January extension to 7th January agreed |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 6 JANUARY 2020**

|  |  |  |
| --- | --- | --- |
| Brookside, 12 Rodney Terrace, Masham, HG4 4JA | Application No.: 19/04367/TPO  Proposal: BT Felling of 1 Larch tree, lateral reduction of 2 Maple trees to give clearance Felling of 1 Larch tree, lateral reduction of 2 Maple trees to give clearance from neighbouring property within G1 of Tree Preservation Order 25/2019.  Applicant: Mr James Dalton | **Approved subject to conditions** |
| Telephone Box, Warthermarske, Masham | Application No.: 19/03963/KIOSK  Proposal: BT consultation on the proposed removal of public payphone kiosk.  Applicant: BT Payphones | **Objected** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 6 JANUARY 2020**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICIATION | ACTION |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Update 2nd December -  officer currently writing an enforcement notice in respect of this decking and expect a notice to be served early in the new year. |
| 1 Park Street, Masham, HG4 4HN | Removal of railings without permission. | The outcome of the investigation is as follows:- a section of railing has been removed, however the railings are less than 1m in height and planning permission is not required to remove then  within a conservation area. |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Possible breach of window glazing condition. | Communication received on 9 December 2019 which reports a possible breach of planning control at the above location. |

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|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  | **FINANCE SCHEDULE** | | |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 28th November 2019 to 6th January 2020** | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £895.00 |  |
| Honesty Box |  |  |  |  |  | £900.00 |  |
| Bridgewater Contracts - Market Square Container Parking | | | |  |  | £750.00 |  |
| HMRC - VAT Return |  |  |  |  |  | £3,188.21 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | |  | **£5,733.21** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 6 January 2020 meeting for approval and signature** | | | | |  |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - December Salary (Tax -£143.60) | | | |  |  |  | 100984 |
| Jen Hurford, Parish Clerk - December Salary (Tax £6.60) | | |  |  |  |  | 100985 |
|  |  |  | **Dec Staff Salaries Total** | | | **£1,289.66** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE |  |  |  |  |  | £6.60 | 100986 |
| Masham Town Hall - Room Hire (VAT £2.40) | |  |  |  |  | £14.40 | 100987 |
| E Leathley & Son Ltd - Putting up & taking down UCI bunting | | | |  |  | £150.00 | 100988 |
| AW Nicol - Parish Caretaker Duties | |  |  |  |  | £142.50 | 100989 |
| Mrs JD Vickery - Winter plants, fertiliser & compost | | |  |  |  | £71.34 | 100990 |
| Mr DI Johnson - Facebook promotion Christmas Market | | |  |  |  | £50.00 | 100991 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electricity (VAT: £1.34) | |  |  |  |  | £28.23 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£1,752.73** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 31 December 2019 | | |  | £16,377.50 | Cr |  |
|  |  |  |  |  |  |  |  |
| CCLA Public Deposit Sector Fund Account | |  |  |  |  |  |  |
|  | Balance as at 30 November 2019 | | |  | £40,123.06 | Cr |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Overall Total | | £56,500.56 | Cr |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BUDGET 2020/21** | **Actual 2018-19** | **Budget 2019-20** | **Estimated Actual 2019-20** | **Budget 2020-21** |
| **Receipts** |  |  |  |  |
| Market Rents | £19,944.97 | £20,000.00 | £18,800.00 | £19,000.00 |
| Honesty Box | £20,409.25 | £17,000.00 | £22,500.00 | £21,000.00 |
| Christmas Lights | £3,360.58 | £3,500.00 | £6,875.00 | £7,000.00 |
| Grants & Other Income | £14,666.60 | £9,000.00 | £16,000.00 | £14,500.00 |
| Sundry Income | £39.22 | £-00 | £675.00 | £300.00 |
| VAT Refunds | £3,118.28 | £3,500.00 | £5,750.00 | £5,700.00 |
| **TOTAL RECEIPTS:** | **£61,538.90** | **£53,000.00** | **£70,600.00** | **£67,500.00** |
|  |  |  |  |  |
| **Payments** |  |  |  |  |
| Market Place - Non Domestic Rates | £-00 | £-00 | £120.00 | £130.00 |
| Market Place - Other Payments | £65.98 | £1,000.00 | £210.00 | £250.00 |
| Grass Cutting | £1,825.00 | £1,900.00 | £1,900.00 | £2,000.00 |
| Electricity | £346.43 | £300.00 | £280.00 | £300.00 |
| Tree Maintenance | £-00 | £2,000.00 | £250.00 | £500.00 |
| Drainage Maintenance | £-00 | £-00 | £-00 | £500.00 |
| Parish Caretaker & Other Maintenance | £3,326.54 | £6,500.00 | £8,500.00 | £9,000.00 |
| Christmas Lights | £5,375.58 | £3,750.00 | £8,500.00 | £8,500.00 |
| Staff Salaries | £17,213.07 | £19,000.00 | £20,000.00 | £21,000.00 |
| Insurances | £858.90 | £490.00 | £450.00 | £480.00 |
| Other Payments Inc Admin & Room Hire | £11,951.03 | £12,000.00 | £19,200.00 | £16,000.00 |
| Subscriptions | £418.00 | £1,400.00 | £1,300.00 | £1,400.00 |
| S137 Payments | £7,480.80 | £7,500.00 | £6,500.00 | £7,000.00 |
| Sundry Payments | £125.00 | £300.00 | £150.00 | £200.00 |
| VAT | £2,947.56 | £3,000.00 | £5,400.00 | £4,000.00 |
| **TOTAL PAYMENTS:** | **£51,933.89** | **£59,140.00** | **£72,760.00** | **£71,260.00** |
|  |  |  |  |  |
| **PROFIT+ or LOSS-** | **£9,605.01** | **-£6,140.00** | **-£2,160.00** | **-£3,760.00** |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 6th JANUARY 2020**

Correspondence for information/consideration etc

1. HBC – Information of where to purchase a location plan suitable for the planning application for the Finger Post.
2. Mashamshire Tennis Club - Notification of the installation of a tennis hitting wall in early 2020.
3. Swinton Estate – Notification that annual payments due in April 2020 will be subject to VAT.
4. MoP – Notification of recent burglary and views over CCTV and policing services.
5. Harlequin Women’s Morris – Request to dance on Market Square Saturday 13th June between 1030 and 1530hrs.
6. HBC – Notification of consultation over the CIL Main Modifications open from 3rd to 31st January.

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place, Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209 (Office Hours)

Tel: 01765 650363 (Out of Office Hours)

E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Office hours: Monday and Thursday, 13:00 – 17:00

Chairman: Councillor Flo Grainger Clerk to the Council: Jen Hurford

**MINUTES 3rd FEBRUARY 2020**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Rob Greensit, Cllr Ian Johnson, Cllr Neil Pickard (Vice-chairman), Cllr Nigel Simms (from Item 22.3), Cllr Jane Vickery, Cllr Peter Weatherill, County Cllr Margaret Atkinson (from Item 15) and Jen Hurford (Parish Clerk).

**Present:** 11 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Flo Grainger (Chairman) and Cllr Brian Metcalfe. In the absence of the Chairman the Vice-chairman, acted as Chair for the purpose of conducting the meeting.

**2. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

2.1 Minutes of the Monthly Meeting held on 6th January 2020. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that the Minutes of the 6th January meeting be formally approved as a true and accurate record. All those who attended the 6th January meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record. **Action: CLERK.**

**3. DECLARATION OF INTEREST IN AGENDA ITEMS**

3.1 Cllr Johnson declared an Interest in Item 4,1,2, Cllr Weatherill in Item 11 and Cllr Barker in Item 14.

**4. PLANNING MATTERS**

* 1. Planning Applications received from HBC;

4.1.1 The Mill House, Millgate, Masham, HG4 4EZ - Monolithing of 1 no. Balsam Poplar (T1929), limb reduction (by 1.5m) of 1 no. Austrian Pine (T1931) and felling of 1 no. Purple Cherry Plum (T1936) within Masham Conservation Area. Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Weatherill that MPC had no objections to the application. The majority of those present voted in favour and the **RESOLUTION** was carried.

4.1.2 Market Place, Little Market Place, Masham – Erection of freestanding non-illuminated sign. Following discussion, it was **proposed** by Cllr Broadley and **seconded** by Cllr Weatherill that MPC supported the application. The majority of those present voted in favour and the **RESOLUTION** was carried.

The Clerk would be requested to advise HBC of the above MPC decisions. **Action: CLERK.**

* 1. Planning Approvals – A list of decisions appear at Appendix A.
  2. Planning Enforcements – A list of enforcements appear at Appendix A.
     1. Discussion was held over the external works at 4 The Mews, Masham where the flagstones had altered the level of the land and fencing was out of keeping to the area, over 1m high with a solid gate. A MoP advised blockage of the neighbouring drain with cement from the works which had since been removed by a third party when neither the Proprietor nor Contractor offered to address the issue. Cllrs agreed the matter should be notified to the Enforcement Officer. **Action: CLERK.**

**5. FINANCIAL MATTERS**

5.1 Advice of Receipts and Payments. Details of the Receipts and Payments made in the month are scheduled under Appendix B (1/2) and were advised of by the Clerk.

5.1.1 Acceptance of the Advice of Receipts and Payments was **proposed** by Cllr Ellis and **seconded** by Cllr Broadly. All those present voted in favour. It was **RESOLVED** that the Receipts and Payments schedule be approved. Details of the Council’s bank account balances are shown at Appendix B (2/2). **Action: CLERK.**

5.2Consideration of S137 Donation to Mashamshire Litter Busters. Further to the request of a contribution towards the cost of the groups’ annual public liability insurance premium of £94.34 and two road safety signs totalling £59.82, it was **proposed** by Cllr Johnson and **seconded** by Cllr Weatherill that the request should be accepted. All those present voted in favour. It was **RESOLVED** that the Clerk should raise payments to invoices accordingly. Cllrs also recommended the use of road dogs to secure the signs which Cllr Johnson kindly offered to supply, and to also check the use of signage with their insurers. **Action: CLLR JOHNSON & CLERK.**

5.3Approval of Purchase of Annual Office 365 for Laptop. The Clerk advised the cost of the subscription services from Microsoft were £79.99 and it was **proposed** by Cllr Ellis and **seconded** by Cllr Weatherill that the purchase should be approved. All those present voted in favour. It was **RESOLVED** that the Clerk should make the purchase accordingly for reimbursement in due course. **Action: CLERK.**

**6. TOUR DE YORKSHIRE 2020**

6.1 A proposal for co-ordination services from Nick Reed for the event on Sunday the 3rd May was circulated amongst Cllrs prior to the meeting, This outlined the various roles within logistics and publicity and In addition, putting forward funding applications on a “no win no fee” basis, with the aim of both offering more and better activities in town on the day of the race, and making the event financially neutral for MPC. The basic fee offered £750 plus 10% of any successful fundraising. The route was clarified as being along Fearby Road, Leyburn Road, Silver Street, Park Street and Thorpe Road. It was proposed by Cllr Barker and seconded by Cllr Johnson for the co-ordinator fees and fundraising percentage to be agreed to. The majority of those present voted in favour. It was **RESOLVED** for Nick Reed to co-ordinate the logistics and publicity for the day accordingly.

**7. PEACOCK & VERITY COMMUNITY SPACES**

7.1 The representative of PVCS updated that funding had been received from HBC to move forward to pre-application stage and it was then hoped from 18th February to move to the full planning stage. Cllrs discussed that there were no outstanding queries on the matter, and it was **proposed** by Cllr Broadley and **seconded** by Cllr Vickery that the requested letter of support of the project from MPC be agreed to. All those present voted in favour. It was **RESOLVED** that the Clerk should draft the letter accordingly. **Action: CLERK.**

**8. MOBILE POST OFFICE**

8.1 The Chair advised of communications from the Post Office in their planning for a temporary mobile van service to be provided to Masham three days a week, aiming for 2 hours on Sunday and 4 hours each on two workdays. The Market Square, outside the Town Hall and outside the Mashamshire Community Office were potential locations that had undergone a site visit for suitability but feedback from this was yet to be received. The Chair also advised the Trustees of the MCO were exploring the possibility of hosting a permanent facility and would be in touch with MPC in due course to propose more detail for support.

**9. 8th MAY 75th ANNIVERSARY OF VE DAY**

9.1 Church Warden of St Mary’s Church advised of planning underway to hold a 1940's concert followed by a Tea. There would be a concert orchestra with WW2 songs performed by their two Choirs and junior Choir, and possibly a Vera Lynn tribute. The Royal British Legion would parade, and it was not envisaged costs would be expensive. Tickets would be sold with the purchase of the teas and music sheets anticipated. Cllr Blades asked if the Church was big enough to host the event and the Church Warden explained the use of the organ, piano, sound system and kitchen facilities were required. In addition, the wording to commemorate the day for the planter being commissioned by MPB and HBC was agreed to be devised by the Church Warden with Cllrs Johnson and Vickery and hoped the parade could start from the siting on the Market Square. A small donation toward the day would be requested in due course but Cllrs agreed in principle with this.

**10. MASHAM FIRE STATION**

10.1 The Chair advised that three new applicants had come forward to apply for the retained roles available and it was understood MFS was still to approach local businesses as part of their recruitment drive and hoped for an update from Cllr Grainger at the next meeting.

**11. RELOCATION OF I’ANSONS BROTHERS LTD**

11.1 The Chair advised a new mill was being planned at Dalton but the current mill at Masham would remain for specialist facilities. This hoped to reduce traffic by 50% and was expected to be two years before siting was progressed to fruition.

**12. MASHAM MARKET TO INCLUDE;**

12.1 Christmas Wreath & Window Competitions. The Clerk advised that RF Broadleys Insurance Brokers had clarified the residential wreath winner was on Park Street, with second place on the market Place and the commercial winner was the MCO. The Market Superintendent had confirmed the window display winner had been The Cutting Room, second place was The Gallery and third place was Bah Humbugs.

12.2 Review Market Tariffs. Cllr Ellis’s previous suggestion to increase Regulars tariffs by £1 to £15 in high season and £9 in low season, and Casuals by £2 to £19 in high season and £12 in low season was discussed. It was **proposed** by Cllr Johnson and **seconded** by Cllr Broadly that the suggested tariffs be agreed to. All those present voted in favour. It was **RESOLVED** for the Tariffs to come into force from 1st April 2020. **Action: CLERK.**

12.3 Review Market Rules. Further to agreement at the previous meeting to request that the fruit and veg stall do not set up prior to 6am as stated in the rules and the subsequent letter, the Traders advised that their delivery was expected between 6am and 7am so the stall had to be ready for this. They felt the stall was a pull for other Traders and could not work out an alternative with the pallet type delivery, timings, delivery route and that it would look bad for the early customers if they were not ready. They had already moved to another area of the square to try to avoid the residential area, but sound echoed in the area unfortunately. Cllr Blades reiterated that the request had been asked by a MoP over the early morning noise. The Clerk had also apologised for their receipt of the letter after the January Minutes had been published. Appreciation and recognition of the stall and business to the town was also recognised. Cllr Barker suggested that the situation be monitored and that future complaints should be put in writing by MoP. Following this discussion, it was agreed that no amendments were required to the Market Rules and it was **proposed** by Cllr Ellis and **seconded** by Cllr Broadley for the existing rules to remain. All those present voted in favour. It was **RESOLVED** that the review had been made.

12.4 Promotion 2020 & Welcome to Yorkshire Meeting. It was agreed to await advice from the visiting Area Director at the meeting scheduled on Monday 10th February at 3.30pm. The Clerk confirmed attendance with the MCO and possibly Cllr Broadley, and Cllr Johnson agreed to attend, and Cllrs Ellis and Pickard hoped to. **Action: CLLRS BROADLEY & ELLIS JOHNSON & PICKARD, & CLERK.**

12.5 Feature Market Dates. Cllrs discussed whether these were of any benefit due to the poor attendance last year. It was discussed potentially holding one on 1st August for Yorkshire Day and Cllr Barker suggested offering one free market day a year. A Trader advised they did not feel last year’s extra dates had made a difference and that promotion had not been enough. It was felt the Christmas Fair was still worth holding and asked for the Clerk to check availability of the Town Hall in December and add to the next Agenda to discuss further. **Action: CLERK.**

**8PM - PUBLIC INTERVAL**

1. A MoP advised of an article again in the Darlington & Stockton with proposals for changes in signage to the A6108 and requested larger 30mph signs and roundels around Masham on the North side like there currently is at Low Burton.
2. A MoP thanked for the recent visiting road sweepers since HBC were prompted following request at the previous meeting.

**13. NEIGHBOURHOOD PLAN**

13.1 The Chair advised the last meeting had been held in December, three new members had joined, and another meeting was due this month. The open meeting was being aimed for March, Cllr Vickery advised Saturday the 21st had been provisionally booked and so the Chair explained publicity would need to be got out in time if the date were held. **Action: CLLR PICKARD.**

**15. SWINTON ESTATE MATTERS**

15.1.1 The Clerk circulated notes from the quarterly meeting on 16th January between MPC and Swinton Estate as follows.

* The Shooting Holme lease – Swinton were trying to find a copy but the Clerk found a letter from a previous Clerk about trees in 2007 stating MPC do not have a leasehold interest in the Shooting Holme and Swinton Estate had been unable to locate anything so Swinton would discuss putting a formal proposal forward for either a license or lease imminently to try to have something in place by the time the travellers arrive. The Clerk would research solicitor’s fees in the meantime.
* Swinton are discussing the footpath requiring rerouting due to corrosion by the river with the golf course and NYCC to come up with a plan to make it work. Its demise is due to natural erosion so they feel a long-term solution needs to be put in place and will be formalised by map in due course.
* Cllr Vickery had noticed that the stile on the public footpath between Jameson’s mill and the golf club is in a dangerous state of disrepair. It is on the Oak Leaves trail close to that sculpture. This was reported for Swinton’s attention.
* The Clerk reiterated the two bad areas of surface water to Thorpe Road, asking if there’s anything on their land they can assist with it would help as quite dangerous in the dark/frost. They requested Highways be chased as they do not wish to take on what is there responsibility but would look at the areas mentioned.
* The Clerk reported at Hackfall Heights dangerous car parking on the road on some weekends and holidays. Swinton agreed the overflowing into their gateway caused obstructions for them too and would support us in requesting the Woodland Trust to address this.
* Swinton reiterated they do not wish to relocate the Travellers form the Shooting Holme but would still offer assistance in funding skips. They suggested we provide the public with an ‘Incident Form’ so all criminal matters can be documented to then send to the police to ensure they are recorded.
* Swinton suggested a part time post office could be located in one of the pubs during their quieter times of the day.
* It was agreed the next quarterly meeting should be brought forward once Cllrs had the opportunity to discuss the Draft Heads of Terms for the Lease in order to keep the matter progressing before the Travellers next visit.

15.1.2 Draft Head of Terms were circulated to Cllrs prior to the meeting outlining a 25year term at a rent of £10 plus VAT pa. The Chair questioned whether a Lease for the Shooting Holme was needed and stated that as the main purpose for using the arear was to collect Honesty Box takings, felt the legal costs involved were worthwhile. Following discussion, it was agreed the need to clarify the responsibility of the trees and broaden the User Clause to elaborate on specific activities. An estimate of £950 to £1,250 plus VAT and disbursements from Newtons Solicitors had been obtained to undertake the legal work, and a second estimate of £430 plus Vat and the Land Registry registration fee of £40 from Hutchinson & Buchanan Solicitors, with a third estimate awaited from Eccles Heddon Solicitors. Following discussion, it was **proposed** by Cllr Broadley and **seconded** by Cllr Ellis to progress with the Lease under the instruction of Hutchinson & Buchanan. All those present voted in favour. It was **RESOLVED** for the Clerk to liaise with Swinton Estate and the Solicitor.In addition, Cllrs agreed to the Clerk writing to the Woodland Trust to address the overflowing car park at Hackfall Heights. **Action: CLERK.**

**15. TRAVELLERS ON THE RECREATION GROUND**

15.1 Cllrs discussed the pros and cons of trying to stop access to Travellers. Cllr Weatherill advised the blocked gulleys to The Avenue were problematic in being able to contribute groundworks to the banking and asked for the Clerk to continue chasing this. The Chair asked Cllr Atkinson if assistance could be given in Highways addressing the slow draining gulleys and advised she would see if NYCC’s new machine with cameras could look down to ascertain the cause. It was commented that it had been a year since Northern PowerGrid did work to the area too. **Action: CLLRS ATKINSON & WEATHERILL. & CLERK.**

**16. OVERGROWN PAVEMENT FROM MASHAM BRIDGE TO LOW BURTON**

16.1 The Clerk advised of the regular cleaning a strimming required to the pavement which highways were not forthcoming in addressing regularly. Urban Grass Cutting Payments from NYCC had been for cutting visibility splays only. Cllrs also discussed the problem of flooding from the neighbouring land regularly covering the pavement and leaving debris. Cllr Atkinson was requested if the camera discussed in the previous Item could also look in this area for problems too. It was asked for the Clerk to chase the cleaning and for Cllrs to consider strimming costs in due course. **Action: CLLR ATKINSON & CLERK.**

**17. REPAIRS TO DIXON KELD STEPS**

17.1 Cllr Ellis confirmed an assessment of the steps had been undertaken with AW Nicol Gardening & Outdoor Services and that a number of the thinner cracked slabs could be replaced with thicker slabs. Cllr Barker advised the difference in thickness would cause problems from a building regulation aspect. There were three dangerous slabs and another nine cracked. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Johnson to proceed with the previous estimate of £368.86 to replace the twelve slabs. All those present voted in favour. It was **RESOLVED** for the Clerk to ask the contractor to proceed with the works using slabs as close to the existing ones as possible.  **Action: CLERK.**

**18. PARISH CARETAKER WORKS**

18.1 Cllr Johnson advised of the urgent repair that had been required to the electricity box door to the Market Square and there were no other works requested.

**19. RE-FILLING OF SALT BINS**

19.1 Further to Cllr Ellis’ report of an empty salt bin to Park Drive, Highways had quoted £75 plus VAT for each bin that needed filling, which included a second fill if required. It was also reported that the bin to Gun Bank was smashed and agreed the Clerk should ascertain responsibility between NYCC and MPC. The Chair kindly offered to check all the bins that MPC were responsible for, and it was **proposed** by Cllr Weatherill and **seconded** by Cllr Barker to authorise NYCC to fill those that needed filling. It was **RESOLVED** for the Clerk to order accordingly. **Action: CLLR PICKARD & CLERK.**

**20. HIGHWAYS MATTERS**

20.1 Matters to raise or chase with Highways were as follows.

a) Cllrs Broadley and Greensit advised there were road closures due around High Ellington so to expect works. Surface water from a spring down Haregill Bank and Cllr Broadley agreed to take photos to assist the Clerk to chase. **Action: CLLRS BROADLEY & CLERK.**

b) Cllr Ellis advised of a pothole to the centre of the road over Masham Bridge before turning to High Burton. **Action: CLERK.**

c) Cllr Weatherill advised works to the damage at Burn Bridge were still outstanding. **Action: CLERK.**

d) The outstanding potholes from Swinton to Fearby were discussed but advised of road closures due later in the month so works were hoped for.

e) Potholes up to Maple Creek from Park Street to Red Lane and by the fire station were reported and required photographing. **Action: CLERK.**

**21. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. NYCC – Confirmation of a legal Temporary Closure of Public Footpath 15.89/8/1 at The Mill House for the purposes of public safety was advised of and the Chair highlighted this should apply between hours of work.
  2. HBC – Notification of consultation on the Draft Statement of Licensing Policy 2020-2025 open to comments until 11 February 2020 was noted.
  3. NYP – Notification of new Neighbourhood Policing Sergeant for Ripon and surrounding areas was advised of as Clare Mayes and Cllrs agreed she should be invited to a forthcoming meeting. **Action: CLERK.**
  4. Swinton Estate – Notice of tree safety work due to be undertaken was noted.
  5. Barclays – Notification the Post Office will not accept paying in slips when depositing cash from 31st March 2020 and a Business Deposit Card will need to be used instead was discussed and agreed the Clerk should request three cards for the Market Superintendent, clerk and one Cllr to use. **Action: CLERK.**

**22. ANY OTHER BUSINESS**

22.1 Cllr Vickery advised of the No Swimming sign leaning against a rubbish bin on the Shooting Holme and Cllr Johnson kindly offered to look into re-siting. **Action: CLLR JOHNSON.**

22.2 Cllr Vickery advised three further MoP had raised the issue for the surface to the ginnel by the fire station and it was agreed the Clerk should prioritise investigation of ownership. **Action: CLERK.**

22.3 Cllr Atkinson updated that NYCC were responsible for 5,800 miles of roads and explained the quantity of gritter, amount of salt and type of technology they used. She advised NYCC were aiming to alter all streetlamps to LED bulbs to reduce costs and CO2 emissions significantly.

22.4 Cllr Johnson advised of a streetlight out at the top of Park Street. **Action: CLERK**

22.5 Cllr Simms updated from the YLCA branch Meeting that the biggest topic had been the NYCC Constituency Meetings where organisations were struggling to get a say over protestors.

**23. DATE OF NEXT MEETING**

23.1 Monday 2nd March 2020 in the Meeting Room of the Town Hall.

**CLOSURE:** The Meeting closed at 20:50pm.

Dated 17/02/2020

*To view our General Privacy Notice please go to* [*https://www.mashamparishcouncil.com/gdpr.html*](https://www.mashamparishcouncil.com/gdpr.html)

**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED FROM HARROGATE BOROUGH COUNCIL TO 3 FEBRUARY 2020**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE** |
| The Mill House, Millgate, Masham, HG4 4EZ | Application No.: 20/00023/TCON  Proposal: Monolithing of 1 no. Balsam Poplar (T1929), limb reduction (by 1.5m) of 1 no. Austrian Pine (T1931) and felling of 1 no. Purple Cherry Plum (T1936) within Masham Conservation Area.  Applicant: Ms Amanda Topping | 7th February |
| Market Place, Little Market Place, Masham | Application No.: 219/04530/ADV  Proposal: Erection of freestanding non-illuminated sign.  Applicant: Masham Parish Council | 27th February |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 3 FEBRUARY 2020**

|  |  |  |
| --- | --- | --- |
| The Firs, Ilton, HG4 4JU | Application No.: 19/04653/FUL  Proposal: Demolition of existing extension to shed and re-erection of extension in new position.  Applicant: Mrs G Gilbey | **Approved subject to conditions** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 3 FEBRUARY 2020**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICIATION | ACTION |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Update on 29th January. An enforcement notice is being issued which is in progress and will possibly be ready in Spring. |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Possible breach of window glazing condition. | HBC have spoken with the Architect who advised it was not the intention to have clear glass in the bathroom windows. The officer believes the owners will be putting this right. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  | **FINANCE SCHEDULE** | | |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 30th December 2019 to 3rd February 2020** | | | |  |  |  |  |
| Market Rents |  |  |  |  |  | £634.62 |  |
| Honesty Box |  |  |  |  |  | £901.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | |  | **£1,535.62** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 3 February 2020 meeting for approval and signature** | | | | |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - January Salary (Tax £0.00) | | |  |  |  |  | 101003 |
| Jen Hurford, Parish Clerk - January Salary (Tax £6.60) | | |  |  |  |  | 101004 |
|  |  |  | **Jan Staff Salaries Total** | | | **£1,146.06** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE |  |  |  |  |  | £6.60 | 101005 |
| Masham Town Hall - Room Hire Public Meeting (VAT £6.72) | | | |  |  | £40.32 | 100992 |
| Masham Town Hall - Room Hire (VAT £2.40) | |  |  |  |  | £14.40 | 100993 |
| Masham Town Hall - Room Hire (VAT £2.40) | |  |  |  |  | £14.40 | 100994 |
| Masham Town Hall - Christmas Fair Santa Bags & Contents x70 | | | |  |  | £66.77 | 100995 |
| Mashamshire Community Office - Office Accommodation & Business Services | | | | |  | £218.35 | 100996 |
| E Leathley & Son Ltd - Tarmacing Part of Footpath to Westholme Corner | | | | |  | £1,150.00 | 100997 |
| D3 Office Group Ltd - Stationery (VAT £6.31) | |  |  |  |  | £37.85 | 100998 |
| Gregg Electrical - Removal of Christmas Lights (VAT £152.66) | | | |  |  | £915.96 | 100999 |
| Festive Lighting Company Ltd - Shortfall of Christmas Lights Orders (VAT £20.76) | | | | | | £124.56 | 101000 |
| T Atkinson & Son - Refix Door & Frame to Electric Box & New Combo Bolt | | | | |  | £34.40 | 101001 |
| Reimburse Clerk - Finger Post Plan from ReQuestAPlan (VAT £2.20) | | | |  |  | £13.20 | 101002 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electricity (VAT: £1.32) | |  |  |  |  | £27.73 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£3,810.60** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 31 January 2020 | | |  | £16,680.13 | Cr |  |
| CCLA Public Deposit Sector Fund Account | |  |  |  |  |  |  |
|  | Balance as at 31 December 2019 | | |  | £40,145.82 | Cr |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Overall Total | | £56,825.95 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 3rd FEBRUARY 2020**

Correspondence for information/consideration etc

1. NYCC – Confirmation of a legal Temporary Closure of Public Footpath 15.89/8/1 at The Mill House for the purposes of public safety.
2. HBC – Notification of consultation on the Draft Statement of Licensing Policy 2020-2025 open to comments until 11 February 2020.
3. NYP – Notification of new Neighbourhood Policing Sergeant for Ripon and surrounding areas.
4. Swinton Estate – Notice of tree safety work due to be undertaken.
5. Barclays – Notification the Post Office will not accept paying in slips when depositing cash from 31st March 2020 and a Business Deposit Card will need to be used instead.

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place, Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209 (Office Hours)

Tel: 01765 650363 (Out of Office Hours)

E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Office hours: Monday and Thursday, 13:00 – 17:00

Chairman: Councillor Flo Grainger Clerk to the Council: Jen Hurford

**MINUTES 2ND MARCH 2020**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Flo Grainger (Chairman), Cllr Ian Johnson, Cllr Neil Pickard (Vice-chairman), Cllr Nigel Simms, Cllr Jane Vickery, Cllr Peter Weatherill (from Item 5.2), County Cllr Margaret Atkinson (from Item 10) and Jen Hurford (Parish Clerk).

**Present:** 10 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Robert Greensit and Cllr Brian Metcalfe.

**2. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

2.1 Minutes of the Monthly Meeting held on 3rd February 2020. It was **proposed** by Cllr Johnson and **seconded** by Cllr Pickard that the Minutes of the 3rd February meeting be formally approved as a true and accurate record. All those who attended the 3rd February meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record. **Action: CLERK.**

**3. DECLARATION OF INTEREST IN AGENDA ITEMS**

3.1 There were no declarations made.

**4. PLANNING MATTERS**

* 1. Planning Applications received from HBC;

4.1.1 Barclays, 22 Market Place, Masham, HG4 4ED - Change of Use from A2 (bank) to mixed use B1 (office) and A1 (shop). Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Pickard that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried.

The Clerk would be requested to advise HBC of the above MPC decision. **Action: CLERK.**

* 1. Planning Approvals – A list of decisions appear at Appendix A.
  2. Tree Preservation Orders – A list of enforcements appear at Appendix A.
  3. Planning Enforcements – A list of enforcements appear at Appendix A.

**5. FINANCIAL MATTERS**

5.1 Advice of Receipts and Payments. Details of the Receipts and Payments made in the month are scheduled under Appendix B (1/2) and were advised of by the Clerk.

5.1.1 Acceptance of the Advice of Receipts and Payments was **proposed** by Cllr Ellis and **seconded** by Cllr Pickard. All those present voted in favour. It was **RESOLVED** that the Receipts and Payments schedule be approved. Details of the Council’s bank account balances are shown at Appendix B (2/2). **Action: CLERK.**

**6. INTRODUCTION TO THE NEW NEIGHBOURHOOD POLICING SERGEANT**

6.1 Sergeant Clare Mayes advised she had started the role at the beginning of the year and was covering the Ripon and Pateley Bridge areas. With 14 years policing experience, she wanted to both introduce herself and see what concerns the Parish had. Masham’s crime figures showed it was a safe area with low levels of anti-social behaviour and thefts. In Ripon, youths had recently been running a mock so were their main focus at the current time. There was one burglary in Masham which was till undergoing investigation and it was clarified that county lines were not an issue for the area. It was relayed again of the drug use in Masham pubs which the Sergeant would investigate. Cllr Vickery explained the police presence made last year had made a difference and so did not appear an issue at present. NYP were looking for a new Beat Manager to replace PC MacMillan but the Rural Crimewatch was still being run by PCSO Steph Jones with the scheme in place. The Chair enquired about the recent newspaper article stating five police vehicles were to be lost in the area and that PCSOs would need to seek ‘lifts. It was clarified that one of the four vehicles at Ripon would be lost but that they would try to ensure the PCSO was not affected. It was also discussed the uplift of 50 officers in the country suggested by the government was likely not to have much impact to the area. Cllr Ellis explained that HBC do not police the inappropriate use of yellow lines but thought it was not the NYP’s area. Sergeant Mayes explained that obstructions to junctions, within 10m, should be photographed and reported via the 101 service so that the PCSO could be sent up to address. The Chair thanked Sergeant Mayes for attending the meeting.

(Item 8 was brought forward by the Chair at the agreement of Cllrs.)

**8. TOUR DE YORKSHIRE 2020**

8.1 The Event Co-ordinator advised barriers were to be provided for the Market Square and Park Square without expense. There would be a rolling roadblock along the route and that with the current Coronavirus implications, advice was to prepare as if the event were going ahead. HBC had advised there were no grant monies at all to support the Parish, hence two budgets had been drawn up, a basic one including the big screen, WC hire, a miniskip, letters to households, on the day information/map, materials for public artwork and project management totalling £2,820. A second emergency budget had also been prepared removing WC hire, letters to households as residents should be used to protocol and material for public artwork as the school were willing to fund, totalling £1,910. There were possibilities of funding via car parking if a 50/50 split was agreed, or if purely manned by MPC volunteers from dawn until about 1pm., but it was recommended to use Fearby’s car parking team. The was possibly funding available from NYCC’s Inspire Fund for artwork, printing and the skip, and County Cllr Atkinson had been contacted to see what could be available from the NYCC’s Members’ Discretionary Fund. The big screen company was going to be asked for a reduced rate of the £1,205 as a gesture of goodwill. It was agreed a for the Event Co-ordinator to draft a letter to HBC disputing the confirmation of no funding at only 8 weeks prior to the event. Cllr Pickard **proposed** to proceed with the budget of £1,190 with the expectation that HBC would fund the big screen and remove the requirement of a skip, and this was **seconded** by Cllr Ellis. The minority of those present voted in favour. Cllr Simms offered to speak to HBC too and proposed to proceed with hiring the big screen and the lesser budget of £1,190 in the hope some monies could be retrieved from car parking income and this was **seconded** by Cllr Johnson. The majority of those present voted in favour. It was **RESOLVED** that the budget of £1,190 be approved and the big screen ordered.

**7. MASHAMSHIRE COMMUNITY OFFICE REQUEST FOR S137 DONATION**

7.1 Trustees of the MCO recapped that MPC had donated £3,500pa for both 2018/19 and 2017/18. Since the MCO had changed and developed with a new General Manager and the main aspect that had been looked at was how the MCO worked and a Strategic Plan was left for Cllrs to study. It had given them knowledge that there were limited funds, that the use of the MCO was increasing and that it needed to be ensure paid employees were paid correctly for their work, therefore increasing the involvement of the Trustees to manage the extra hours that would otherwise be inflicted upon employees. The MCO aims to run on a break-even basis but do hold small reserves as a contingency. It had been projected there would be a £,000 for 2019/20, and a further £6,000 for 2020/21. MCO expressed the hope for the support of MPC again for another two years at £,500pa for both 2019/20 and 2020/21, to be received by the end of March and again in January 2021. It was also advised of the MCO’s dealings in achieving the attendance of the Temporary Mobile PO Van and they were commended for this. They expressed their surprise in the dictation received by the PO whilst investigating the possibility of hosting a permanent PO at the MCO and that the figures would not be viable for anyone. It was **proposed** by Cllr Johnson and **seconded** by Cllr Broadley to agree to the donation of £3,500pa for both 2019/20 and 2020/21. All those present voted in favour. It was **RESOLVED** that the Clerk should raise a cheque prior to the end of the financial year. It was explained that the organisation had an income of approximately £45k pa, of which NYCC and HBC funded around £15k, the Tenants contributed around £22.5k and that the rest was generated within the office, The Chair advised that Newcastle Building Society had set up within Hawes Community Office. The MCO were not aware but would be interested in finding out more on the matter. **Action: CLERK.**

(The Public Interval was brought forward by 5 minutes by the Chair at the agreement of Cllrs.)

**8PM - PUBLIC INTERVAL/ ITEM 9. FLOODING & EMERGENCY PLAN**

1. A MoP asked what was happening to the poor road surface from Low Burton to Masham Bridge. The Chair advised that part of the road was now visible and that cones were placed out. It was discussed that the adjacent landowner was chasing Highways to address the issue and that the water does disappear when the drains under the road are rodded. The Chair felt Highways had lapsed in their duties to attend the issue, that the road surface needed urgent repair and the drainage issue rectifying long term. The MoP felt the gulleys needed maintaining better.
2. A MoP spoke on the matter of flooding to Red Lane and that Swinney Beck broke its banks at 0.7m, not the 0.85m as per the flood alert. The monitor was at 22 Westholme Road but was not felt to be correct for Red Lane properties. The various obstructions along the route were highlighted and the MoP suggested the water needed stopping further upstream otherwise incidents would reoccur. Cllr Pickard expressed all obstacles needed to be removed. The points were noted and hoped that the Emergency Plan Committee Meeting with the various authorities would help to rectify things. It was discussed that Marfield Quarry plans to form a trough further up Swinney Beck in 5 or 6 years. Cllr Simms felt that something must have happened since last year to make the water back up. Cllr Pickard reminded that it had been the wettest February on record and hoped the Environment Agencies permissive powers could help address the obstacles causing issues.
3. A MoP resident to Silver Street had a Flood Alert Warning on the day of flooding and 9 subsequent alerts since when there was no flooding. Cllr Broadley explained it was triggered by a sensor upriver and that when Swinney Beck burst it was with very little warning and that sandbag delivery was too late to Silver Street. 150 sandbags were put out and then a further 100 delivered from HBC and a list had since been drawn up to monitor distribution amongst problematic areas. HBC were also being asked for an extra 100 empty bags to fill if needed. Cllr Broadley warned the flooding could be a regular event and had concluded from monitoring that Maple Creek Bridge backed up first and suspected areas were silted up under some of the bridges.
4. A MoP clarified that the minimum depth in some parts of Swinney Beck was too shallow and that obstacles needed tackling and de-silting. Cllr Ellis highlighted that on ringing HBC’s Emergency Department that the system takes you around in circles and you do not get to speak to anyone. Cllr Broadley advised that multi-agency meetings had been requested with the Environment Agency, Highways and HBC. Heavy rainfall had previously flooded Silver street without Swinney Beck bursting, with gulleys by Beavers Butchers and Herriot Hospice Homecare taking waters from multiple areas including the top on the Market Place and Little Market Place and that the drainage system needed to be established. The fire brigade had advised of a channel between two houses on Silver Street. **Action: CLLR BROADLEY & CLERK.**
5. A MoP advised when three of the problematic gulleys were cleaned on Silver Street contractors could not get the lids off two of them. It was commented that the gulleys coped a lot better in the second storm for being cleaned in between the two storms. The Chair advised MPC had been arguing for some time over numerous blocked gulleys in the Parish for a considerable time. Cllr Broadley confirmed the Emergency Plan Committee had been increased in size, with more receivers set up for Flood Warning Alerts and were looking to recruit more voluntary teams for sandbag distribution. It was discussed that sandbags need to be stored in the dry and dark and needed to be distributed fairly. Cllr Broadley questioned what protection people had prepared in readiness for future events and a MoP requested to be involved in the agency meetings.
6. Another MoP thanked Cllrs Broadley and Simms for their hard work in distributing sandbags. Cllr Broadley advised it had been decided not to ask HBC to collect used bags until the flood warnings had subsided and a new delivery had been received.
7. A MoP advised Swinney Beck was actually manmade. Cllr Simms also explained that the road height further up had increased with resurfacing and would like investigation to be investigated altering a neighbouring property to help relieve issues at Fearby Road. Cllr Broadley highlighted the problems in relieving water to the allotments and the old auction mart putting neighbouring residential areas at risk. The Clerk advised a draft letter had been collated for Cllr Broadley to check through after the meeting. **Action: CLLR BROADLEY & CLERK.**

**10. MASHAM FIRE STATION**

10.1 The Chair advised the station was approaching local businesses with view to recruiting. They had requested to park a vehicle on the Market Square to assist in their recruitment drive and Cllrs were supportive of this.

**11. MOBILE POST OFFICE**

1. 11.1 It was advised of the introduction of the Temporary Van outside the MCOfrom the 23rd March. The Clerk advised the Managers of Ripon PO who were providing the facility would trial the cashing in of monies from Market rents and the Honesty Box for the first month and should be relayed to the Market Superintendent. **Action: CLERK.**

**12. HANGING BASKET COMPETITION**

12.1 Following the suggestion of the competition last year by a Trader, Cllrs discussed a Floral Display Competition could be held for the whole of Masham with a residential and commercial section to be judged on 1st August for Yorkshire Day. Prizes were agreed for 1st, 2nd and 3rd prize at £30, £20 and £10, totalling a budget of 3120 plus a certificate. Cllr Vickery suggested the Horticultural Society could be approached to judge and it was agreed for the Clerk to design a poster for distribution and it could also be circulated via Facebook. **Action: CLLR VICKERY & CLERK.**

**13. 8th MAY 75th ANNIVERSARY OF VE DAY**

13.1 The Chair felt the day marked an important occasion and that more should be organised for the day. Cllr Vickery confirmed the wording for the inscription for the Market Square planter had been given for the carving for a draft to be produced. Cllr Johnson felt a dance band needed to be hosted in the Town Hall. It was questioned whether the beacon should be lit. Cllr Johnson felt a street party would be appropriate. There was no agreement to organise additional events for the day so the Chair advised she would await to hear if a chain of beacons was planned.

**14. MASHAM MARKET TO INCLUDE;**

14.1 Promotion 2020 & Welcome to Yorkshire Meeting. The Chair and Cllr Johnson had met with Welcome to Yorkshire alongside MCO and they had been keen to update their photos and their events diary. Masham Connections was to start up again and the WTY representative would return thereafter to discuss matters further.

14.2 Feature Market Rents Comparison & Future Dates. The Clerk advised that normal market days had received a higher income that feature market days, with May and August being the highest months for takings. The Chair advised a Trader had previously expressed that Artisan type markets were more appropriate to use local trades, but it was highlighted that the Town Hall already caters for this. It was agreed to hold on Feature Market on 1st August for Yorkshire Day and the other already agreed for the Christmas Fair on 5th December. This was to be relayed to the Market Superintendent and the Visit Yorkshire magazine add updated accordingly **Action: CLERK.**

**15. NEIGHBOURHOOD PLAN**

15.1 Cllr Pickard confirmed the Public Meeting was to be led 10am to 12noon on Saturday 21st March at the Town Hall. Posters of the event were distributed amongst Cllrs to distribute amongst the Parish that week. It was suggested that other groups should be included in the event and that another Steering Group meeting was to be held prior to the day to finalise proceedings. The Chair commented on how impressed she was with the progress of the Neighbourhood Plan. Cllr Pickard advised a survey to households was planned for the summer and another Public Meeting next year in order to complete the plan b the end of 2021. **Action: CLLR PICKARD & ALL CLLRS.**

**16. SHOOTING HOLME LEASE**

16.1 Further to reports from previous Cllrs that a Lease may have been drawn up by Eccles Heddon in Bedale in previous years, the Clerk clarified that the name of the Fee Earner and timescale was required for them to search their archive. A Masham History Group had also explained the County Hall held various Council documents within their archive that could be looked at more closely if a timescale could be given. The name of the Fee Earner was suggested as a previous Cllr and estimated it could have been drawn up in the early 1920s. It was agreed that effort should be made to trace the Lease especially as Cllrs were not agreeable to inheriting responsibility for trees to the Shooting Holme as proposed by Swinton Estates new terms. The Clerk would enquire with Eccles Heddon accordingly and the Chair and Cllrs Broadley and Vickery volunteered to visit the County Hall to search the archives there. **Action: CHAIR, CLLRS BROADLEY & VICKERY & CLERK.**

**17. WORKS TO BOWLING CLUB CAR PARK**

17.1 Further to previous reports of the surface requiring attention, Cllr Pickard confirmed that after the recent flooding, the surface was since levelled out and no longer required work. It was agreed this should be monitored moving forward.

**18. TRAVELLERS ON THE RECREATION GROUND**

18.1 It was advised that Highways had been chased to address the surface water to The Avenue washing the newly banked topsoil away to the boundary of the Shooting Holme which was now creating a trip hazard. Cllr Weatherill felt it was a waste of time undertaking further works until the problem was rectified. It was discussed works needed to be done in April in time for the Travellers arriving and Cllr Weatherill would see what he could fit in and discuss again at the next meeting. **Action: CLLR WEATHERILL.**

**19. SANDY BAY BENCH WORKING PARTY**

19.1 Cllr Pickard suggested that a VE Day metal bench could be purchased with Commuted Sums allocated for the Shooting Holme and one of the older benches be sent up to Sandy Bay. I was agreed to Cllr Pickard to circulate potential options.  **Action: CLLR PICKARD.**

**20. WESTHOLME COURT PLAY AREA**

20.1 Further to the unsuccessful application for works via the Pocket parks fund, it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis to proceed with the estimate of £383 for a new fence, gate and play item roof from AW Nicol Gardening & Outdoor Services. It was **RESOLVED** for the Clerk to action works accordingly. Cllrs agreed that works to the surface were not essential and should be held off but that AW Nicol GOS should be asked to quote to repaint the games markings to the tarmac.  **Action: CLERK.**

**21. ADDITIONAL PARISH CARETAKER WORKS**

21.1 Further to multiple complaints from MoP over the surface requiring repair to the ginnel by Masham Fire Station, the Clerk had spoken to the landowner who had advised it was not a Right of Way and works would not be carried out. It was suggested developments over Swinney Beck should be awaited before considering whether PMC should action works to the surface, Cllr Vickery wondered if it had been a condition of the adjacent estate Planning Decision for the path to be made and maintained. Cllrs agreed that E Leathley & Sons should be asked to quote to fill the worst of the holes and Cllr Barker agreed to action this. **Action: CLLR BARKER.**

**22. HIGHWAYS MATTERS**

22.1 Matters to raise or chase with Highways were as follows.

a) Cllrs Broadley advised the mess of the roads from surface water at High Ellington needed chasing. **Action: CLERK.**

b) The Chair asked that the rodding to the drain under the road at Low Burton was reminded of. **Action: CLERK.**

c) The Chair advised of the 40mph sign down the bank at Low Burton needed collecting. **Action: CLERK.**

d) The surface works from Swinton Road to the Golf Club was requested to be chased. **Action: CLERK**

e) Potholes to Gun Bank were requested to be chased. **Action: CLERK.**

**23. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. HBC – Bulb/wildflower scheme available for choices to 6th April were agreed on as daffodil bulbs for Park Drive banking to be collected and planted by Cllr Vickery. **Action: CLLR VICKERY & CLERK.**
  2. Community First Yorkshire – Request to see if MPC would be keen to be involved in the design and delivery of a parish survey which would result in the production of a Parish Plan was given and Cllr Pickard agreed they should be invited to the 21st March Neighbourhood Plan Public Meeting. **Action: CLLR PICKARD.**
  3. Masham Lunch Club – Request for donation towards Public Liability Insurance 2020-21 of £113.12 was **proposed** by Cllr Weatherill and **seconded** by Cllr Pickard to agree to an S137 donation. It was **RESOLVED** for the Clerk to raise a cheque prior to the next meeting to meet their timescales. **Action: CLERK.**
  4. ATM – Notification of option for the bus shelter cash machine to remain as free cash withdrawals if MPC subsidises this at £550pm, or alternatively a 99p charge to each customer withdrawal can be added with 10p remunerated back to MPC was given. Cllrs discussed that it should be questioned whether they still intend to pay the £5k rent pa and a start date for options for a decision to be reached. **Action: CLERK.**
  5. MoP – Letter regarding road surface, bins and recycling and speeding to Red Lane was advised of. It was agreed Red Lane pavements should be reported to Highways and speeding concerns referred to NYP to monitor speeding. The issue of refuse could not be addressed and up to HBC to action. **Action: CLERK.**
  6. Masham Primary School – Request to book their maypole event for the afternoon for Friday 22nd May was approved by Cllrs. **Action: CLERK.**

**24. ANY OTHER BUSINESS**

24.1 Cllr Ellis highlighted the ongoing obstructions to Thorpe Road pavement which was discussed as an issue repeatedly taken up with Highways and HBC with no action offered by either.

24.2 Cllr Blades advised the Litter Picker was having to retrieve rubbish blown out of recycling bins, Cllr Atkinson advised HBC would not allow her to fund kids and if blue bags were put on top, the plastic should not blow away. It was agreed this suggestion should be put on Facebook. **Action: CLERK.**

24.3 Cllr Vickery advised works to the kerb reported on Swinton Road had been carried out by Highways and thanked the Clerk for actioning.

24.4 Cllr Vickery highlighted the drains still needed investigating at the Cricket Club and Masham Rec Play Area and HBC needed chasing. **Action: CLERK**

24.5 A light out opposite the chapel entrance to Park Street was reported but confirmed as already submitted and fixed by Highways.

24.6 The Chair thanked Cllrs Ellis and Pickard for their recent chairing of January’s and February’s meetings in her absence.

**25. DATE OF NEXT MEETING**

25.1 Monday 6th April 2020 in the Meeting Room of the Town Hall.

**CLOSURE:** The Meeting closed at 21:55pm.

Dated 27/03/2020

*To view our General Privacy Notice please go to* [*https://www.mashamparishcouncil.com/gdpr.html*](https://www.mashamparishcouncil.com/gdpr.html)

**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED FROM HARROGATE BOROUGH COUNCIL TO 2 MARCH 2020**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE** |
| Barclays, 22 Market Place, Masham, HG4 4ED | Application No.: 20/00161/FUL  Proposal: Change of Use from A2 (bank) to mixed use B1 (office) and A1 (shop).  Applicant: Scottpaul Investments | 2nd March Extension agreed 3rd March |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 2 MARCH 2020**

|  |  |  |
| --- | --- | --- |
| Unsurfaced Car Parking Area At 422087 480718 The Oaks, Masham, HG4 4DT | Application No.: 19/04554/FUL  Proposal: Erection of single storey dwelling and new access. Revised scheme.  Applicant: A Stelling Building Contractor Ltd | **Refused** |

**TREE PRESERVATION ORDERS FROM HARROGATE BOROUGH COUNCILTO 2 MARCH 2020**

|  |  |
| --- | --- |
| Nutwith House, 14 Millgate, Masham, HG4 4EQ | TPO No.: TPO 15/2020  The order took effect, on a provisional basis, on 19 February 2020. It will continue in force on this basis for a further six months or until the council confirms the order, whichever occurs the first. The consultation period with the affected parties will expire on 26 March 2020. |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 2 MARCH 2020**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICIATION | ACTION |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Update on 28th February. HBC served a Planning Contravention Notice a few weeks ago and await the response. Once received the Enforcement Officer will seek authorisation of an Enforcement Notice. |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Possible breach of window glazing condition. | The officer believes the owners will be putting this right. Update on 28th February – progress in rectifying unknown by HBC. |
| 4 The Mews, Church Street, Masham, HG4 4DR | Creation of patio area & erection of 2m fencing | An initial investigation will be carried out and I will write to you again within 28 days to update you on progress. |
| Land At Grid Reference 422520 480590, Park Drive, Masham | Check development accords with approved details relating to - 1. Upper floor window obscure glazing 2. Creation of hardstanding 3. Erection of wall | Notification of communication received on 20 February 2020 which reports a possible breach of planning control |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  | **FINANCE SCHEDULE** | | |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 4th February to 2nd March 2020** | | | |  |  |  |  |
| Market Rents |  |  |  |  |  | £369.00 |  |
| Honesty Box |  |  |  |  |  | £562.00 |  |
| Clerk - Refund for McAfee Antivirus Subscription Overpayment | | | |  |  | £5.00 |  |
| MCLA - Net Festive Lighting Company Shortfall | | |  |  |  | £103.98 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | |  | **£1,039.98** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 2 March 2020 meeting for approval and signature** | | | | |  |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - February Salary (Tax £0.00) | | |  |  |  |  | 101006 |
| John Todd, Market Superintendent - Quarterly Salary Jan/Feb/Mar (Tax £0.00) | | | | |  |  | 101007 |
| John Todd, Market Superintendent - Phone & Mileage Allowance Jan/Feb/Mar (Tax £0.00) | | | | | |  | 101008 |
| Jen Hurford, Parish Clerk - February Salary (Tax £6.60) | | |  |  |  |  | 101009 |
|  |  |  | **February Staff Salaries Total** | | | **£1,982.71** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE |  |  |  |  |  | £6.60 | 101010 |
| Mashamshire Community Office - First Floor Meeting Room Hire 25th Feb | | | | |  | £24.00 | 101011 |
| Zurich Insurance - S137 Mashamshire Litter Buster Annual Insurance | | | |  |  | £94.34 | 101012 |
| Clerk - Reimburse Annual Office 365 Subscription for Laptop | | | |  |  | £79.99 | 101013 |
| Clerk - Reimburse Stamps & Disposable Gloves (VAT £0.13) | | | |  |  | £8.11 | 101014 |
| AW Nicol - Parish Caretaker Duties Including Dixon Keld Steps Repairs | | | | |  | £458.67 | 101015 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
| Green Energy - Electricity (VAT: £1.37) | |  |  |  |  | £28.85 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£2,683.27** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 29 February 2020 | | |  | £13,872.94 | Cr |  |
| CCLA Public Deposit Sector Fund Account | |  |  |  |  |  |  |
|  | Balance as at 31 January 2020 | | |  | £40,171.09 | Cr |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Overall Total | | £54,044.03 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 2nd MARCH 2020**

Correspondence for information/consideration etc

1. HBC – Bulb/wildflower scheme available for choices to 6th April.
2. Community First Yorkshire – Request to see if MPC would be keen to be involved in the design and delivery of a parish survey which would result in the production of a Parish Plan.
3. Masham Lunch Club – Request for donation towards Public Liability Insurance 2020-21.
4. ATM – Notification of option for the bus shelter cash machine to remain as free cash withdrawals if MPC subsidises this at £550pm, or alternatively a 99p charge to each customer withdrawal can be added with 10p remunerated back to MPC.
5. MoP – Letter regarding road surface, bins and recycling and speeding to Red Lane.
6. Masham Primary School – Request to book their maypole event for the afternoon for Friday 22nd May.

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place, Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209 (Office Hours)

Tel: 01765 650363 (Out of Office Hours)

E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Office hours: Monday and Thursday, 13:00 – 17:00

Chairman: Councillor Flo Grainger Clerk to the Council: Jen Hurford

**MINUTES 4th MAY 2020**

**(Held Virtually Via Zoom)**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr Rosemary Blades, Cllr John Ellis, Cllr Flo Grainger (Chairman), Cllr Ian Johnson, Cllr Neil Pickard (Vice-chairman), Cllr Jane Vickery, with County Cllr Margaret Atkinson (present from Item 18.8) and Jen Hurford (Parish Clerk).

**Present:** 0 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Valerie Broadley (due to IT fault), Cllr Robert Greensit (due to IT fault), Cllr Nigel Simms and Cllr Peter Weatherill. The resignation of Cllr Brian Metcalfe from 30th April was confirmed and that HBC had issued a Notice of Vacancy to be published stating if by 26 May, a request for an election to fill said vacancy is made in writing to the Returning Officer at the address below by ten electors for the said Parish, an election will be held to fill the said vacancy in 2021, otherwise the vacancy can be filled by co-option. Councillors discussed they would communicate with potential candidates. **Action: ALL CLLRS & CLERK.**

**2. APPROVAL OF DECISIONS MADE IN PLACE OF 6th APRIL MEETING**

2.1 Decisions in place of the Monthly Meeting not held on 6th April 2020. It was **proposed** by Cllr Pickard and **seconded** by Cllr Johnson that the Decisions reached in place of the 6th April meeting be formally approved as a true and accurate record. All those who contributed to the 6th April Decisions and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Decisions as a true and accurate record. **Action: CLERK.**

**3. DECLARATION OF INTEREST IN AGENDA ITEMS**

3.1 Cllr Vickery declared an Interest in Item 4.3.2.

**4. PLANNING MATTERS**

There were no Planning Applications received from HBC;

* 1. Planning Approvals – A list of decisions appear at Appendix A.

4.2 Planning Enforcements – A list of enforcements appear at Appendix A.

* + 1. It was confirmed the decking outside Wellgarth Court had been removed so far.

4.2.2 It was confirmed the glazing and louvres had still not been rectified. **Action: CLERK.**

**5. FINANCIAL MATTERS**

5.1 Advice of Receipts and Payments. Details of the Receipts and Payments made in the month are scheduled under Appendix B (1/2) and were advised of by the Clerk.

5.1.1 The Chair thanked Cllr Johnson for his work to date covering the Market Superintendent’s role. Cllr Johnson clarified the request by some Traders to accept rents electronically but was aware of the risk of handling cash and felt this was an option to look into if ever the Market Superintendent employee were to change in the future.

5.1.2 Acceptance of the Advice of Receipts and Payments was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** that the Receipts and Payments schedule be approved. Details of the Council’s bank account balances are shown at Appendix B (2/2). **Action: CLERK.**

5.2 Continued Temporary Use of Online Banking was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** that the Payments should be made by BACS rather than cheque. **Action: CLERK.**

5.3 Approval of BHIB 2020/21 Insurance Premium of £392.54 on a 3yr reduced rate until next year was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** that renewal of cover via BHIB be instructed. **Action: CLERK.**

5.4 Approval of Market Superintendents 2019/20. It was explained by the Clerk that the total Market Rents for 2019/20 were £19,944.97 but included payments for electricity use from September 2019, whereas it had not in the last financial year. It was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis to agree that the 2% bonus of the full income of £19,944.97. All those present voted in favour. It was **RESOLVED** that the bonus of £398.90 be awarded accordingly. **Action: CLERK.**

**6. CORONAVIRUS – COMMUNITY NETWORK, PARISH COUNCIL MEETINGS & ADMINISTRATION**

6.1 The Chair advised what a good job Mashamshire Community Office was doing for the community and Cllr Vickery highlighted the manager’s role was subject to maternity cover in due course too. No further actions were requested or required at this stage.

**7. ANNUAL PARISH & ANNUAL PARISH COUNCIL MEETINGS**

7.1 The Clerk advised the Annual Parish Meeting could not be held virtually and would need to be delayed until a conventional meeting could be held. The Annual Parish Council Meeting could be delayed until next year if necessary but would mean the Chair, Vice-chair and organisation representatives would need to stay in place until it was held. It was **proposed** by Cllr Vickery and **seconded** by Cllr Pickard to review and discuss the matter again in September. All those present voted in favour. It was **RESOLVED** that the matter be scheduled accordingly. **Action: CLERK.**

**8. CASH WITHDRAWALS PROPOSAL FROM ATM**

8.1 The Clerk advised conversations with an Advisor from Your Cash who had explained there were only three options of ATM providers in the UK of which they and Note Machine were two of, and the remaining was Cash Zone. They would require knowledge of the number of transactions, before the Covid-19 lockdown, in order to consider making a proposal and the Clerk confirmed this had been requested from Note Machine and would update on further findings at the next meeting. **Action: CLERK.**

**9. MASHAM MARKET**

9.1 Permitted Trades. Cllr Johnson advised Johnny Bagdad’s café was considering doing a homemade cake stall and that Swinton Estate had attended on Saturday with asparagus, pressed juices, preserves and cut flowers which caused conflict with the regular fruit and veg stall, however it did work out on the day and hoped the matter would settle. Cllr Vickery advised of the worry over the conflict in produce and Cllr Johnson advised the quality of produce was different and not as varied from Swinton Estate. Cllr Barker suggested the situation should be monitored and Cllr Pickard suggested it should be up to the acting Market Superintendent to handle and come back to Cllrs again if required. Cllr Johnson had spoken to the Traders and would try to continue to co-operate over the matter. **Action: CLLR JOHNSON.**

9.2 Temporary Tariffs During Covid-19. It was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis for the Winter Rates to apply under the current circumstances. All those present voted in favour. It was **RESOLVED** that the Cllr Johnson should relay to Traders accordingly. **Action: CLLR JOHNSON.**

**10. PROPOSED MODIFICATION OF PUBLIC FOOTPATH ADJACENT TO MILL HOUSE**

10.1 The Clerk had circulated plans from the current Proprietor of the property to re-route the path across the triangular area of grass adjacent to the house. Cllrs discussed other adjacent paths to the property which had been removed, one of which had been clarified by Cllr Vickery and reported to Pathways. Cllr Blades advised the ‘Fisherman’s Path’ were not on the Definitive Map but Cllr Ellis advised they had been in use for over 40 years as did Cllr Pickard of the use of the recently removed stile. It was agreed for the Clerk to provide another map for Cllr Pickard to mark up too. It was suggested some of these paths may be the responsibility of Swinton Estate too as they owned the riverbank. Cllr Blades felt a DMMO would need to be actioned. It was **proposed** by Cllr Johnson and **seconded** by Cllr Vickery to support the re-routed path as proposed but on the expectation that the other paths would remain open and the stile to be reinstated. All those present voted in favour. It was **RESOLVED** that the Clerk should relay this to the Proprietors and Cllr Ellis take photos of the evidential path to enquire further with NYCC. **Action: CLLRS ELLIS & PICKARD, & CLERK.**

**11. HACKFALL HEIGHTS WOODLAND TRUST REQUEST**

11.1 Further to communication with the Woodland Trust over the dangerous overflow parking of vehicles to the road side on Thorpe Road by the car park, it was advised of their request in the support of requesting the provision of yellow lines to that area from Highways. It was **proposed** by Cllr Pickard and **seconded** by Cllr Barker to support the request of yellow lines from Highways. All those present voted in favour. It was **RESOLVED** that the Clerk should relay this to Highways. Cllr Broadley had advised prior to the meeting these could be lesser yellow lines in rural areas to be more in keeping. **Action: CLERK.**

**12. TRAVELLERS ON THE RECREATION GROUND**

12.1 Cllr Johnson relayed it was thought Appleby Fair was not expected to go ahead this year, but Cllr Weatherill had suspected some Travellers would still come. Cllr Johnson reminded of the industrial padlock which Cllr Johnson would aim to put in place in the run up to the anticipated arrival and await warning from HBC of their approach. Cllr Blades felt surely the police would have the grounds to move them on in the current Covid-19 situation. It was clarified Cllr Weatherill had rectified some of the flood damaged banking to make some improvement. **Action: CLLR JOHNSON.**

**13. ANNUAL PLAYGROUND INSPECTIONS**

13.1 It was **proposed** by Cllr Ellis and **seconded** by Cllr Pickard to agree to the annual inspections of the MUGA and Westholme Court Play Area organised by HBC at a cost of £55 plus VAT each. All those present voted in favour. It was **RESOLVED** that the Clerk should instruct HBC accordingly. Cllr Pickard also advised the HBC Play Area was still in a state and the drains were still undergoing investigation and he had requested that Masham Sports Association liaise directly over the blocked drain with HBC. **Action: CLERK.**

**14. ESSENTIAL PARISH CARETAKER WORKS**

14.1 Cllr Vickery advised of a broken bin cover from the floods at the Shooting Holme causing misplaced rubbish, so it was agreed to request the Litter Picker to take it away completely to resolve the problem. No other works were highlighted. **Action: CLERK.**

**15. HIGHWAYS MATTERS**

15.1 Matters to raise or chase with Highways were as follows.

a) Cllr Vickery advised of a pothole outside the charity shop on Silver Street. **Action: CLERK.**

b) Cllr Johnson advised the awaited tarmacking on Park Street had now been carried out.

c) Cllr Pickard advised the awaited patch works to Thorpe Road had been done.

d) Cllr Ellis advised the awaited replacement bollards to Leyburn Road pavement had recently been put in.

e) Cllr Johnson advised the ‘Soft Verges’ warning signs had been placed in the wrong place on the road down from Warthermarske. **Action: CLERK.**

f) Cllr Grainger advised the flood area at Low Burton had built up again into the middle of the road during the recent rain and the road surface was deteriorating. **Action: CLERK.**

g) Cllr Grainger advised of the area of pavement from Low Burton where the telephone cable works were carried out stands in water too preventing use. **Action: CLERK.**

h) Cllr Johnson asked about progress on the potholes to the ginnel by the Fire Station and Cllr Pickard advised there were no current problems as it was a seasonal winter problem.

**16. EMPLOYMENT MATTERS**

16.1 Clerk Request for Home Working Allowance Separate to Salary. The Clerk circulated guidelines provided by YLCA outlining the provision of up to £6pwk allowance towards home office costs and clarified that on starting employment at MPC a higher salary band had been offered to include this. Rather than requesting a pay rise in salary for the current financial year as per previous years, the Clerk requested the allowance be paid separately so not subject to PAYE. It was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis to agree to an allowance of £5pwk given the role was only part-time home based. All those present voted in favour. It was **RESOLVED** that the Clerk should action the allowance accordingly. **Action: CLERK.**

16.2 Market Superintendent During Covid-19. Following various guidance circulated amongst Cllrs prior to the meeting, Cllr Pickard felt Furloughing was not applicable as the employee’s role was still required as Cllr Johnson was standing in as it was an essential role, therefore Statutory Sick Pay was applicable. It was discussed whether a Doctor’s letter had been supplied to the employee or not to assist pursual of SSP. It was also discussed whether the Market would be eligible for the Small Business Grant of £10k following the loss of Market Rents. It was **proposed** by Cllr Pickard and **seconded** by Cllr Johnson to action SSP for the Market Superintendent and pursue the grant. All those present voted in favour. It was **RESOLVED** that the Clerk should accordingly via HMRC. **Action: CLERK.**

**17. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. HBC – Notification that the Harrogate District Local Plan 2014 - 2035 was adopted by Harrogate Borough Council on the**4th March 2020 was advised of.**
  2. HBC – Non-domestic Rates Bill 2020/21 – Confirmation Small Business Relief applies for the Market Tolls giving £0.00 balance due was noted.
  3. Notemachine – Request to continue accepting cash payments during COVID-19 was noted.
  4. Hambleton District Council - Notice of Submission of the Hambleton Local Plan will be available for to view and comment between 24/04/20 12:00 and 30/09/20 17:15 using the following link: <https://consult.hambleton.gov.uk/portal/planning/lpsub> was advised of.
  5. NYCC Highways - Request to site a temporary toilet block in Masham for the sole use of Highways staff during the pandemic or any other locations near to the Town Centre, bearing in mind most of the staff using the facility will be in commercial vehicles so will need space to park up was considered. Cllrs agreed they did not wish for this to be sited of the Market Square due to be unsightly but also due to space being required for social distancing for Masham Market. **Action: CLERK.**
  6. MoP – Request to enquire with NYCC or take action over suspected gateway to Kings Head Yard and track to south was discussed. Cllr Blades felt another DMMO would need to be made and Swinton Estate should be included. It was agreed for the Clerk to mark up a map accordingly and start enquiries with Pathways. **Action: CLERK.**
  7. Notemachine – Notification that they are lobbying to protect free access to cash in the UK was advised of.
  8. HBC – Notification that Masham Market may be eligible for support from the Government following the impact of Covid-19 was noted and agreed to action as per Item 16.2.

**18. ANY OTHER BUSINESS**

18.1 Cllr Grainger highlighted the used sandbags still needed collecting and the Clerk advised the delivery of new still needed to be made by HBC first for then these to be retrieved and would chase as had had no reply during the lockdown period. **Action: CLERK.**

18.2 Cllr Johnson advised the Voluntary Warden at Marfields Wetlands had been in touch about emptying the new dog waste bin there and he had passed on the Litter Picker’s contact details to see if he could assist.

18.3 Cllr Barker advised of the bins, benches and personal items left outside Thorpe Road terrace getting worse causing obstruction to the pavement and it was agreed the Clerk should pursue the matter again with Highways and HBC and Cllr Ellis would obtain new photos. **Action: CLLR ELLIS & CLERK.**

18.4 Cllr Vickery advised she had ordered the winter bedding plants which were coming on well to plant up in due course.

18.5 Cllr Johnson relayed of the compliments made over the tulips to the Market Square and Cllr Grainger also advised how good they looked on a recent TV interview.

18.6 Cllr Barker advised of a road traffic accident that occurred early one morning the previous week just before the Park Drive turning on the Grewelthorpe side and asked to make sure NYP were aware to assist in the building up of evidence for speeding issues and related monitoring and signage. **Action: CLERK.**

18.7 Cllr Johnson requested that the beacon to the Market Square be put on the next Agenda as it was an eyesore. **Action: CLERK.**

18.8 Cllr Atkinson advised NYCC had been working hard with the hospitals and had also had to take on extra people to undertake care in the community. Around 60 of the areas 200 care homes had contracted Covid-19 and North Yorkshire’s statistics were high during to being rural and high in age of population. HBC had paid over 4,000 grants and Highways were spending £10million starting this week in tarring and chipping of roads. It was looking like waste centres would re-open the following week. There was a Covid-19 helpline if anyone required and it was hoped the Nightingale Hospitals would not be required with the ICU beds in Harrogate having only used 3 of the 18 available beds for Covid-19 patients. The Chair commended the work so far. Cllr Atkinson discussed the various software available for virtual meetings and that other Parish Councils had had little public participation in theirs, Registry Offices were not taking bookings new this year and were provisionally rescheduling existing ones from September. Cllr Johnson advised of the closed footpath at Mill Hose, Masham and Cllr Atkinson advised to contact Pathways. It was also discussed the awaited outcome of the DMMO at Quaker Terrace which Cllr Blades would chase. **Action: CLLR BLADES.**

**19. DATE OF NEXT MEETING**

19.1 Monday 1st June 2020 anticipated to be held virtually via Zoom.

**CLOSURE:** The Meeting closed at 20:50pm.

Dated 18/05/2020

*To view our General Privacy Notice please go to* [*https://www.mashamparishcouncil.com/gdpr.html*](https://www.mashamparishcouncil.com/gdpr.html)

**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS FROM HARROGATE BOROUGH COUNCIL TO 4 MAY 2020**

There are no Planning Applications to consider.

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 4 MAY 2020**

|  |  |  |
| --- | --- | --- |
| The Old Vicarage (Rectory), 54 Market Place, Masham, HG4 4EF | Application No.: 20/00799/LB  Proposal: Demolition of internal wall between the dining room and kitchen.  Applicant: Mr & Mrs Giles Edwards | **Granted subject to conditions** |
| North Cote Farm, Masham, HG4 4DH | Application No.: 20/00285/FUL  Proposal: Erection of winter housing for cattle.  Applicant: Mr Alex Greensit | **Approved subject to conditions** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 4 MAY 2020**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICIATION | ACTION |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Update on 3rd May – HBC are in a position to proceed with the service of a notice, however an 11th hour offer has been made by the owner to remove the decking by the end of the summer if the Covid19 lockdown will permit. National policy encourages HBC to seek amicable resolution to breaches of planning, so in summary they are obliged to negotiate a peaceful resolution rather than serve a notice. If the removal of the decking does not transpire, then HBC will proceed with formal service of a notice. |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Possible breach of window glazing condition. | The officer believes the owners will be putting this right. Update on 3rd May – HBC cannot clarify if the issue has been resolved yet. |
| 4 The Mews, Church Street, Masham, HG4 4DR | Creation of patio area & erection of 2m fencing | Update on 4th May – HBC agreed that the owner would reduce the fence to 1m in height. If the owner wants to keep the fence at 2m in height, then they would need to apply for planning permission, so HBC is waiting for this to happen either way. The stone flags don’t need permission as there are within the existing domestic curtilage of the dwelling. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B** | |
|  |  | **FINANCE SCHEDULE** | | |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 6th April to 4th May 2020** | | |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £248.00 |  |
| Honesty Box |  |  |  |  |  | £0.00 |  |
|  |  | **Total receipts for the month** | | |  | **£248.00** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
| **(ii) BACS payments w/c 4 May 2020 for approval and signature** | | | |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
| Eric Wilkinson, Litter Picker - April Salary (Tax £30.40) | | |  |  |  |  | BACS |
| Jen Hurford, Parish Clerk - April Salary (Tax £0.00) | | |  |  |  |  | BACS |
|  |  |  | **April Staff Salaries Total** | | | **£1,153.20** |  |
| HMRC - PAYE |  |  |  |  |  | £30.40 | BACS |
| Swinton Estate - Rent Market Place 2020/21 (VAT £10.00) | | | |  |  | £60.00 | BACS |
| Swinton Estate - Rent Recreation Ground 2020/21 (VAT £0.20) | | | |  |  | £1.20 | BACS |
| D3 Office Group Ltd - Vinyl Gloves x3 packs (VAT £5.97) | | |  |  |  | £35.82 | BACS |
| Pavescape Ltd - Cleaning MUGA (VAT £60.00) | |  |  |  |  | £360.00 | BACS |
| BHIB Ltd - Insurance Premium 2020/21 | |  |  |  |  | £392.54 | BACS |
| Clerk - Reimburse Zoom Monthly Subscription (VAT £2.40) | | | |  |  | £14.39 | BACS |
| **Direct Debits** |  |  |  |  |  |  |  |
| Green Energy - Electricity (VAT: £1.33) | |  |  |  |  | £28.00 |  |
|  |  | **Total Payments** | |  |  | **£2,075.55** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 30 April 2020 | | |  | £9,945.56 | Cr |  |
| CCLA Public Deposit Sector Fund Account | |  |  |  |  |  |  |
|  | Balance as at 2 March 2020 | | |  | £40,217.47 | Cr |  |
|  |  |  | Overall Total | | £50,163.03 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 4th MAY 2020**

Correspondence for information/consideration etc

1. HBC – Notification that the Harrogate District Local Plan 2014 - 2035 was adopted by Harrogate Borough Council on the**4th March 2020.**
2. HBC – Non-domestic Rates Bill 2020/21 – Confirmation Small Business Relief applies for the Market Tolls giving £0.00 balance due.
3. Notemachine – Request to continue accepting cash payments during COVID-19.
4. Hambleton District Council - Notice of Submission of the Hambleton Local Plan will be available for to view and comment between 24/04/20 12:00 and 30/09/20 17:15 using the following link: <https://consult.hambleton.gov.uk/portal/planning/lpsub>
5. NYCC Highways - Request to site a temporary toilet block in Masham for the sole use of Highways staff during the pandemic or any other locations near to the Town Centre, bearing in mind most of the staff using the facility will be in commercial vehicles so will need space to park up.
6. MoP – Request to enquire with NYCC or take action over suspected gateway to Kings Head Yard and track to south.
7. Notemachine – Notification that they are lobbying to protect free access to cash in the UK.
8. HBC – Notification that Masham Market may be eligible for support from the Government following the impact of Covid-19.

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place, Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209 (Office Hours)

Tel: 01765 650363 (Out of Office Hours)

E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Office hours: Monday and Thursday, 13:00 – 17:00

Chairman: Councillor Flo Grainger Clerk to the Council: Jen Hurford

**MINUTES 1st JUNE 2020**

**(Held Virtually Via Zoom)**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr Rosemary Blades, Cllr John Ellis (present from the Public Interval Item d), Cllr Flo Grainger (Chairman), Cllr Ian Johnson, Cllr Neil Pickard (Vice-chairman), Cllr Jane Vickery and Cllr Peter Weatherill (present from Item 5), with County Cllr Margaret Atkinson (present from the Public Interval) and Jen Hurford (Parish Clerk).

**Present:** 3 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Robert Greensit (due to IT fault) and Cllr Nigel Simms (due to IT fault).

**2. APPROVAL OF MINUTES OF PREVIOUS MEETING**

2.1 Minutes of the Monthly Meeting held virtually via Zoom on 4th May 2020. It was **proposed** by Cllr Pickard and **seconded** by Cllr Johnson that the Minutes of the 4th May meeting be formally approved as a true and accurate record. All those who attended the 4th May meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record. **Action: CLERK.**

**3. DECLARATION OF INTEREST IN AGENDA ITEMS**

3.1 Cllr Barker declared an Interest in Item 5.1.

**4. CASUAL VACANCY**

4.1 Further to confirmation from HBC that they had not received requests from ten electors for an election to take place, so the Council could co-opt a replacement member the three potential candidates for co-option were present. An introductory email from each candidate had been circulated amongst Cllrs prior to the meeting and each candidate gave a brief speech as to their desire to fill the vacancy. It was agreed to avoid embarrassment to unsuccessful candidates that voting be taken place at the end of the meeting once MoP had left participation, particularly as the successful candidate could not contribute until the hard copy of the Declaration of Acceptance be signed. It was agreed for the Clerk to update candidates after the meeting and circulate forms as necessary to the successful applicant. **Action: CLERK.**

**5. PLANNING MATTERS**

* 1. Planning Applications received from HBC;

5.1.1 Flat 1 Silverdale, 27 College Lane, Masham - Change of Use from A2 (bank) to mixed use B1 (office) and A1 (shop). Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Vickery that MPC did not object to or support the application but wished to make comments or seek safeguards as follows; concern was given to losing a smaller, lower value property as it was believed there was currently a shortage in the town. All those present voted in favour and the **RESOLUTION** was carried.

The Clerk would be requested to advise HBC of the above MPC decision. **Action: CLERK.**

* 1. Planning Approvals – There were no matters to report.
  2. Planning Enforcements – A list of enforcements appear at Appendix A.
     1. It was confirmed the decking outside Wellgarth Court had been removed so far and the fence remained. **Action: CLERK.**
     2. It was confirmed the glazing and louvres had still not been rectified. **Action: CLERK.**
     3. It was confirmed the fence remained the same except for a small section. **Action: CLERK.**

**6. FINANCIAL MATTERS**

6.1 Advice of Receipts and Payments. Details of the Receipts and Payments made in the month are scheduled under Appendix B (1/2) and were advised of by the Clerk.

6.1.1 Acceptance of the Advice of Receipts and Payments was **proposed** by the Chair and **seconded** by Cllr Pickard. All those present voted in favour. It was **RESOLVED** that the Receipts and Payments schedule be approved. Details of the Council’s bank account balances are shown at Appendix B (2/2). **Action: CLERK.**

6.2 Continued Temporary Use of Online Banking was **proposed** by Cllr Broadley and **seconded** by Cllr Johnson. All those present voted in favour. It was **RESOLVED** that the Payments should be made by BACS rather than cheque. **Action: CLERK.**

**7. CORONAVIRUS – COMMUNITY NETWORK, MEETINGS & ADMINISTRATION**

7.1 Cllr Johnson advised of partaking in the recent Trustees board meeting of Mashamshire Community Office as a representative of MPC. He relayed that the MCO and MPC would continue working together. The MCO had been successful in being awarded the £10k grant from HBC along with other grants from NYCC to support their loss in funds. MCO’s Facebook group Mashamshire Life had proved a good resource and it was discussed whether the content and regularity of the MCO’s daily email update was too great. It was covered that MPC still awaited an appropriate time to hold the delayed Annual Meetings.

**8. CASH WITHDRAWALS PROPOSAL FROM ATM**

8.1 The Clerk advised the remaining provider Cash Zone had still not provided a counter proposal despite being chased. Cllrs discussed the decision of accepting ATM Note Machine’s offer could be delayed or MPC could threaten for it to be removed. Cllr Vickery circulated figures based on the 99p charge per transaction with a 10% renumeration to MPC would give a significant loss in comparison to the £5k pa rent received previously, particularly with the downturn of use due to Covid-19. It was also reported that yet again the machine had been empty. There was concern MoP would not use the machine over the Co-ops if they knew there was a charge so Cllrs agreed MPC should stall giving a decision to Notemachine until they pushed for one and forgo the loss of income in order for residents to continue to get free cash withdrawals.

**9. MASHAM MARKET**

9.1 Potential Re-opening of Full Market. Cllr Johnson clarified that from the 1st June the market could proceed with any stall and Wednesday’s market would be seeing 10 stalls including some new Traders. It was discussed the need to ensure enough room for social distancing to be carried out. A Covid-19 safety handout via NABMA was being circulated electronically and with hard copies to assist Traders in their return and most Traders were already well prepared. It was relayed that Traders were appreciative of the Winter Rates and Cllr Pickard suggested the Summer Rates were reintroduced from Wednesday 17th June. Cllr Johnson suggested that a full month on Winter Rates during June would encourage Traders back especially as they were finishing at an earlier time than usual of around 2pm. The introduction of Summer Rates to resume from 1st July was **proposed** by Cllr Pickard and **seconded** by Cllr Blades. All those present voted in favour. It was **RESOLVED** that the rates be altered accordingly for Cllr Johnson to relay to Traders. **Action: CLLR JOHNSON.**

9.2 Social Distancing to Benches & Tables. Cllr Johnson clarified that Bordar House had put their tables out of use. Cllr Pickard clarified of earlier correspondence from them stating the tape to the benches were unsightly and asking when it would be removed. There were also concerns over the closed public toilets as it was reported that MoP were relieving themselves in various places in the town. It was agreed the Clerk should chase HBC for them to be re-opened. Cllr Vickery felt the tables should be removed as they could be a trip hazard. The Chair had checked on HBC’s Environmental Health policies and clarified tables should not be provided, and that Licensees could be challenged if not adhered to. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Vickery for Bordar House to be requested to remove their tables until such a time they could be used again. The majority of those present voted in favour. It was **RESOLVED** that the tables should be requested to be removed accordingly. Cllrs agreed the benches needed to stay taped until legislation allowed otherwise, which could prospectively be on 4th July. Cllr Vickery advised of checking and renewing the tape on MPC benches as required daily.It was also suggested that if social distancing could not be adhered to at the public toilets, could portaloos be supplied instead and it was agreed the Clerk should ask HBC this too. **Action: CLERK.**

9.3 Small Business Grant Fund. The Clerk clarified prior to the meeting that the Council’s application to HBC had been unsuccessful on the basis that Local Authority Parish Council’s were not eligible. Cllr Pickard had suspected this and did not feel it was worth questioning on the basis that MPC did not Precept. It was suggested that the Clerk enquire with Bedale Town Council’s Clerk as to what success they have had in receiving grants for Bedale Market. **Action: CLERK.**

**8PM - PUBLIC INTERVAL**

1. A MoP present on behalf of Mashamshire Swifts reported that the results of the group had been encouraging, particularly to the boxes at the church and clarified of video footage available on YouTube. The Chair thanked the group for their efforts.
2. A MoP asked about Item 10 and who owned the land adjacent to The Mill House and had they had permission to close the path. The MoP recalled the path being in use for a long time and Cllrs requested that this be put in writing in due course.
3. Cllr Atkinson updated on news from NYCC. All recycling centres had re-opened, except Stonefall at Harrogate, and queues had been long. The NYCC AGM usually in May had been delayed and was now fixed for July. Of North Yorkshire’s 240 care homes, 77 had had Coronavirus. £8.4million had been given to NYCC from the government to assist with the aid in ensuring their safety. Staffing had had to be advertised for as approximately 17k worked in North Yorkshire’s care sector. There had been approximately 220 deaths in the county to date and staff were working hard. North Yorkshire schools had been reopening but it was a matter of choice for pupils to return. £10million had been spent on tar and chipping to date. In the absence of Cllr Simms, Cllr Atkinson advised that HBC had no employees in the offices and were only just starting up with virtual meetings. There was no Annual Meeting to be held and current Cllrs were staying in position. Grant statistics from HBC were advised of and local organisations had benefitted. Cllrs advised Masham Market had not been successful. Cllr Atkinson advised there had been a big rise in ‘Hardship Funding’. Towns were getting ready for shops re-opening and Cllrs asked Cllr Atkinson to enquire about the re-opening of the public toilets too, particularly due to the rise in bikers to the town needing facilities. Cllr Weatherill questioned why only 50% of monies had been distributed from NYCC to care homes and it was clarified the remaining 50% would be distributed this month. **Action: CLLR ATKINSON.**
4. Cllr Blades advised Cllr Atkinson that nothing had been done by Highways regarding the blocked drains on Silver Street which Cllr Atkinson noted. Cllr Broadley reiterated this was part of the flood risk area and that a meeting with Highways was still awaited form prior to Covid-19 to discuss issues. Cllr Weatherill advised Cllr Atkinson that the bridge to The Oaks was getting full again and it was clarified that Masham’s Flood Report had not long been submitted to the Environment Agency to look at the course of Swinney Beck. Cllr Ellis advised of the small footbridge over a gulley over a footpath from Burn Bridge that had been washed out of place that still needing putting back. **Action: CLLR ATKINSON & CLERK.**

**10. FOOTPATHS ADJACENT TO THE MILL HOUSE**

10.1 The Clerk had advised prior to the meeting that Swinton Estate did not own the land which the ‘Fisherman’s Path’ in question ran across. Cllr Pickard felt there was a right for it to maintained on the basis it had been used for over 20 years. The Chair clarified the path was now blocked by fencing and log piles. Cllr Vickery thought the path had on been used since the river side path had eroded in 2010 however, both the Chair and Cllr Ellis recalled using the path in question historically. The path to the rear of Kings Head was also discussed that it was led to believe that a gate was being put in but was not to be locked. The Clerk advised of waiting to hear from Swinton Estate as to whether adjacent land was in their ownership to then establish if they could be requested to formally designate a path. It was agreed for the Clerk to request DMMO forms from Pathways for both matters and a site meeting be held for the ‘Fisherman’s Path’ at 3.30pm on Thursday 4th June for Cllrs and to invite the new Proprietor of The Mill House to join. **Action: CLLRS & CLERK.**

**11. SHOOTING HOLME LEASE**

11.1 As prior to the meeting a former Cllr suggested a Lease was not required nor in place as the Village Greens Byelaw drawn up in 1976 annulled the need for one. Swinton Estate were keen for a Lease to be drawn up. The Cllrs discussed that the usage of the Shooting Holme had been undertaken for the last 35 years with no issues so did not see the need for a Lease to be drawn up as the current situation could continue under the Village Green Byelaw. The Chair advised of legislation allowing cars to park around the outside of a village green in later DEFRA ruling. The Chair reiterated MPC could not take on the financial liability of the trees and that there would be no powers with the Travellers regardless of a Lease. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis to be requested to leave the current documents in place and not pursue a Lease any further. All those present voted in favour. It was **RESOLVED** that the Clerk should relay this to Swinton Estate accordingly **Action: CLERK.**

**12. TRAVELLERS ON THE RECREATION GROUND**

12.1 The Chair advised there was a camper van on the Shooting Holme to previous week which was reported via the 101 service and disappeared but has since appeared back, Cllr Ellis advised sighting caravans near Carlton Miniott. It was agreed MPC needed to be vigilant in changing the lock to the height barrier in the run up to Appleby Fair timescales as although it was not happening, Travellers may try to retain their rights. Cllr Johnson reiterated the need to report their presence to the gas board too. **Action: CLLR JOHNSON.**

**13. BEACON & FLAGPOLE TO MARKET SQUARE**

13.1 Cllr Johnson clarified the flagpole cord was very stiff and not fit for purpose and needed replacing. It was suggested £30-35 should cover the cost of a new Cord. It was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis to agree to a budget of up to £60 for a new cord. All those present voted in favour. It was **RESOLVED** that Cllr Johnson should purchase and fit as necessary. Cllr Johnson also felt the beacon was unsightly and in the wrong place. It was suggested it be put in the storage building when out of use and a new base and alterations be made. Cllrs were not agreeable to this as they felt there was no need for it so the Chair kindly offered to donate to the required works herself as felt it a shame for it not to be available in the future. **Action: CHAIR & CLLR JOHNSON.**

**14. ESSENTIAL PARISH CARETAKER WORKS**

14.1 Retrospective Approval of Weed Spraying to Town Centre. Prior to the meeting Cllrs had agreed to the spraying of the Town Centre weeds by MFJ Land Management Ltd. It was **proposed** by Cllr Pickard and **seconded** by Cllr Broadley to retrospectively approve this decision. All those present voted in favour. It was **RESOLVED** that the Clerk should chase the work already instructed. **Action: CLERK.**

14.2 It was requested for the Clerk to chase the strimming down Dixon Keld steps. It was mentioned the weeping willow trees down from Wensleydale Garage and the Clerk clarified the Proprietors of the property they were on had already been written to requesting them to be attended to. Cllrs asked that now that Covid-19 legislations were lifting that strimming be made a priority. It was requested for the pavement along to Low Burton be strimmed along the iron fence side. **Action: CLERK.**

14.3 Cllr Atkinson was unsure of plans to re-open play areas in response to Cllr Blades concerns over the overgrown grass at Masham’s HBC Play Area. Cllr Atkinson advised that HBC’s leisure and parks staff had been detained during Covid-19 to work on the waste teams so there had been a shortage in this department but would relay the concerns. Cllr Pickard advised HBC and the Masham Sports Association were in communication over the problematic drains. **Action: CLLR ATKINSON.**

**15. HIGHWAYS MATTERS**

15.1 Matters to raise or chase with Highways were as follows.

a) Cllr Atkinson was asked to check on the outstanding surfacing works required from the Golf Course up to Swinton Castle. **Action: CLLR ATKINSON.**

b) Cllr Atkinson was advised of the very deep drop between the roadside and the verge along the castle walls up to Warthermarske and really was a health and safety issue. Signs had been provided but in the wrong place which the Clerk had already informed Highways. Cllr Atkinson advised works were not done by Highways as it was traffic causing damage to verge due to the narrowness of the road.

c) It was advised of the poor road surface on the corner after the first bungalow on the way from Masham Golf Club towards Masham. **Action: CLERK.**

(Items 17, 18 and 19 were brought forward by the suggestion of the Chair and agreement of Cllrs).

**17. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. NABMA – The request for MPC to write a letter to local MP to support their work in training to gain support for the markets industry during Covid-19 was agreed for the Clerk to undertake. **Action: CLERK.**
  2. NYCC Area 6 Highways – The response to the request for yellow lines to Thorpe Road adjacent to Hackfall Heights car park was relayed that a Traffic Order would be put in for.
  3. HBC – Emergency Planning & Business Continuity Officer advised 150 replacement sandbags and 150 empty bags could be delivered Friday 5th June and Cllr Simms had kindly offered to take care of the delivery Cllr Blades a lot of used bags were left by the charity shop. Cllr Johnson suggested the 150 empty bags be filled but Cllr Broadley highlighted further space was required in the storage building for the remaining full bags of the 400 requested. It was agreed for the clerk to chase the remaining 250 bags from HBC in July. **Action: CLERK.**

**18. ANY OTHER BUSINESS**

18.1 Cllr Weatherill advised the pavement to the terraces on Thorpe Road were still obstructed and the Clerk advised of this having been chased on multiple occasions with both HBC and Highways. Cllr Atkinson clarified it was illegal to block a pavement. Cllr Broadley advised there is an act to quote along the lines of “obstruction of the free passage of the public” for the Police to look at and to keep chasing action. **Action: CLERK.**

**19. DATE OF NEXT MEETING**

19.1 Monday 6th July 2020 anticipated to be held virtually via Zoom.

(Items 4 and 16 were then held in private due to the nature of the content).

**CLOSURE:** The Meeting closed at 21:30pm.

Dated 16/06/2020

*To view our General Privacy Notice please go to* [*https://www.mashamparishcouncil.com/gdpr.html*](https://www.mashamparishcouncil.com/gdpr.html)

**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS FROM HARROGATE BOROUGH COUNCIL TO 1 JUNE 2020**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE** |
| Flat 1 Silverdale, 27 College Lane, Masham | Application No.: 20/01675/LB  Proposal: Internal alterations to merge No. 25 College Lane with Flat 1 Silverdale No. 27 College Lane.  Applicant: Mr M Fieldhouse. | 22nd June |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 1 JUNE 2020**

There are no matters to report.

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 1 JUNE 2020**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICIATION | ACTION |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Update on 3rd May – HBC were in a position to proceed with the service of a notice, however an 11th hour offer had been made by the owner to remove the decking by the end of the summer if the Covid19 lockdown will permit. National policy encourages HBC to seek amicable resolution to breaches of planning, so in summary they were obliged to negotiate a peaceful resolution rather than serve a notice. If the removal of the decking does not transpire, then HBC will proceed with formal service of a notice. MPC provided photos on 18th May showing the decking had been removed but some timber remained. Update on 1st June – no update to report from HBC. |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Possible breach of window glazing condition. | The officer believes the owners will be putting this right. MPC reported 11th May issue still not resolved & requested HBC to chase. Update on 1st June – no update to report from HBC. |
| 4 The Mews, Church Street, Masham, HG4 4DR | Creation of patio area & erection of 2m fencing | Update on 4th May – HBC agreed that the owner would reduce the fence to 1m in height. If the owner wants to keep the fence at 2m in height, then they would need to apply for planning permission, so HBC is waiting for this to happen either way. The stone flags don’t need permission as there are within the existing domestic curtilage of the dwelling. Update on 1st June – no update to report from HBC. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  | **FINANCE SCHEDULE** | | |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 5th April to 1st June 2020** | | |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £383.00 |  |
| Honesty Box |  |  |  |  |  | £272.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | |  | **£655.00** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
| **(ii) BACS payments w/c 1 June 2020 for approval** | | |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - May Salary (Tax £30.40) | | |  |  |  |  | BACS |
| Jen Hurford, Parish Clerk - May Salary (Tax £0.00) | | |  |  |  |  | BACS |
|  |  |  | **May Staff Salaries Total** | | | **£1,153.20** |  |
| HMRC - PAYE |  |  |  |  |  | £30.40 | BACS |
| Market Superintendent 2019/20 Bonus | |  |  |  |  | £398.90 | BACS |
| AD Calvert - Stone planter (VAT £125.00) | |  |  |  |  | £750.00 | BACS |
| G Pearson - Carving for stone planter | |  |  |  |  | £50.00 | BACS |
| Clerk - Reimburse Zoom Monthly Subscription (VAT £2.40) | | | |  |  | £14.39 | BACS |
| Clerk - Reimburse Stamps |  |  |  |  |  | £7.80 | BACS |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
| Green Energy - Electricity (VAT: £94.92) | |  |  |  |  | £94.92 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£2,499.61** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 31 May 2020 | | |  | £8,437.85 | Cr |  |
| CCLA Public Deposit Sector Fund Account | |  |  |  |  |  |  |
|  | Balance as at 30 April 2020 | | |  | £40,237.71 | Cr |  |
|  |  |  | Overall Total | | £48,675.56 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 1st JUNE 2020**

Correspondence for information/consideration etc

1. NABMA – Request for MPC to right a letter to local MP to support their work in training to gain support for the markets industry during Covid-19.
2. NYCC Area 6 Highways – Response to request for yellow lines to Thorpe Road adjacent to Hackfall Heights car park.
3. HBC – Emergency Planning & Business Continuity Officer advised 150 replacement sandbags and 150 empty bags can be delivered Friday 5th June.

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place, Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209 (Office Hours)

Tel: 01765 650363 (Out of Office Hours)

E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Office hours: Monday and Thursday, 13:00 – 17:00

Chairman: Councillor Flo Grainger Clerk to the Council: Jen Hurford

**MINUTES 6th July 2020**

**(Held Virtually Via Zoom)**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr Rosemary Blades, Cllr John Ellis, Cllr Flo Grainger (Chairman), Cllr Robert Greensit, Cllr James Gregg, Cllr Ian Johnson, Cllr Neil Pickard (Vice-chairman), Cllr Jane Vickery and Cllr Peter Weatherill (present from Item 4.1.3) with County Cllr Margaret Atkinson (present for the Public Interval) and Jen Hurford (Parish Clerk).

**Present:** 3 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Nigel Simms (due to IT fault).

**2. APPROVAL OF MINUTES OF PREVIOUS MEETING**

2.1 Minutes of the Monthly Meeting held virtually via Zoom on 1st June 2020. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that the Minutes of the 1st June meeting be formally approved as a true and accurate record. All those who attended the 1st June meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record. **Action: CLERK.**

**3. DECLARATION OF INTEREST IN AGENDA ITEMS**

3.1 There were no declarations made.

**4. PLANNING MATTERS**

* 1. Planning Applications received from Harrogate Borough Council;

4.1.1 6 Market Place, Masham - Refurbishment/replacement of existing internal doors to meet required fire standards. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Broadley that MPC had no objections. All those present voted in favour and the **RESOLUTION** was carried.

4.1.2 28 The Oaks, Masham - Conversion of garage to form a habitable room, to include removal of garage door and replace with window. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Johnson that MPC had no objections. All those present voted in favour and the **RESOLUTION** was carried.

* + 1. 10 The Avenue, Masham - Crown lift to 5metres, Crown reduction to 3metres, and Crown thinning by 15% of 2 no. Lime trees of Tree Preservation Order 07/1992. Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Ellis that MPC objected on the planning grounds as follows; It was felt that the crown reduction and crown thinning was not the right tree surgery to carry out on the trees and would not be in keeping with the surrounding trees. However, there was no objection to the proposed crown lift. All those present voted in favour and the **RESOLUTION** was carried.

4.1.4 Honeysuckle Cottage, Warthermarske, Masham - Demolition of out buildings, and erection of a two-storey rear extension and front canopy. Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Pickard that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried.

4.1.5 Sunnyside, 27 Red Lane, Masham - Erection of two storey detached dwelling house with detached double garage on land adjacent to 29 & 31 The Oaks and 3 The Beeches. Following discussion, it was **proposed** by Cllr Barker and **seconded** by Cllr Broadley that MPC had no objections. All those present voted in favour and the **RESOLUTION** was carried.

The Clerk would be requested to advise HBC of the above MPC decision. **Action: CLERK.**

* 1. Planning Approvals – A list of approvals appear at Appendix A.
  2. Planning Enforcements – A list of enforcements appear at Appendix A.

4.4 Potential Development to Land off Swinburn Road. Cllr Vickery advised a MoP had approached her with concerns over a potential development of 5 houses to land adjacent to Maple Creek. Concern had been expressed over traffic and noise and so the MoP had been invited to attend the monthly meeting when the actual application was proposed and recommended to object personally at the time too. Cllr Broadley raised concerns with access over Swinney Beck causing issues from an Environment Agency aspect too.

4.5 Planning Appeals Decision Process. Further to the matter being raised at the previous meeting, Cllr Barker reiterated his concerns in HBC getting appeals approved that are not suitable or in keeping with Masham and the surrounding area. For example, the recent extension to Jasmine Cottage on Red Lane was out of keeping in both material and size, and the house to the rear of the Kings Head was unsuitable in size for the location. Cllrs agreed for the Clerk to draft a letter for the next meeting highlighting these concerns, to find a suitable contact at HBC to address it to, with consideration of copying the letter to local MP Julian Smith too. **Action: CLERK.**

**5. FINANCIAL MATTERS**

5.1 Advice of Receipts and Payments. Details of the Receipts and Payments made in the month are scheduled under Appendix B (1/2) and were advised of by the Clerk.

5.1.1 Cllr Johnson advised a further £570 of Market Rents had been banked that day too.

5.1.2 Acceptance of the Advice of Receipts and Payments was **proposed** by Cllr Ellis and **seconded** by Cllr Greensit. All those present voted in favour. It was **RESOLVED** that the Receipts and Payments schedule be approved. Details of the Council’s bank account balances are shown at Appendix B also. **Action: CLERK.**

5.2 Continued Temporary Use of Online Banking was **proposed** by Cllr Pickard and **seconded** by Cllr Broadley. All those present voted in favour. It was **RESOLVED** that the Payments should be made by BACS rather than cheque. **Action: CLERK.**

**6. CORONAVIRUS – MEETINGS & ADMINISTRATION**

6.1.1 Following recent refurbishment, it was confirmed that the small hall to Masham Town Hall had been equipped with a big screen and was a large enough room to adhere to social distancing and host the presentation Peacock & Verity Community Spaces had requested to make. Cllrs discussed that room hire costs for the larger room should be checked. Cllrs agreed for the 3rd August monthly meeting to be held in the small hall with a presentation from PVCS for Councillors only to be held beforehand at 6.30pm. Cllrs agreed for the Annual Parish Meeting & the Annual Meeting of the Parish Council to be rescheduled to 7th September meeting. **Action: CLERK.**

6.1.2 The Clerk circulated to Cllrs prior to the meeting the amended Standing Orders covering Virtual Meetings. The Chair had already outlined at the opening of the meeting for all Cllrs to introduce themselves by name at the start of the meeting and when proposing to adhere to during the meeting. Itwas **proposed** by Cllr Pickard and **seconded** by Cllr Johnson to formally approve the amended Standing Orders. All those present voted in favour. It was **RESOLVED** that the document should be approved and published on the website accordingly. **Action: CLERK.**

6.1.3 The Clerk circulated to Cllrs prior to the meeting a General Workplace Risk assessment for Covid-19 which would cover all aspects of MPC including the market. Cllrs approved adoption of the document and for it to be published on the website accordingly. **Action: CLERK.**

**7. NOTEMACHINE ATM PROPOSAL**

7.1 The Clerk advised Note Machine had been in touch chasing a decision on their proposal based on the 99p charge per transaction with a 10% renumeration to MPC. Cllrs discussed there was a need for a second option of cash withdrawal additional to the Co-op within the town but would expect figures to fall and doubted the new income would be as much as the previous £5k rental received, It was asked for the Clerk to try to negotiate more that the 10p renumeration offered and to request the pro rata back rent to date. **Action: CLERK.**

**8. MASHAM MARKET**

8.2 Trader’s Feedback. The Chair advised of correspondence from a Trader thanking the rejuvenation of the market following lockdown via promotion on Facebook and Radio York. A positive experience had been highlighted with prospect for the future and the Chair formally thanked Cllr Johnson for all his efforts and safety measures put in place whilst undertaking the voluntary role of Market Superintendent temporarily and that MPC were very grateful for this. Cllr Johnson expressed that there was prospect for the market for the future, especially with other events being cancelled there was more demand by Traders. Cllr Johnson had been in touch with the actual Market Superintendent and confirmed his return to the role from the 6th July but that he would still kindly assist in the media marketing for the market alongside. Traders were keen to pursue the 1st August Yorkshire Day themed market with a ‘flat cap quoits competition’ and a modern pop band who could stay on into the evening. Cllrs discussed co-ordinating local business into the day but also that visitors were tending to go home much earlier than usual. Cllr Johnson offered to research the fee for a band and organise the competition. Itwas **proposed** by Cllr Weatherill and **seconded** by Cllr Barker to approve a budget of £50 for the band, competition, and Facebook campaign. The majority of those present voted in favour. It was **RESOLVED** that Cllr Johnson should plan for the Yorkshire Day themed Market on 1st August accordingly. **Action: CLLR JOHNSON.**

**8PM - PUBLIC INTERVAL**

1. A MoP expressed concerns over the footpath to the rear of the Kings Head and that the owner of the new property was planning on installing kerbs and cobbles. MPC advised Swinton Estate had agreed to formally designate a path on their part of the land following concerns over the introduction of gate posts, The MoP advised the neighbouring residents had no objection to the footpath being used but concern was still given to the potential changes in surfacing. Cllr Vickery highlighted Swinton Estate only owned a section of the footpath and Cllrs felt the historical use of the path needed to be kept. It was agreed to for the Clerk to communicate with Swinton Estate and Highways over to section of path to be formally designated and to draft a DMMO application for the remaining section of path. **Action: CLERK.**
2. It was confirmed the Quaker Terrace footpath was now formally opened and Cllr Blades advised the inspector had said the re-siting of the new entrance did require planning permission. Cllr Ellis felt there needed to be some formality over it is opening to make MoP aware. The Chair thanked Cllr Blades for her ongoing work and persistence over the matter. It was agreed for Cllr Blades to provide a copy of the confirmation letter from NYCC to circulate on Facebook, provide a poster for Maple Creek and request signs from NYCC for when the works to the entrance were complete. **Action: CLLR BLADES & CLERK**
3. A MoP asked for clarification on the proposal from Notemachine and felt MPC should be asking for more like 50p renumeration per cash withdrawal. Cllr Greensit pointed out that Covid-19 people had turned to using card payment much more and that cash machines were likely to phase out anyway. Cllr Johnson advised a lot of the Traders were now using card readers too.
4. A MoP expressed appreciation for Cllr Johnson involvement with the market and felt it was a good thing to have him continuing media marketing alongside the Market Superintendent and thanked Cllr Johnson for his efforts during Covid-19.
5. Cllr Atkinson updated on news from NYCC. Cases of Covid-19 were at 3 per week across North Yorkshire with nothing in Harrogate’s district in the last week. Of the 235 care homes in the county there were now only 7 with the virus. Libraries were re-opening from 6th July by appointment only and extension on the return of outstanding books was being given until September. Some roads had been closed to allow for outside drinking and eating. The ‘Buy Local’ campaign was promoting many businesses. It was confirmed there was over £7k people working in the care sector, 1,200 units of supported accommodation that could now start turning over again to take in new tenants. £4million had been spent on PPE in the county and was expected to reach £9million. A rise in special needs transportation was expected and needed support from the government. Cllr Greensit requested an update on the road closure of Church Bank in Kirkby Malzeard and Cllr Atkinson said the responsibility lay with HBC, but delay was in trying to contact relations of the damaged graves from the collapsed church wall. Cllr Johnson advised the road surface from the golf club to the castle was getting extremely poor which Cllr Atkinson noted. The Chair advised of the poor surface from the Swinburn Road entrance and up towards the next bungalow. Cllr Pickard advised the previous patchworks had seemed poor and Cllr Atkinson clarified NYCC were acting with the contractors involved and reclaiming back work to be undertaken themselves. Cllr Johnson felt concern for pedestrians walking to and from the castle too. **Action: CLLR ATKINSON.**
6. A MoP was pleased MPC would be using the small hall at MTH for the next meeting alongside Zoom to cater for those who could not attend, and Cllr Atkinson agreed that the facility was useful for her to attend multiple meetings.

**8. MASHAM MARKET**

8.1 Benches. The Chair thanked Cllr Vickery for her work in checking and re-taping the benches and felt the decision for these to be out of action up to the 3rd July had been for sensible reasons. A number of complaints had been received which was felt to be a bit of a campaign. The Chair had replied to some of the complaints including a visitor from Knaresborough who had stated they would not return. There had been contradiction amongst businesses too. Cllr Pickard felt the decisions had been made with good reason and it was time to move on from the conflict. Cllr Vickery also clarified there had been a good number of residents who had shown support and were very appreciative of MPC’s efforts to make the community safe. Cllr Vickery advised the pharmacy would continue their queueing lanes for as long as was needed.

**9. BORDAR HOUSE TEAS’ TABLES & RENT**

9.1 The Chair advised that there were now 8 tables on the cobbles which was clarified as the correct number and that the rent of £530pa worked out as approximately £10pwk which was not excessive. Following the request of a rent reduction from the Tenants during lockdown. Cllr Pickard felt that the original agreement should be adhered to as the tables remained in situ for the duration. Cllr Vickery advised the tables were now using double the space to adhere to social distancing and it was asked for the Clerk to find the original agreement over the rental of the cobbles to establish the actual area agreed. Itwas **proposed** by Cllr Pickard and **seconded** by Cllr Barker to not agree to a reduction in rent. All those present voted in favour. It was **RESOLVED** for the Clerk to relay to the Tenant accordingly. **Action: CLERK.**

**10. BOWLING CLUB**

10.1 Correspondence for the Chairman of Masham Bowls Club was circulated to Cllrs prior to the meeting which had requested financial support due to the unprecedented times during Covid-19. Cllr Ellis had contacted a club in Huddersfield who had confirmed clubs were getting £10k grants each. Cllr Pickard clarified the Masham Sport association had received the £10k grant and that the bowling club was under their umbrella. Cllr Pickard had offered the service of their green advice FOC to help reduce costs. It was discussed that MPC had too lost income from parking and the market and it was questioned whether MPC was in a position to contribute. Itwas **proposed** by Cllr Weatherill and **seconded** by Cllr Johnson to make an S137 donation of £500 and a campaign supported via Facebook. All those present voted in favour. It was **RESOLVED** for the Clerk to raise the payment accordingly. **Action: CLERK.** **Action: CLERK.**

**11. MUGA & WESTHOLME COURT PLAY AREA**

11.1 The Clerk circulated to Cllr prior to the meeting a Risk Assessment based on a document used by HBC for the re-opening of their play areas and advisory posters to be displayed. Cllr Broadley felt Westholme Court Play Area needed attention first, in particular a sweep and the moss treating. Cllr Pickard advised the Parish Caretaker had been but not attended to the play item requiring the new roof yet. It was noted MoP had been using HBC’s play area by the recreation ground despite the gate being locked. It was agreed for the Risk assessment to be adopted and posters laminated in readiness for opening. The Chair and Cllrs Broadley and Johnson agreed to meet Tuesday 7th at 6.30pm and to report back. **Action: CHAIR, CLLRS BROADLEY & JOHNSON & CLERK.**

**12. MASHAM’S FLOOD REPORT**

12.1 Cllr Broadley advised the matter had now been discussed with the Environment Agency officer assigned following the submission of the report to establish whether a flood prevention scheme can be put in place. Cllr Broadley had invited the EA officer to speak to Tarmac Ltd to open lines of communication and try to bring developments forward. A site visit was to be confirmed and Highways would also be invited. Cllr Ellis commended Cllr Broadley on the report put together. **Action: CLLR BROADLEY.**

**13. FOOTPATHS ADJACENT TO THE MILL HOUSE**

13.1 Cllr Pickard advised the proprietor had said stiles would be put in at the first fence line and felt that they should be written to in order to keep the pressure on to progress before the next meeting otherwise MPC would have to pursue action to make formal right of way. Cllr Pickard would draft a letter for the Chair to check. **Action: CHAIR, CLLR PICKARD & CLERK.**

**14. FOOTPATHS TO REAR OF KING HEAD**

14.1 Further to the discussion on the Item during the Public Interval, it was clarified the Clerk would put Swinton Estate in touch with the NYCC point of contact over formally designating their section and that the Clerk should proceed with the initial DMMO process for the remaining section. **Action: CLERK.**

**15. MARFIEDS WETLANDS VOLUNTEER**

15.1 Cllr Johnson advised the volunteer’s role was back on track after communicating with Tarmac Ltd and commended the work done. The Chair advised Tarmac Ltd were now giving more support. Cllr Pickard advised the dog waste bins were overflowing and it was clarified that the responsibility of emptying the bins fell to those who supplied them. Cllr Pickard suggested the Stick & Flick posters could be adopted and it was agreed for the Clerk to relay this along with clarification over responsibility for the bins. **Action: CLERK.**

**16. PEACOCK & VERITY COMMUNITY SPACES**

16.1 Cllr Broadley had met with a representative of the group and advised the project was still progressing with a pre-planning application having been submitted and comments awaited. There was funding in place to progress to the full planning stage expected by the end of November but that further funding could not progress until planning was approved. Cllr Broadley & Cllr Pickard would liaise on their promotion at the Neighbourhood Plan Public Meeting and await their presentation in the meantime on 3rd August. **Action: CLLR BROADLEY & CLLR JOHNSON.**

**17. TRAVELLERS ON THE RECREATION GROUND**

17.1 It was confirmed there were two groups of Travellers visiting the previous week and the Chair had reported them via the 101 service, but the response was not encouraging. HBC had also been informed and they could not assist. Mention was given to the gas works and it was recommended to advise the gas board. It was advised they had held a large fire but that there was little that could be done. Cllr Weatherill mentioned there had been some white stakes in the verge opposite the Shooting Holme some years ago and Cllr Ellis clarified they had deteriorated. Cllr Greensit advised Swinton Estate where agreeable to Travellers parking there anyhow. Cllr Johnson advised the industrial lock was in situ and would be swapped back to the combination lock in due course. The Clerk advised BHC had complained over not being able to gain access for grass cutting however they were not actually communicating as to when they were coming as requested. **Action: CLLR JOHNSON.**

**18. PARISH CARETAKER WORKS**

18.1 Cllr Vickery advised of speaking to AW Nicol and it seemed they did not understand the work required very well and that in some instance’s residents had been undertaking works. Cllr Vickery felt MPC’s instructions needed to be more comprehensive and works checked. It was asked for the Clerk to request that the recent works at Dixon Keld steps to be revisited as had not be completed as per the recent invoice. Cllr Vickery suggested that street maps could be colour coded and the length of time for each job stated, Cllr Greensit also had asked for the cutting of High Ellington green to be included and it was agreed this should be asked for twice a year. It was agreed for the Clerk to provide maps and for Cllrs Pickard and Vickery to then meet to co-ordinate corelating maps and instructions accordingly **Action: CLERK.**

18.2 Cllr Vickery also advised the Litter Picker should also be asked to provide insurance documents for the use of his car for the role and it was agreed this should be requested for at the next staff appraisal. **Action: CHAIR & CLLR PICKARD.**

**19. HIGHWAYS MATTERS**

19.1 Matters to raise or chase with Highways were had been covered in the Public Interval.

(There were no MoP and Item 20 was held in private due to the nature of the matter.)

**21. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. HBC – Notification was given that the responses to the **Harrogate District Community Infrastructure Levy**Charging Schedule consultation were considered by the Examiner as part of the ongoing examination process and **that HBC has now received the Examiner's Report which can be found,** including the Main Modifications on theCouncil's website at

<https://www.harrogate.gov.uk/info/20101/planning_policy_and_the_local_plan/555/community_infrastructure_levy>. It is envisaged that the Charging Schedule will be presented to Cabinet on 17 June 2020 and Council on 8 July 2020 for a decision to approve however CIL will not come into force in the Harrogate District until October 2020.

* 1. North Yorkshire Police, Fire and Crime Commissioner - Notification of opportunity to apply for a one-off bid via the AJ1 Project Road Safety Fund to fund community road safety projects was advised of. Cllrs discussed the need for pavements on the Swinton road between the junction of Swinburn road and Swinton Castle. It was suggested for Vehicle Activated Signs on Leyburn Road and Thorpe Road. The need for 30mph roundels to both roads was discussed too. It was agreed for the Clerk to apply for the VAS to Leyburn Road and Thorpe Road. **Action: CLERK.**
  2. NYCC Highways – Confirmation was given that they will arrange for letters to be sent to the residents of the terrace along Thorpe Road requesting they remove their scooters, bins, etc from the pavement and will update with the response. Cllr Broadley advised of a trade advertising board on the pavement and that things had not improved. It was agreed the matter needed to be chased with highways, HBC, and the Environment and for the Clerk to keep pursuing. **Action: CLERK.**

**22. ANY OTHER BUSINESS**

22.1 The Chair advised Masham Christmas Lights Association had requested a couple of stalls on the market to sell their bric-a-brac for fundraising. Itwas **proposed** by Cllr Johnson and **seconded** by Cllr Pickard to agree to two FOC stalls on the basis insurance requirements were met. All those present voted in favour. It was **RESOLVED** for Cllr Johnson to relay to the Market Superintendent accordingly. **Action: CLLR JOHNSON.**

22.2 The Chair thanked Cllr Johnson for mending the flagpole and for the flag being put up for Prince Philip’s birthday, Cllr Johnson thanked Cllr Barker for assistance too. **Action: CLLR JOHNSON.**

22.3 Cllr Barker advised of building works at a local property which would provide 6-10 tonne of topsoil and Cllr Weatherill asked for this to be tipped near the existing mound at the car park on by the Shooting Holme. **Action: CLLRS BARKER & WEATHERILL.**

22.4 Cllr Barker advised of sighting travellers on the old A1 near Boroughbridge.

22.5 Cllr Barker questioned the responsibility of grass cutting by HBC, but it was suggested they be left to undertake the work.

22.6 The Clerk advised Swinton estate had requested a meeting to discuss the Shooting Holme as they did not feel they should continue responsibility for the trees and that commercial use needed formally agreeing. Cllr Blades advised she was still trying to source a Lease and believed there still may be one. Cllr Pickard felt the designation as a Village Green tor over 30 years annulled the need for a Lease and that the responsibility for the lime trees should not be undertaken as they would be coming to the end of their life span having been planted in 1875. The Chair, Cllr Blades and Weatherill agreed to attend a meeting with Swinton Estate either face-to-face or via Zoom and for the Clerk to arrange accordingly. Cllr Weatherill also pointed out that the Oak trees were compromised by the Lime trees and Cllr Vickery also advised the Oaks do need pruning and to bear in mind the next time Swinton Estate get a tree surgery report undertaken. **Action: CHAIR, CLLRS BLADES & WEATHERILL & CLERK.**

**19. DATE OF NEXT MEETING**

19.1 Monday 3rd August 2020 to be held in Masham Town Hall.

**CLOSURE:** The Meeting closed at 21:45pm.

Dated 23/07/2020

*To view our General Privacy Notice please go to* [*https://www.mashamparishcouncil.com/gdpr.html*](https://www.mashamparishcouncil.com/gdpr.html)

**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS FROM HARROGATE BOROUGH COUNCIL TO 6 JULY 2020**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE** |
| 6 Market Place, Masham, HG4 4EB | Application No.: 20/01812/LB  Proposal: Refurbishment/replacement of existing internal doors to meet required fire standards.  Applicant: Marsden Ltd. | 2nd July, extension agreed 7th July |
| 28 The Oaks, Masham, HG4 4DT | Application No.: 20/01722/FUL  Proposal: Conversion of garage to form a habitable room, to include removal of garage door and replace with window.  Applicant: Mr Michael Mould. | 5th July extension agreed 7th July |
| 10 The Avenue, Masham, Hg4 4DS | Application No.: 20/01909/TPO  Proposal: Crown lift to 5metres, Crown reduction to 3metres, and Crown thinning by 15% of 2 no. Lime trees of Tree Preservation Order 07/1992.  Applicant: Greg McDonald. | 6th July extension agreed 7th July |
| Honeysuckle Cottage, Warthermarske, Masham, HG4 4JR | Application No.: 20/01790/FUL  Proposal: Demolition of out buildings, and erection of a two storey rear extension and front canopy.  Applicant: Mr Michael Mould | 11th July |
| Sunnyside, 27 Red Lane, Masham, HG4 4HH | Application No.: 20/02107/FUL  Proposal: Erection of two storey detached dwelling house with detached double garage on land adjacent to 29 & 31 The Oaks and 3 The Beeches  Applicant: John Airton | 30th July |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 6 JULY 2020**

|  |  |  |
| --- | --- | --- |
| Swinton Park Hotel, Swinton, Ripon, HG4 4JH | Application No.: 20/00590/DVCON  Proposal: Variation of condition 2 (approved plans) to alter room layout within the stables/coach house building of Planning Permission 99/01112/FUL - Change of use of conference and outward bound centre (C2) to hotel with residential conference and leisure facilities (C1). Formation of additional car parking area.  Applicant: Swinton Park Ltd | **Granted subject to conditions** |
| Swinton Park Hotel, Stable Block, Swinton, Ripon, HG4 4JH | Application No.: 20/00591/LB  Proposal: Listed building consent to convert part of stable to 13 no. rooms to accommodate existing hotel with works to include: reopening 2no. blocked windows; changing 1no. external door to window; replacement of 1no. external door; removal and installation of partitions; fitting of bathrooms.  Applicant: Swinton Park Ltd | **Granted subject to conditions** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 6 JULY 2020**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICIATION | ACTION |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Update on 3rd May – HBC were in a position to proceed with the service of a notice, however an 11th hour offer had been made by the owner to remove the decking by the end of the summer if the Covid19 lockdown will permit. National policy encourages HBC to seek amicable resolution to breaches of planning, so in summary they were obliged to negotiate a peaceful resolution rather than serve a notice. If the removal of the decking does not transpire, then HBC will proceed with formal service of a notice. MPC provided photos on 18th May showing the decking had been removed but some timber remained. Update on 6th July – The owners have taken on a new planning consultant and are perhaps looking to submit a certificate of lawfulness in respect of the use of the land but there has been no evidence submitted. If they do not do something soon, HBC will issue an enforcement notice. |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Possible breach of window glazing condition. | The officer believes the owners will be putting this right. MPC reported 11th May issue still not resolved & requested HBC to chase. Update on 6th July – no update to report from HBC. |
| 4 The Mews, Church Street, Masham, HG4 4DR | Creation of patio area & erection of 2m fencing | Update on 4th May – HBC agreed that the owner would reduce the fence to 1m in height. If the owner wants to keep the fence at 2m in height, then they would need to apply for planning permission, so HBC is waiting for this to happen either way. The stone flags don’t need permission as there are within the existing domestic curtilage of the dwelling. Update on 6th July – HBC have requested photos of what remains as the owner has said the fence would be taken down to 1m. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B** | |
|  |  | **FINANCE SCHEDULE** | | |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 2nd June to 6th July 2020** | | | |  |  |  |  |
| Market Rents |  |  |  |  |  | £1,158.00 |  |
| Honesty Box |  |  |  |  |  | £673.00 |  |
| HBC - DIF Stone Planter & Engraving | | |  |  |  | £800.00 |  |
| Bordar House Teas Rent | |  |  |  |  | 530 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | |  | **£3,161.00** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) BACS payments w/c 6 July 2020 for approval** | | | |  |  |  |  |
| **Barclays - Masham Parish Council Account** | | |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - June Salary (Tax £30.60) | | | |  |  |  | BACS |
| John Todd, Market Superintendent - SSP 6th April to 5th July (Tax £0.00) | | | | |  |  | BACS |
| Jen Hurford, Parish Clerk - June Salary (Tax £0.00) | | | |  |  |  | BACS |
|  |  |  | **June Staff Salaries Total** | |  | **£1,331.10** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE |  |  |  |  |  | £30.60 | BACS |
| Mashamshire Community Office - Office Accomodation Apr-Jun | | | | |  | £183.24 | BACS |
| Cllr Johnson - Reimburse Flagpole Cord (VAT £7.78) | | | |  |  | £46.68 | BACS |
| Mr AN Reed - Reimburse Website Domain Renewal 1yr (VAT £3.20) | | | | |  | £19.19 | BACS |
| MFJ Land Management - Grass Cutting, Winter Clearance & Mole Control 2019-20 (VAT £306.20) | | | | | | £1,837.20 | BACS |
| D3 Office Group Ltd - Stationery (VAT £5.15) | | |  |  |  | £30.89 | BACS |
| YLCA - Finance & Accounts Webinar Training | | |  |  |  | £15.00 | BACS |
| Cllr Vickery - Reimburse barrier tape & bench notices (VAT £2.16) | | | | |  | £26.99 | BACS |
| Clerk - Reimburse Zoom Monthly Subscription (VAT £2.40) | | | |  |  | £14.39 | BACS |
| Clerk - Homeworking Allowance 6th April to 5th July | | | |  |  | £65.00 | BACS |
| AW Nicol - Strimming | |  |  |  |  | £270.00 | BACS |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
| ICO - Annual data protection fee renewal 3/8/2020 | | | |  |  | £40.00 |  |
| Green Energy - Electricity (VAT: £1.60) | | |  |  |  | £33.67 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£3,943.95** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | | |  |  |  |  |
|  | Balance as at 30 June 2020 | | |  | £7,316.56 | Cr |  |
| CCLA Public Deposit Sector Fund Account | | |  |  |  |  |  |
|  | Balance as at 31 May 2020 | |  |  | £40,250.64 | Cr |  |
|  |  |  | Overall Total |  | £47,567.20 | Cr |  |
|  |  |  |  |  |  |  |  |
| **Month** | **Market Rents** | | | **Honesty Box** | | |  |
|  | 2019/20 | 2020/21 | +/- | 2019/20 | 2020/21 | +/- |  |
|  |  |  |  |  |  |  |  |
| April | £2,321.00 | £248.00 | -£2,073.00 | £2,250.00 | £0.00 | -£2,250.00 |  |
| May | £2,635.00 | £383.00 | -£2,252.00 | £1,342.00 | £272.00 | -£1,070.00 |  |
| June | £1,912.00 | £1,158.00 | -£754.00 | £2,307.00 | £673.00 | -£1,634.00 |  |
| July | £1,615.00 |  | -£1,615.00 | £2,637.00 | £0.00 | -£2,637.00 |  |
| August | £2,168.00 |  | -£2,168.00 | £2,314.00 | £0.00 | -£2,314.00 |  |
| September | £1,657.50 |  | -£1,657.50 | £2,435.00 | £0.00 | -£2,435.00 |  |
| October | £978.00 |  | -£978.00 | £1,583.00 | £0.00 | -£1,583.00 |  |
| November | £707.00 |  | -£707.00 | £847.00 | £0.00 | -£847.00 |  |
| December | £802.00 |  | -£802.00 | £889.00 | £0.00 | -£889.00 |  |
| January | £606.62 |  | -£606.62 | £901.00 | £0.00 | -£901.00 |  |
| February | £369.00 |  | -£369.00 | £793.00 | £0.00 | -£793.00 |  |
| March | £635.34 |  | -£635.34 | £754.00 | £0.00 | -£754.00 |  |
|  |  |  |  |  |  |  |  |
| **8 Month Totals** | £16,406.46 | £1,789.00 | -£14,617.46 | £15,715.00 | £945.00 | -£14,770.00 |  |
| **Year Totals** | £16,406.46 | £1,789.00 |  | £19,052.00 | £945.00 |  |  |
| **FY Budget** | £20,000.00 | £19,000.00 |  | £17,000.00 | £21,000.00 |  |  |
| **FY Budget to date** | £15,100.00 | £15,500.00 | -£13,711.00 | £10,600.00 | £11,600.00 | -£10,655.00 |  |
|  |  |  |  |  |  |  |  |
| **Market Rents:** |  |  |  |  |  |  |  |
| **Honesty Box:** variations in paying in times account for some of the + or - figures recorded. | | | | | | |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 6th JULY 2020**

Correspondence for information/consideration etc

1. HBC – Notification that the responses to the **Harrogate District Community Infrastructure Levy**Charging Schedule consultation were considered by the Examiner as part of the ongoing examination process and **that HBC has now received the Examiner's Report which can be found,** including the Main Modifications on the Council's website at

<https://www.harrogate.gov.uk/info/20101/planning_policy_and_the_local_plan/555/community_infrastructure_levy>. It is envisaged that the Charging Schedule will be presented to Cabinet on 17 June 2020 and Council on 8 July 2020 for a decision to approve however CIL will not come into force in the Harrogate District until October 2020.

1. North Yorkshire Police, Fire and Crime Commissioner - Notification of opportunity to apply for a one-off bid via the AJ1 Project Road Safety Fund to fund community road safety projects.
2. NYCC Highways – Confirmation that they will arrange for letters to be sent to the residents of the terrace along Thorpe Road requesting they remove their scooters, bins, etc from the pavement and will update with the response.

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place, Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209 (Office Hours)

Tel: 01765 650363 (Out of Office Hours)

E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Office hours: Monday and Thursday, 13:00 – 17:00

Chairman: Councillor Flo Grainger Clerk to the Council: Jen Hurford

**MINUTES 3rd AUGUST 2020**

**(Also accessible virtually Via Zoom)**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Flo Grainger (Chairman), Cllr James Gregg, Cllr Ian Johnson, Cllr Nigel Simms, Cllr Neil Pickard (Vice-chairman), Cllr Jane Vickery and Cllr Peter Weatherill (present from Item 8) with Jen Hurford (Parish Clerk).

**Present:** 1 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Robert Greensit and County Cllr Margaret Atkinson (due to IT fault).

**2. APPROVAL OF MINUTES OF PREVIOUS MEETING**

2.1 Minutes of the Monthly Meeting held virtually via Zoom on 6th July 2020. It was **proposed** by Cllr Johnson and **seconded** by Cllr Broadley that the Minutes of the 6th July meeting be formally approved as a true and accurate record. All those who attended the 6th July meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record. **Action: CLERK.**

**3. DECLARATION OF INTEREST IN AGENDA ITEMS**

3.1 There were no declarations made.

**4. PLANNING MATTERS**

* 1. Planning Applications received from Harrogate Borough Council;

4.1.1 Ivy Dene, 25 Market Place, Masham - Reduce back lateral branches over garden only by 1m-1.5m no wounds greater than 50mm of 1 no. Horse Chestnut tree of Tree Preservation Order 21/1997. Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Vickery that MPC had no objections. All those present voted in favour and the **RESOLUTION** was carried.

4.1.2 Telephone Box, Warthermarske, Masham - BT consultation on the proposed removal of public payphone kiosk. (01765 689215). Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Broadley that MPC objected on the planning grounds as follows; with a lack of mobile phone coverage in the area, it would be a safety issue not to have this option of phone facility to use. All those present voted in favour and the **RESOLUTION** was carried.

The Clerk would be requested to advise HBC of the above MPC decision. **Action: CLERK.**

* 1. Planning Approvals – A list of approvals appear at Appendix A.
  2. Tree Preservations Orders – A list of enforcements appear at Appendix A.
  3. Planning Enforcements – A list of enforcements appear at Appendix A.
     1. Wellgarth Court, Masham – Cllrs advised some timber remained and HBC should be chased. **Action: CLERK.**

4.4.2 Jasmine Cottage, 7 Red Lane, Masham – Cllrs advised the window glazing still had not been changed and HBC should be chased. **Action: CLERK.**

4.4.4 Gromit Cottage, 21A Quaker Terrace, Masham – Cllrs discussed the works to the wall were actually an improvement and HBC should be advised of MPC’s support by way of letter and accompanying photo. **Action: CLERK.**

4.5 Draft Letter Regarding Planning Appeals. A draft letter questioning the decision-making process in certain planning applications and appeals not being in keeping with the local area was circulated amongst Cllrs prior to the meeting. Cllr Simms explained that permissions procedures and the dispute process were lengthy and that John Worthington, Head of Planning at HBC would be the best person to address the letter to. A third example to be listed was the property at 2 Westholme Crescent 17/04368/FUL where the extension had been too big and out of keeping. Cllrs agreed for the letter to be sent with a copy to MP Julian Smith. **Action: CLERK.**

**5. FINANCIAL MATTERS**

5.1 Advice of Receipts and Payments. Details of the Receipts and Payments made in the month are scheduled under Appendix B (1/2) and were advised of by the Clerk.

5.1.1 Acceptance of the Advice of Receipts and Payments was **proposed** by Cllr Pickard and **seconded** by Cllr Simms. All those present voted in favour. It was **RESOLVED** that the Receipts and Payments schedule be approved. Details of the Council’s bank account balances are shown at Appendix B also. **Action: CLERK.**

**6. AUDIT MATTERS FOR 2019/20;**

6.1.1 Note the outcome of the Annual Internal Audit Report for 2019/20. The report was circulated to Cllrs prior to the meeting with no areas highlighted requiring action.

6.1.2 Approve Sections 1 & 2 of the AGAR 2019/20 and the Explanation of Variances documents. Itwas **proposed** by Cllr Johnson and **seconded** by Cllr Simms to formally approve the documents. All those present voted in favour. It was **RESOLVED** for the documents to be signed by the Chair and Clerk to be sent for external audit accordingly. **Action: CLERK.**

6.1.3 Approval of the publication of the internal & external audit documents as required. Itwas **proposed** by Cllr Pickard and **seconded** by Cllr Broadley to approve publication. All those present voted in favour. It was **RESOLVED** for the documents to be published accordingly. **Action: CLERK.**

6.1.4 Approval of the Accounts for the Year Ended 31st March 2020. Itwas **proposed** by Cllr Ellis and **seconded** by Cllr Simms to approve the accounts circulated prior to the meeting. All those present voted in favour. It was **RESOLVED** for the documents to be signed by the Chair and Clerk to be published and audited accordingly. **Action: CLERK.**

**7. NOTEMACHINE ATM PROPOSAL**

7.1 The Clerk advised of the request to Note Machine for the £5k rent due and to ask for negotiation on the 10% renumeration to MPC on their proposal based on the 99p charge per transaction but that a response was awaited. Cllrs discussed and agreed that a reminder for the rent should be sent again in early September. **Action: CLERK.**

**8. BORDAR HOUSE TEAS’ TABLES & BANNERS**

8.1 The Clerk circulated the original rental agreement from MPC prior to the meeting which outlined the terms of use of the cobbles. Cllr Johnson advised he had explained to one of the café owners that complaints had been received from residents over the signs and since they had been taken in overnight, so the Clerk could now relay this to the MoP. The Chair advised other MoPs had advised of struggling to get across the cobbles whilst practicing social distancing due to the tables so suggested MPC meet with the owners to work out a solution as they had too been in touch with MPC showing concern over the matter. Cllr Weatherill suggested the café be asked to keep a 2m distance from the pavement. Cllr Vickery also pointed out there was a ninth table and additional chairs. It was agreed for the Chair and Cllr Pickard to arrange to meet the owners to go through the original agreement and work a way forward. **Action: CHAIR, CLLR PICKARD & CLERK.**

**9. MASHAM MARKET**

9.1 Cllr Johnson advised the Traders had asked for a market to be held on the 31st August bank holiday Monday. Cllr Weatherill suggested this be held free of charge to them. Itwas **proposed** by Cllr Ellis and **seconded** by Cllr Vickery for the normal tariffs to still be applied. The majority of those present voted in favour. It was **RESOLVED** that Traders settle the Tariffs accordingly. Cllr Johnson also relayed that a Trader had recommended that the Christmas Fair market be held in the second week of November, however Cllr Pickard pointed out the December date was nearer to Christmas for Santa and the children. It was agreed to observe this year’s attendance. Cllr Johnson also advised of further new Traders coming with goods including gents clothing and hardware. **Action: CLLR JOHNSON.**

**10. HONESTY BOXES**

10.1 Cllr Vickery clarified that there had been two attempted break ins to the boxes at the tennis courts and Shooting Holme, once when the Travellers were around and once in between the changing of the PCSO. They had tried to both lever out the boxes, break through the fronts and punch the locks. One box was temporarily inaccessible however Cllr Johnson and a MoP had kindly freed the lock, and Cllr Barker had also replaced a capping stone. Cllr Johnson suggested a laminated sign stating boxes were emptied regularly. Cllr Johnson advised he had a CCTV camera which could be used, and it was agreed for Cllr Pickard to approach the Masham Sports Association and Bowls Club about putting it up, with Cllr Johnson to put up thereafter. The Chair had also suggested to investigate ‘Smile You’re on Camera’ signs. **Action: CLLR JOHNSON & CLLR PICKARD.**

**11. FOOTPATH TO THE REAR OF KINGS HEAD YARD**

11.1 The Clerk had circulated a map clarifying a section of path to be formally designated as a footpath by Swinton Estate so that the DMMO forms could be completed for the remaining section of path. This would be discussed further at the forthcoming meeting between Swinton Estate and MPC over the Shooting Holme on Thursday 6th August at 4pm. Cllr Vickery advised of additional pathway after this route that may not be on the Definitive Map so Cllrs would check this prior to the meeting too. **Action: CHAIR, CLLRS BLADES & WEATHERILL & CLERK.**

**12. FOOTPATHS ADJACENT TO THE MILL HOUSE**

12.1 Cllr Pickard advised the proprietor had now erected three stiles and signage as previously agreed. Cllr Weatherill the new stiles could hinder some people, but Cllr Pickard advised the proprietor had honoured what had been agreed at the site meeting and the remaining section was awaited after building works. Cllr Blades asked about the Oak tree being at risk by stock grazing and Cllr Pickard advised there was no requirements outlining this in planning terms, Cllr Vickery advised a MoP had expresses concern over the tree. The Chair suggested the tree be monitored by those Cllrs that walked there.

**8PM - PUBLIC INTERVAL**

1. A Masham Town Hall trustee advised the cones for the market stored at the rear of the building were getting untidy and that they may need to use that access in due course due to Covid19 regulations. Cllr Johnson advised that some of the cones needed discarding as had come apart and the Clerk advised she could make use of them. The Chair also expressed concern for the adjacent residents too. **Action: CLLRS JOHNSON & WEATHERILL & CLERK.**

**13. PEACOCK & VERITY COMMUNITY SPACES**

13.1 Further to the PVCS meeting with MPC earlier that evening, Cllr Broadley asked if Cllrs would consider the group being able to have a market stall free of charge if they were unable to pitch outside the town hall. Cllr Johnson highlighted they would need to hold suitable insurance. Itwas **proposed** by Cllr Broadley and **seconded** by Cllr Johnson for a free of charge pitch to be agreed if required. The majority of those present voted in favour. It was **RESOLVED** that the group be offered this if required. Cllr Broadley also advised there were four existing trustees in place however they were looking for another from Masham itself and suggestions were invited of potential options not on MPC itself and Cllrs advised of options for Cllr Broadley to approach. **Action: CLLR BROADLEY.**

**14. NEIGHBOURHOOD PLAN**

14.1 Cllr Pickard advised PVCS had asked to join with a community engagement and that the original public meeting for the Neighbourhood Plan had been postponed previously on 21st March due to Covid19. Cllr Pickard therefore suggested a longer meeting of 10am to 3pm to avoid overcrowding and include the presence of PVCS, MSA, the Town Hall and Emergency Plan Committee alongside, with refreshments also. The date of Saturday 19th was suggested in the small hall and a letter drop would be required to publicise this. The Town Hall Trustee suggested the main hall could be used to allow for more distancing as the small hall could soon exceed capacity for social distancing with the number of displays, but Cllr Pickard has advised of negotiation over the small hall. Itwas **proposed** by Cllr Pickard and **seconded** by Cllr Ellis for Saturday 19th September to be confirmed in the small hall. All those present voted in favour. It was **RESOLVED** that the Neighbourhood Plan committee proceed accordingly. **Action: CLLR PICKARD.**

**15. VE DAY PLANTER**

15.1 The Chair thanked Cllr Vickery for planting up the new planter and it was agreed to formally thank Artison too for their work involved by way of letter from the Clerk. Cllr Vickery also advised Calverts would also appreciate a photo and accompanying testimonial which Cllr s agreed Cllr Vickery and the Clerk to undertake. It was also agreed for the Clerk to send a letter of thanks to the Reverend for their attendance and the actual unveiling. **Action: CLLR VICKERY & CLERK.**

**16. MUGA & WESTHOLME COURT PLAY AREA**

16.1 The Chair thanked the working parties for clearing the areas and advised no further works were required. Cllrs discussed HBCs Masham Rec Play Area as MoP had been chasing the reopening, but the drainage report was awaited. It was agreed the Clerk should relay this to HBC, ask for an update and request even partial reopening with problem areas cordoned off.  **Action: CLLR CLERK.**

**17. BENCH AT SANDY BAY**

17.1 Cllr Ellis explained the need to relocate a bench on the corner of the river and on top of paving stones to give a secure base, Cllr Simms kindly agreed to collect the old damaged bench, it was discussed a new bench could be purchased for the Shooting Holme from Commuted sums and an older bench be relocated to Sandy Bay with a concrete plinth. It was agreed this should be discussed at the forthcoming meeting with Swinton Estate and for the Clerk to obtain prices from Joblings for both a two-seater and three-seater. It was also suggested for the Clerk to also obtain prices for a more durable plastic one too. **Action: CLERK.**

**18. PARISH CARETAKER WORKS**

18.1 Cllr Pickard advised that Cllr Ellis, Cllr Vickery and he had been around the Parish to document the various ongoing works required and time to be allocated and this was documented and circulated amongst Cllrs prior to the meeting. It was agreed for Cllr Vickery to relay this to AW Nicol and monitor the work thereon. Cllrs discussed the significant grass cutting works and weed spraying should be delegated to MFJ Land Management and so the Clerk would also send the document to them too. **Action: CLLR VICKERY & CLERK.**

**19. HIGHWAYS MATTERS**

19.1 Matters to raise or chase with Highways were;

a) The Chair asked if the AJ1 Project Road Safety Fund could also be applied for to widen and heighten the pavements from Masham bridge to Low Burton to make it both safer and smarter. It was agreed for the Clerk to approach Highways for advice on how they could be improved and a cost to apply for, and so to then put in a second application. **Action: CLERK.**

b) Cllr Weatherill advised of the dangerous exit over the stile off Low Burton road and suggested a kissing gate would be more appropriate. The Chair advised the landowner would not agree to this previously. Cllr Simms suggested a letter could be sent to the landowner asking if MPC could assist with this at their expense which Cllrs agreed for the Clerk to undertake. **Action: CLERK.**

c) The Chair advised of surface water pooling on the pavement in front of the charity shop on Silver Street and the surface of the actual road was wearing away too. **Action: CLERK.**

d) Cllr Broadley asked if a meeting with Highways over Masham’s flooding could now be arranged separately to that with the Environment Agency. **Action: CLERK.**

e) Cllr Vickery advised the road markings needed redoing around the town centre and junctions at Park Square, Red Lane, Masham Fire Station, Maple Creek junction and Westholme Road. **Action: CLERK.**

**20. EMPLOYMENT MATTERS:**

20.1 Staff Appraisals. With the forthcoming Annual Meeting of the Parish Council, it was agreed for the Chair and Cllr Pickard to arrange appraisals with MPC’s three employees. **Action: CHAIR & CLLR PICKARD.**

20.2 Clerk Homeworking During Covid19. The Clerk had suggested to Cllrs prior to the meeting to return to office hours at the MCO on a Monday initially in order to use the Post Office van as Honesty Box monies were getting too great to take home, but to remain homeworking for office hours on a Thursday. The MCO had been agreeable and Cllrs agreed. It was also confirmed the Market Superintendent was now banking with the van too.

**21. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. Green Energy – Offer to book an appointment to have a smart meter installed was advised of and Cllrs agreed to. Cllr Johnson clarified the box was accessible so an appointment would not be required. **Action: CLERK.**
  2. HBC – Notification was given that the Harrogate District Community Infrastructure Levy Charging Schedule was approved by Harrogate Borough Council on the **8th July 2020 and available to view online at** <https://www.harrogate.gov.uk/info/20101/planning_policy_and_the_local_plan/555/community_infrastructure_levy> or at Mashamshire Community Library.
  3. Masham Town Hall – Request had been made for MPC to assist in lobbying HBC to update the Community Sums regulations over the lower limit on the number of properties in a development before CS applies, which is currently five. Cllr Simms advised this would need to go to the government rather than HBC, but it was agreed for the Clerk to send a letter as per the request. The Chair also asked if HBC could be asked for further allocation of Commuted Sums to the Town Hall too. **Action: CLERK.**
  4. HBC – Request was advised of for MPC’s thoughts on government proposals for the district and county two- tier system of local government to change so that we have one council for our area, a so-called unitary council. Cllr Simms explained that NYCC wants one large unitary run by them which had been turned down once, but they were trying again. It would be up to the district councils as to what they want to do but none were coming up with a proposal. They would also act as the Police and Crime Commissioner too, Cllr Broadley highlighted that if they joined with York, they would end up with priority. Cllr Simms thought York would want to stay on their own but are not big enough so would need to join with Harrogate or Selby. He advised to await the proposal expected by the end of September but for Cllrs to feed through any suggestions or thoughts they may have.
  5. MoP – Request was given for MPC to assist to resolve the issue of regular Traveller presence on The Avenue. Cllrs agreed this should be passed to Swinton Estate as it was suspected to be their land and to ask if 1ft wooden posts could be resurrected to the area, It was also reiterated that matters should be reported via the 101 service and Cllr Gregg clarified fires near the gas works should be reported to 999.
  6. NYCC Highways – Notification was given that the resurfacing works on Swinton Road have been postponed due to resource availability and will now commence on Friday 21st August.

**22. ANY OTHER BUSINESS**

22.1 Cllr Johnson advised the flagpole pulley was stiff and he and Cllr Barker would swap it round. **Action: CLLRS BARKER & JOHNSON.**

22.2 Cllr Gregg advised of a complaint from a MoP over a tree growing up between two garages adjacent to The Mews and Cllr Gregg and Cllr Ellis agreed to liaise over a solution **Action: CLLRS ELLIS & GREGG.**

22.3 Cllr Johnson was asked for an update on the progress of the Finger Post and it was agreed to be included on the next Agenda to discuss. **Action: CLLR JOHNSON & CLERK.**

22.4 Cllr Ellis advised of concern from a MoP over Masham Sheep Fair going ahead and the Chair advised a decision was awaited from the organisers. The Town Hall Trustee advised the recent survey to exhibitors had shown a near split decision as to whether they would attend. Advertising would need to be reduced and government guidelines awaited but they could leave the decision to nearer the time as overheads were not too great.

22.5 Cllr Barker asked for the Clerk to keep chasing HBC and NYCC over the blocked pavement along Thorpe Road and ask who has public liability to cover accidents. **Action: CLERK.**

22.6 Cllr Barker advised of complaints over bicycles being left outside the Old Vicarage, but Cllrs advised they would not be installing bike racks on the square.

22.7 Cllr Barker advised of complaints via Marfields Wetlands of youths congregating at the fishermen’s hut leaving alcoholic beverage rubbish and causing an excess of vehicles parking. It was agreed for the Clerk to advise the 101 service should be used and for Cllr Johnson to relay the problem to the PCSO. **Action: CLLR JOHNSON & CLERK.**

22.8 Cllr Weatherill advised of the report from MoP over young children bike riding over the cricket wickets being scared by a groundsman and that the matter was not approached correctly. Cllr Pickard would relay this to the MSA. Action: **CLLR PICKARD.**

22.9 Cllr Weatherill reporting children were building bike ramps with the topsoil at the Bowling Club car park and suggested more of a feature could be made of this. The Chair questioned this could be too near the river and it was agreed not to pursue further.

**23. DATE OF NEXT MEETING**

23.1 Date of next Meeting: Monday 7th September 2020(after the Annual Parish Meeting & Annual Meeting of the Parish Council)

**CLOSURE:** The Meeting closed at 21:30pm.

Dated 24/08/2020

*To view our General Privacy Notice please go to* [*https://www.mashamparishcouncil.com/gdpr.html*](https://www.mashamparishcouncil.com/gdpr.html)

**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS FROM HARROGATE BOROUGH COUNCIL TO 3 AUGUST 2020**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE** |
| Ivy Dene, 25 Market Place, Masham, HG4 4EG | Application No.: 20/02297/TPO  Proposal: Reduce back lateral branches over garden only by 1m-1.5m no wounds greater than 50mm of 1 no. Horse Chestnut tree of Tree Preservation Order 21/1997.  Applicant: Elizabeth Gibbs | 4th August |
| Telephone Box, Warthermarske, Masham | Application No.: 20/02659/KIOSK  Proposal: BT consultation on the proposed removal of public payphone kiosk. (01765 689215)  Applicant: BT Payphones | 17th August |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 3 AUGUST 2020**

|  |  |  |
| --- | --- | --- |
| 20 Market Place, Masham, HG4 4EB | Application No.: 20/00480/DISCON  Proposal: Approval of details required under condition 3 (materials) of planning permission 17/03938/LB - Listed building consent for conversion of garage to form 1 holiday cottage with single storey extension, installation of bio folding doors and creation of internal partition walls.  Applicant: Scott Paul Investments | **Confirmation of discharge of conditions considered acceptable** |
| 6 Market Place, Masham, HG4 4EB | Application No.: 20/01812/LB  Proposal: Refurbishment/replacement of existing internal doors to meet required fire standards.  Applicant: Marsden Ltd | **Granted subject to conditions** |
| Flat 1 Silverdale, 27 College Lane, Masham | Application No.: 20/01675/LB  Proposal: Internal alterations to merge No. 25 College Lane with Flat 1 Silverdale No. 27 College Lane.  Applicant: Mr M Fieldhouse | **Approved subject to conditions** |
| Land Comprising Field At 422580 480542, Thorpe Road, Masham, HG4 4JD | Application No.: 20/01086/FUL  Proposal: Erection of detached garage.  Applicant: Briahaze Village Homes | **Granted subject to conditions** |
| Honeysuckle Cottage, Warthermarske, Masham, HG4 4JR | Application No.: 20/01790/FUL  Proposal: Demolition of out buildings, and erection of a two storey rear extension and front canopy.  Applicant: Mr Michael Mould | **Approved subject to conditions** |
| 28 The Oaks, Masham, HG4 4DT | Application No.: 20/01722/FUL  Proposal: Conversion of garage to form a habitable room, to include removal of garage door and replace with window.  Applicant: Mr Michael Mould. | **Approved subject to conditions** |

**TREE PRESERVATION ORDERS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 3 AUGUST 2020**

|  |  |
| --- | --- |
| Nutwith House, 14 Millgate, Masham, HG4 4EQ | TPO: 15/2020  Notice of Confirmation that the Council of the Borough of Harrogate in pursuance of its powers as Local Planning Authority under the Town and Country Planning Act 1990 as amended has on the 23 July 2020 confirmed without modification the above Tree Preservation Order made by the said Council on the 19 February 2020. |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 3 AUGUST 2020**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICIATION | ACTION |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Update on 3rd May – HBC were in a position to proceed with the service of a notice, however an 11th hour offer had been made by the owner to remove the decking by the end of the summer if the Covid19 lockdown will permit. National policy encourages HBC to seek amicable resolution to breaches of planning, so in summary they were obliged to negotiate a peaceful resolution rather than serve a notice. If the removal of the decking does not transpire, then HBC will proceed with formal service of a notice. MPC provided photos on 18th May showing the decking had been removed but some timber remained. Update on 6th July – The owners have taken on a new planning consultant and are perhaps looking to submit a certificate of lawfulness in respect of the use of the land but there has been no evidence submitted. If they do not do something soon, HBC will issue an enforcement notice. |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Possible breach of window glazing condition. | The officer believes the owners will be putting this right. MPC reported 11th May issue still not resolved & requested HBC to chase. Update on 6th July – no update to report from HBC. |
| 4 The Mews, Church Street, Masham, HG4 4DR | Creation of patio area & erection of 2m fencing | Fence reduced in height on 20th July and photographic update sent from MPC to HBC. The officer confirmed the matter does not need planning permission because the fencing is no longer over 1m high as it adjoins a road used by vehicles and so will now close the case. |
| Gromit Cottage, 21A Quaker Terrace, Masham, HG4 4EH | Demolition of wall in Conservation Area. | HBC received communication on 6 July 2020 which reported a possible breach of planning control. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  | **FINANCE SCHEDULE** | | |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 7th July to 3rd August 2020** | | | |  |  |  |  |
| Market Rents |  |  |  |  |  | £3,376.00 |  |
| Honesty Box |  |  |  |  |  | £1,894.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | |  | **£5,270.00** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 3 August 2020 for approval & signature** | | | | |  |  |  |
| **Barclays - Masham Parish Council Account** | | |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - July Salary (Tax £30.40) | | | |  |  |  | 101018 |
| Jen Hurford, Parish Clerk - July Salary (Tax £0.00) | | | |  |  |  | 101019 |
|  |  |  | **July Staff Salaries Total** | |  | **£1,153.20** |  |
| HMRC - PAYE |  |  |  |  |  | £30.40 | 101020 |
| Harrogate Borough Council - Masham Market Place Annual Premises License Fee | | | | | | £70.00 | 101021 |
| Mashamshire Community Office - Photocopying Apr-Jun | | | |  |  | £24.25 | 101022 |
| Ian Smithson CPFA - Internal audit 2019/20 | | |  |  |  | £145.00 | 101023 |
| Masham Bowls Club - S137 donation Covid-19 | | |  |  |  | £500.00 | 101024 |
| Clerk - Reimburse Zoom Monthly Subscription (VAT £2.40) | | | |  |  | £14.39 | 101025 |
| Masham CE (VC) Primary School - S137 donation 2019/20 (reissued new cheque) | | | | | | £672.00 | 101026 |
| **Direct Debits** |  |  |  |  |  |  |  |
| Green Energy - Electricity (VAT: £1.48) | | |  |  |  | £31.11 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£2,640.35** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | | |  |  |  |  |
|  | Balance as at 31 July 2020 | |  |  | £10,872.21 | Cr |  |
| CCLA Public Deposit Sector Fund Account | | |  |  |  |  |  |
|  | Balance as at 30 June 2020 | | |  | £40,262.22 | Cr |  |
|  |  |  | Overall Total |  | £51,134.43 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 3rd AUGUST 2020**

Correspondence for information/consideration etc

1. Green Energy – Offer to book an appointment to have a smart meter installed.
2. HBC – Notification that the Harrogate District Community Infrastructure Levy Charging Schedule was approved by Harrogate Borough Council on the **8th July 2020 and available to view online at** <https://www.harrogate.gov.uk/info/20101/planning_policy_and_the_local_plan/555/community_infrastructure_levy> or at Mashamshire Community Library.
3. Masham Town Hall – Request for MPC to assist in lobbying HBC to update the Community Sums regulations over the lower limit on the number of properties in a development before CS applies, which is currently five.
4. HBC – Request for MPC’s thoughts on government proposals for the district and county two- tier system of local government to change so that we have one council for our area, a so-called unitary council.
5. MoP – Request for MPC to assist to resolve the issue of regular Traveller presence on The Avenue.
6. NYCC Highways – Notification that the resurfacing works on Swinton Road have been postponed due to resource availability and will now commence on Friday 21st August.

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place, Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209 (Office Hours)

Tel: 01765 650363 (Out of Office Hours)

E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Office hours: Monday and Thursday, 13:00 – 17:00

Chairman: Councillor Flo Grainger Clerk to the Council: Jen Hurford

**MINUTES ANNUAL PARISH MEETING 7th SEPTEMBER 2020**

**(Also accessible virtually via Zoom)**

**PRESENT:**

**Parish Council**: Cllr Flo Grainger (Chairman), Cllr Colin Barker, Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Robert Greensit, Cllr James Gregg, Cllr Ian Johnson, Cllr Neil Pickard (Vice-chairman), Cllr Nigel Simms, Cllr Jane Vickery, Cllr Peter Weatherill and Jen Hurford (Parish Clerk)

**Present:** 1 Members of Public (MoP)

1. **WELCOME**

1.1 The Chair welcomed all to the meeting.

1. **APOLOGIES**
   1. County Cllr Margaret Atkinson.

**3. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

3.1 Minutes of the Annual Meeting held on 13th May 2019. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that the Minutes of the 13th May meeting be formally approved as a true and accurate record. All those who attended the 13th May meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record. **Action: CLERK.**

**4. CHAIRMAN’S REPORT**

4.1 The Chair read out her report to Parishioners as follows;

The end of year financial bank balance on 31st March 2020 was £53,561.64.

In what has been a very difficult and challenging year for most of mankind due to the outbreak of Coronavirus, early in the New Year the appreciation for the work done by our medical services and key workers has been at the foremost in our minds.

The Parish Council has kept up its work in a slightly different format with meetings on Zoom with mostly satisfactory results. Only one meeting did not take place in April, but business continued throughout by e-mail communication, therefore it was decided that the Annual meetings usually taking place in May, were postponed until September, when it was hoped to be able to run normally again.

Masham Market – During 2019 the Council attempted to self- promote the market with the help of social media with varying degrees of success, but it was evident that there was a general decline in stalls and support, so much so that the Farmer's Market stopped coming in July due to lack of support. This decline appeared to be general, and not just common to Masham.

In March this year when Covid19 took a firm hold and lock down was introduced, markets were generally prohibited apart from essential foods and services. Here on our fortunately large market place the food suppliers were able to continue with the required social distancing, and the market then under the control of Cllr Ian Johnson, due to the shielding of Superintendent, John Todd, continued and indeed thrived as lock down eased and more stalls attended, often due to the loss of summer shows. The current situation sees a considerable increase in stalls selling essential goods including shoes, clothes and other necessities, and local support has increased. Visitor numbers are also up and Honesty Box takings have shown this increase. Very grateful thanks are expressed to Cllr Johnson who cultivated a good natured but suitably distanced and sanitised approach, which was well received by the traders, shown in a letter of appreciation of his services, to the Council.

Last year our community was very fortunate to be on the route not only of the TDY but also on the last weekend of September the weeklong UCI or Union Cycliste International, world cycle races. Our town and others were widely visible all over the world, and the pride and enjoyment in taking a part in this was immense. The Tour de Yorkshire enjoyed a fine weekend but the UCI weekend was not so lucky, nevertheless the appearance of the wonderful West Indian Carnival dancers and musicians were much appreciated by all who saw their performance, albeit in the pouring rain. Nick Reed did a sterling job as usual with all organisation and planning for which we offer our grateful thanks yet again. Although we were again on the proposed route of this year's TDY race, it has sadly not taken place due to Covid19.

In the later months of last year, it became obvious that due to economic and staffing reasons, the NY Fire Brigade were intending to down-grade Masham's current Fire Appliance that of a lesser ability and capacity. This was met with extreme concern in the immediate and surrounding rural area. Several presentations were made to this and other local Councils, by NYFRS, resulting in a well-attended Public Meeting in December which left the Brigade in no doubt that the lesser pump would not be suitable, especially for possible emergencies associated with the levels and types of businesses in this area. This proposal has been set aside for now as a number of new recruits have been sourced and are in the process of being interviewed, and turnouts are being increased. Commendably, our much-valued local retained Fire Fighters were at the forefront of the fight to keep the current pump, knowing how unsuitable the alternative would have been for our area.

In February our town along with many others was badly affected by flooding, Not only the Ure on the lower fields, but yet again, Swinney beck overflowed into the centre of town and unprecedented levels of water gathered in the lower level of Silver Street, which had to be met with substantial action to remove the water trapped. A combined action by firefighters and pumps from Masham and Northallerton removed the water, and our and local Emergency team headed capably by Cllr Val Broadley, distributed sandbags and helped relieve the situation where needed on more than one occasion. This has resulted in a comprehensive survey of Swinney and neighbouring becks, possible obstructions to the flow of floodwater, and hard surface drainage, by Cllr Broadley, along with help from local residents, and an Environment Agency representative, providing a robust report to pinpoint possible solutions to this problem. Investigations are ongoing.

**Masham Local Plan:** In the very capable hands of Cllr Neil Pickard, and his committee, and after two years of consultation and information gathering meetings, the formation of the plan is moving forward, and a Public Meeting is taking place in this Hall on Saturday 19th September to demonstrate the general concept of the plan to date and ask the residents of Mashamshire to come forward with help and/or inform the Committee of their hopes and desires for the model of the Town Plan until the year 2035.

**Parish Council Website:** In line with current requirements of visibility and accountability the Parish Council acquired a website in May of last year, created by Jan Reed at Wild Garlic. It is a well-presented site and with easy access to all required information.

**Masham Post Office**: Due to the lack of suitable premises and the will of the Post Office to continue to provide a service in Masham, a mobile Post Office now visits the town on 3 days weekly and is much appreciated.

**Masham Finger Posts**: Planning permission has finally been gained for this informative structure and businesses who wish to advertise should liaise with Cllr Johnson.

**Electrical Vehicle Charging Point**: This was investigated at length by the council but were informed by HBC in line with district policy, we were to be given 2 points in an agreed suitable site, when funds are available.

**Quaker Terrace Footpath:** It was with great delight recently this year that we were given the news that the path in Quaker Terrace has finally been given the judgement of Footpath status, after 20 years of relentless pursuit of the situation by Cllr Rosemary Blades, and much evidence from the community of use over a long period of time. Thanks are expressed to Cllr Blades for her perseverance and tenacity.

**New Councillor**: The sad resignation of Cllr Brian Metcalfe due to pressure of work resulted in a vacancy which has been ably filled by Cllr James Gregg, and we welcome him to the Council.

**Peacock & Verity Community Spaces:** The Council continues to support this project for the proposed re-development of the former Reah's shop, and await with interest, further development.

Thanks are expressed to our ever patient and diligent Clerk Jen, all fellow councillors for their support and work on behalf of their community, and especially to Cllr Vickery for the lovely floral displays around the town, Cllr Johnson for his help with many projects and ongoing help with the market. Cllr Pickard for his support and help as Vice chair. Thank you all, and all Committee representatives.

The Council has supported the following with funding under Section137 payments;

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S137 PAYMENTS** | | |  |  |  |  |  |
| Section 137 of the Local Government Act enables Parish Councils to spend up to the product of £8.12 per head of the electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers.  The limit for this Council in the year ended 31 March 2020 was £9,224.32 and the following payments made were: | | | | | | | |
| **Payee** |  |  | **Nature of Payment** | | |  | **£** |
| Mashamshire Community Office | | | |  |  |  | 3500.00 |
| Masham Community Bonfire Insurance | | | | |  |  | 1232.00 |
| Christmas Fair Film | | |  |  |  |  | 250.00 |
| Christmas Fair Santa Bags & Contents x70 | | | | |  |  | 66.77 |
| Christmas Fair Reeth Brass Band | | | |  |  |  | 200.00 |
| Christmas Fair Bouncy Castle Hire | | | |  |  |  | 156.00 |
| Masham Sheep Fair Electricity | | | |  |  |  | 15.00 |
| Mashamshire Litter Busters - Annual Insurance Premium | | | | | | | 94.34 |
| Maple Creek Lunch Club Insurance | | | |  |  |  | 113.12 |
| Mashamshire Litter Busters - Grabbers & Hi-Viz Tabards | | | | | | | 118.05 |
|  |  |  |  |  | **TOTAL** |  | **£5,745.28** |

**5. ANY ISSUES RAISED BY COUNCILLORS OR BY MEMBERS OF THE PUBLIC INCLUDED ON THE REGISTER OF ELECTORS**

* 1. A MoP thanked MPC on behalf of the public for their work, notably for producing Masham’s Flood Report, chasing up works to the footpath resurfacing from Red Lane to Westholme Court and for the successful outcome of the DMMO for the Quaker Terrace to Black Bull Yard footpath.
  2. A MoP questioned the advantages and disadvantages of the potential changes in local government. Cllr Simms advised that district council were discussing splitting North Yorkshire with the City of York being combined with Selby, Ryedale and Scarborough and the rest being grouped as one. They were now looking at a West/East divide as this split the population better but there had been no proposals put forward. The district council elections would not go ahead for the next two years of the changes were moved forward but news was awaited from the government.

**6. CLOSE OF MEETING**

6.1 The Chair, Flo Grainger, declared the Meeting closed 7.20pm

Dated 21/09/2020

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**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place, Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209 (Office Hours)

Tel: 01765 650363 (Out of Office Hours)

E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Office hours: Monday and Thursday, 13:00 – 17:00

Chairman: Councillor Flo Grainger Clerk to the Council: Jen Hurford

**MINUTES ANNUAL PARISH MEETING 7th SEPTEMBER 2020**

**(Also accessible virtually Via Zoom)**

**PRESENT:**

**Parish Council**: Cllr Flo Grainger (Chairman), Cllr Colin Barker, Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Robert Greensit, Cllr James Gregg, Cllr Ian Johnson, Cllr Neil Pickard (Vice-chairman), Cllr Nigel Simms, Cllr Jane Vickery, Cllr Peter Weatherill and Jen Hurford (Parish Clerk)

**Present:** 1 Members of Public (MoP)

1. **ELECTION OF CHAIRMAN**

1.1 It was **proposed** by Cllr Ellis and **seconded** by Cllr Pickard to nominate and elect Cllr Flo Grainger as Chair. All those present voted in favour. It was **RESOLVED** that Cllr Flo Grainger should stand as Chair until the next election in 2021.

1. **DECLARATION OF ACCEPTANCE OF OFFICE**

2.1 The elected Chair signed the document accordingly provided by the Clerk.

1. **APOLOGIES**
   1. County Cllr Margaret Atkinson.

**4.ELECTION OF VICE CHAIRMAN**

4.1 Having confirmed agreement to stand again prior to the meeting, it was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis to nominate and elect Cllr Neil Pickard as Vice Chair. All those present voted in favour. It was **RESOLVED** that Cllr Neil Pickard should stand as Vice Chair for another year.

**5. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

3.1 Minutes of the Annual Meeting held on 13th May 2019. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that the Minutes of the 13th May meeting be formally approved as a true and accurate record. All those who attended the 13th May meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record. **Action: CLERK.**

**6. ELECTION OF REPRESENTATIVES OF THE COUNCIL**

6.1 Representatives were agreed to remain as per the previous year as follows with the addition of Cllr Gregg to the Emergency Planning and Cllr Broadley to Peacock & Verity Community Spaces;

* Emergency Planning – Cllrs Broadley, Ellis & Gregg and the Chair
* Mashamshire Community Office – Cllr Johnson
* Ripon CAB – Cllr Greensit
* Masham Sports Association – Cllr Barker
* Rural Housing – Cllr Simms
* Market Working Group – Cllrs Ellis, Johnson, Pickard and the Chair
* Masham Christmas Lights Working Group – Cllr Blades and the Chair
* Marfield Quarry Liaison Group – Cllrs Ellis, Greensit and the Chair
* YLCA Representatives x2 – Cllrs Broadley and Simms
* Peacock & Verity Community Spaces – Cllr Broadley

**7. AGREE THE CHAIRMAN’S ALLOWANCE FOR 2020/21**

7.1 It was **proposed** by Cllr Simms and **seconded** by Cllr Vickery to increase the allowance in line with inflation to £300. All those present voted in favour. It was **RESOLVED** that the allowance be raised and agreed accordingly. It was noted that the current Chair had not used the allowance for 2019/20 and was not intended to use again, however, was there for emergencies.

**8. ANY OTHER BUSINESS**

8.1 It was discussed the MoP that may join the meeting virtually via Zoom

**9. CLOSE OF MEETING**

9.1 The Chair, Flo Grainger, declared the Meeting closed 7.25pm

Dated 21/09/2020

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**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place, Masham, North Yorkshire, HG4 4DY

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Office hours: Monday and Thursday, 13:00 – 17:00

Chairman: Councillor Flo Grainger Clerk to the Council: Jen Hurford

**MINUTES 7th SEPTEMBER 2020**

**(Also accessible virtually Via Zoom)**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Flo Grainger (Chairman), Cllr Robert Greensit, Cllr James Gregg, Cllr Ian Johnson, Cllr Nigel Simms, Cllr Neil Pickard (Vice-chairman), Cllr Jane Vickery and Cllr Peter Weatherill (present from Item 8) with Jen Hurford (Parish Clerk).

**Present:** 1 Members of Public (MoP)

**1. APOLOGIES**

* 1. County Cllr Margaret Atkinson.

**2. APPROVAL OF MINUTES OF PREVIOUS MEETING**

2.1 Minutes of the Monthly Meeting held virtually via Zoom 3rd August 2020. It was **proposed** by Cllr Pickard and **seconded** by Cllr Broadley that the Minutes of the 3rd August meeting be formally approved as a true and accurate record. All those who attended the 3rd August meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record. **Action: CLERK.**

**3. DECLARATION OF INTEREST IN AGENDA ITEMS**

3.1 Cllr Johnson declared an interest in item 10.

**4. PLANNING MATTERS**

* 1. Planning Applications received from Harrogate Borough Council;

4.1.1 Land Adjoining The Village Green, The Avenue, Masham - Lateral reduction of Ash tree by 2m, Crown reduction (top of N stem) by 2m of 1 no. Sycamore Tree, Crown Clean of 27 no. Lime Trees, Felling of 1 no. Lime Tree, Check Branch Wound Cavity at 9m of 1 no. Sycamore, Reduce Crown (by 4m) of 1 no. Willow Tree, Make trees safe as they border a major road route of Tree Preservation Order No 38/2001. Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Simms that MPC did not object to or support the application but wished to make comments or seek safeguards as follows: further information was needed on the actual trees included in the application and why the work was necessary. Conditions should stipulate that the lime tree requested to be felled should be replaced with another Lime tree. The majority of those present voted in favour and the **RESOLUTION** was carried.

4.1.2 Wellgarth Court, Wellgarth House, Marfield, Masham - Application for a Certificate of Lawfulness for the use of land as garden to Wellgarth House, Masham. Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Broadley that MPC had no objections to the application. All those present voted in favour and the **RESOLUTION** was carried.

The Clerk would be requested to advise HBC of the above MPC decision. **Action: CLERK.**

* 1. Planning Approvals – A list of approvals appear at Appendix A.
  2. Tree Preservations Orders – A list of enforcements appear at Appendix A.
  3. Planning Enforcements – A list of enforcements appear at Appendix A.

4.4.4 T & R Theakston Ltd, The Brewery, Masham – Cllr Vickery advised prior to the meeting of two large signs, one on the wall and one projecting, to part of the building recently and Cllr Simms clarified planning permission should have been sort for these. Cllrs agreed for the matter to be reported to the Enforcement department. **Action: CLERK.**

4.4.5 Cllr Blades reported that the telephone box at Little Market Place had been repainted.

**5. FINANCIAL MATTERS**

5.1 Advice of Receipts and Payments. Details of the Receipts and Payments made in the month are scheduled under Appendix B (1/2) and were advised of by the Clerk.

5.1.1 Acceptance of the Advice of Receipts and Payments was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** that the Receipts and Payments schedule be approved. Details of the Council’s bank account balances are shown at Appendix B also. **Action: CLERK.**

5.2 Commuted Sums. The Clerk circulated the report from HBC to Cllrs prior to the meeting and advised the figures had not been added to since the previous update. The various organisations had been contacted over outstanding amounts available to them. There were no specific projects raised to spend monies on for the sums MPC were responsible for.

**6. NOTEMACHINE ATM PROPOSAL**

6.1 The Clerk advised having chased at the beginning of the month for both the rent and a response as to whether there was negotiation on their previous proposal but that a response was awaited.

**7. CORONAVIRUS GRANT TO MARKET**

7.1 Cllr Greensit suggested that the £10k grant awarded to Masham Market should be distributed amongst local organisations and buildings. Cllr Weatherill highlighted monies could not be awarded to the Church from a Parish Council. Cllr Pickard felt that it had been awarded for the benefit of the market and should be kept in reserve for tarmacing the square. Cllr Johnson also highlighted income from the market was significantly low for the year. Cllr Johnson also mentioned of a pothole that needed filling to the surface and it was agreed for Cllrs Johnson and Barker to cold fill. The Chair concluded that if an organisation did need financial support then they should approach MPC. **Action: CLLRS BARKER & JOHNSON.**

**8. MASHAM MARKET**

8.1 The Chair advised that the Marker Superintendent had reiterated that it was felt the Christmas Fair date was too late and so Traders wanted to run their own Christmas market on 19th November, with the Town Hall doing their own thing alongside too. Itwas **proposed** by Cllr Weatherill and **seconded** by Cllr Barker to agree to Traders doing their own Christmas market but for the Christmas Fair date to be kept too. All those present voted in favour. It was **RESOLVED** to proceed accordingly with Cllr Johnson to assist with promotion via social media. Cllr Blades requested if the stalls could be sited closer as there was not enough parking, however Cllr Johnson advised the problem with spaces being left was due to Traders not turning up and that it was actually quite complicated to plan the setup of the market, Cllr Pickard also reiterated social distancing did need to be encouraged too. The Chair also highlighted the new rates for the Tariffs would kick in from 1st October. **Action: CLLR JOHNSON.**

**8PM - PUBLIC INTERVAL**

1. A MoP advised of the issue of traffic on Park Street with HGVs in particular mounting the pavement outside numbers 36,38 and 40 due to parked cars on the pavement opposite. It was asked if bollards could be requested here. Cllr Pickard also requested that yellow lines be requested to Highways again to help alleviate the issue of parked cars blocking traffic. **Action: CLERK.**
2. A MoP advised the Oak trees on the Shooting Holme required management and it was agreed this should be relayed to Swinton Estate. **Action: CLERK.**
3. A MoP advised the vegetation at Tittybottle Park was getting overgrown and it was agreed this should be relayed for HBC’s attention, reiterating it could be a safety issue in the dark at night. **Action: CLERK.**
4. Cllr Ellis advised the obstructions to the pavement outside the terraces on Thorpe road were still there and needed chasing. **Action: CLERK.**
5. The Chair asked if the Council’s Tree Management Plan could be located to review. **Action: CLERK.**

**9. MASHAM SHEEP FAIR**

9.1 The event was confirmed as having been cancelled due to Covid19 and that donations were still being sought for the Yorkshire Air Ambulance.

**10. FINGER POST**

10.1 Cllr Johnson reported communication with ArtisOn, and six various locations had been identified which were felt should be directed to, and various businesses which may want to be included on the post. Cllr Johnson asked what may be wanted to put on top of the pole. He suggested the fingers bought by businesses should be out on a 4-year contract as would need replacing/maintaining to keep the finger post looking tidy. Cllr Johnson would look at figures and stated there may need to be extra charges for particularly long lettering but anticipated approximately £70 for a finger. It was agreed for Cllr Johnson and the Clerk to draft a letter for local businesses. In the meantime, Cllr Johnson would get the pole and contact E Leathley & Sons to provide an estimate to put it in. **Action: CLLR JOHNSON & CLERK.**

**11. FOOTPATH TO THE REAR OF KINGS HEAD YARD**

11.1 The Clerk had circulated prior to the meeting correspondence from Swinton Estate clarifying the paths they would designate as permissive routes and advice from NYCC stating the path MPC wished to apply for a DMMO would not make for a successful application. Cllr Vickery suggested the application for a diversion of one of the current footpaths around the arable land which would then connect highway to highway to make applicable for a DMMO. Cllr Pickard felt that Swinton Estate proposal should be left to proceed. Cllr Grainger highlighted Swinton Estate would be supportive of a pedestrian gate by the new build at the rear of the Kings Head. Itwas **proposed** by Cllr Simms and **seconded** by Cllr Pickard to accept Swinton Estate’s proposal. The majority of those present voted in favour. It was **RESOLVED** to monitor use of the footpaths in the future. Cllr Pickard also clarified the builder had put a gate on to protect the property from livestock.

**12. SWINTON ESTATE MEETING**

12.1 Following the meeting with Swinton Estate (SE) attended by the Chair, Cllr Blades, Cllr Weatherill and the Clerk, it was discussed the need to clarify ownership of the land by the gas works. The Chair advised the gas board had relayed they had carried out a risk assessment at the recent visit of the Travellers and that they were not causing risk for them to take any action. The gas board clarified that they owned only 1metre around the works and would be happy for the installation of boulders or bollards to the area. Looking at the earlier plan accompanying the TPO planning application in Item 4 and SE had stated they did not own the land either. Itwas **proposed** by Cllr Weatherill and **seconded** by Cllr Barker to put in 2ft high, painted white stakes into the area of land by the gas works. All those present voted in favour. It was **RESOLVED** to proceed with the works accordingly. SE had expressed they were reluctant to continue covering expenses such a tree management to the Shooting Holme and the Clerk clarified work was underway on the report requested by SE on the income and expenditure surrounding the Honesty Box for the Bowling Green car park. Cllr Pickard highlighted the S137 donation to the Masham Bonfire insurance should be covered in this. The Chair also highlighted that the box had originally been put in for the use of the bowling green car park and to raise funds for the works MPC had previously spent on resurfacing the drive and works to drainage. It was discussed MPC’s insurance of the boxes, vandalism, the Clerk’s wages involved in handling money and such like all need t be considered. Cllr Broadley MPC needed to be careful in giving permission for parking or use of the Shooting Holme in the future. It was agreed for the Clerk to circulate the draft report to Cllrs in due course. It was confirmed that SE had been agreeable to the new and relocated bench proposed at Sandy Bay. Cllr Greensit advised SE had also featured on Countryfile on 6th September covering the planting of Willows along the riverbanks. It was reported that the Willow sculpture near the riverbank at the shooting Holme was overgrown and being used as public WC. It was agreed for the Clerk to relay this to SE. **Action: CLLR WEATHERILL & CLERK.**

**13. HONESTY BOXES**

13.1 Cllr Vickery confirmed the two boxes at the Recreation Ground were being emptied every 48 hours at various times of the day. It was reported that after a recent cricket match with a large number of visitors, there was only £3.10 in the tennis court box and around £30 in the bowling club box and Cllr Vickery felt the MSA should encourage the support of the use of the Honesty Boxes. Cllr Pickard said members feel it is included in their membership. Itwas **proposed** by Cllr Vickery and **seconded** by Cllr Weatherill to request the MSA to ask their members to support the Honesty Boxes. The majority of those present voted in favour. It was **RESOLVED** for the Clerk to send a letter and for Cllr Pickard to relay at their next committee meeting. The Clerk also reiterated that when counting monies that there were still surplus coins after exchanging with local businesses that could not be cashed on the PO van. Cllrs discussed various businesses that may like to exchange too. **Action: CLLR PICKARD & CLERK.**

**14. HACKFALL HEIGHTS**

14.1 Cllr Greensit advised of feedback from visitors that there is not enough signage at the car park directing excess visitors to park in the village of Grewelthorpe. Further to Woodland Trust’s communication over the proposed extension to the car park, Cllr gave concern to how the parking issue would escalate whilst it was happening and suggested it should be relayed to them to approach Swinton Estate to source some temporary parking. The Clerk reiterated the advice from the local Sergeant to report any issues as they occur to the 101 service with supporting photos emailed to generalenquiries@northyorkshire.pnn.police.uk **Action: CLERK.**

**15. NEIGHBOURHOOD PLAN**

15.1 Cllr Pickard advised the public drop in had been rearranged for Saturday 19th September and circulated new leaflets amongst Cllrs to distribute to the Parish. Cllr Pickard advised he may not be able to attend due to Covid-19 restrictions but that other committee members were on standby. The MSA, MCO, PVCS and Emergency Plan Committee would all have a display and the event would now be held in the upstairs main hall with refreshments. **Action: ALL CLLRS.**

**16. EMERGENCY PLAN COMMITTEE**

16.1 Cllr Broadley advised the remaining delivery of sandbags was still awaited and they had been struggling to get one from HBC, but they had been in touch. It was confirmed Cllr Johnson would assist with the display at the Neighbourhood Plan drop in and that Cllrs Gregg and Vickery had also sourced some younger members for the sandbagging teams. It was confirmed the Environment Agency had been in touch with Tarmac Ltd and a site meeting was awaited. Highways had been in touch and a site meeting was also awaited with their drainage specialist. The Chair had sourced sandbags for around £16 for 100 empty bags. Cllrs Simms recalled that MPC did have a sandbag filler and Cllr Ellis offered to check for this. Cllr Broadley confirmed 100 empty bags with cable ties were required. Itwas **proposed** by Cllr Broadley and **seconded** by Cllr Johnson to approve the Chair to make the purchase from Amazon. All those present voted in favour. It was **RESOLVED** for the purchase to be made accordingly. **Action: CHAIR & CLLRS BROADLEY & ELLIS.**

**17. BENCH AT SANDY BAY**

17.1 The Clerk circulated various prices of wooden benches from Joblings and durable benches form Glasdon. Cllrs discussed that a durable bench was best and that the Phoenix model from Glasdon at £551.28 including VAT was suitable for fixing to a concrete base. Itwas **proposed** by Cllr Ellis and **seconded** by Cllr Johnson to approve the purchase of the bench from Glasdon. All those present voted in favour. It was **RESOLVED** for the purchase to be made accordingly and for Cllr Johnson to request a price for E Leathley & Sons to put in a concrete base for the Commuted Sums application to be completed and submitted. **Action: CLERK.**

**18. PARISH CARETAKER WORKS**

18.1 Cllr Greensit advised around the trough at High Ellington needed cutting and for the Clerk to chase MFJ Land Management. Cllr Vickery advised the plan to meet up with AW Nicol to go through the Parish Caretaker works for September and then outline the planned works for next year thereafter. Cllr Vickery advised of a second company advised in taking on some of the works and suggested MPC advertised again in the New year for contractors to carry out the roles. It was agreed for the Clerk to include this on the December Agenda. Cllr Johnson advised the pavement from Dykes Hill to Masham needed cleaning. He also advised of the footpath from Black Sheep Brewery behind Wellgarth Court and Avenue Bank was overgrown and it was agreed the Clerk should check responsibility with the brewery and SE first. It was also asked for the pavement to be cut from Low Burton to Masham Bridge too. **Action: CLLR VICKERY & CLERK.**

**19. HIGHWAYS MATTERS**

19.1 Matters to raise or chase with Highways were;

a) The recent resurfacing to Swinton Road were commended.

b) Cllr Greensit advised of lots of potholes along Crook Lane, known as Warren Lane, from Haregill Lodge to Fearby. **Action: CLERK.**

c) Cllr Vickery advised of potholes on Thorpe Road on the Grewelthorpe side of Hackfall Heights which was clarified as the neighbouring parishes area, so to report to their Clerk. **Action: CLERK.**

d) Cllr Vickery advised of a pothole on Thorpe Road near Hill Top Farm which was clarified as the neighbouring parishes area, so to report to their Clerk. **Action: CLERK.**

e) Cllr Vickery advised of a pothole at the Fearby Road junction with Common Head Lane. **Action: CLERK.**

f) Cllr Vickery advised that the ‘slow’ markings needing repainting on the Leyburn Road. **Action: CLERK.**

g) Cllr Vickery advised of the streetlight by the Black Bull Yard was not working. **Action: CLERK.**

h) Cllr Simms relayed a complaint from a MoP regarding parking on the pavement on Westholme Road obstructing an elderly resident from Westholme Court using it and it was agreed the problem should be reported. **Action: CLERK.**

i) Cllr Ellis advised the hedge had grown in and crops remarkably high to the footpath from Appletree House to Low Ellington and Cllr Greensit advised the landowner there was due to cut the hedges.

**20. ZOOM SUBSCRIPTION**

20.1 Cllrs agreed that as there were no virtual attendees at this meeting or the last that the subscription should be cancelled on the basis it can be renewed again if required. **Action: CLERK.**

**21. WEBSITE ACCESSIBILTY STATEMENT**

21.1 The Clerk had circulated a draft document based on a template from the government sent from YLCA. Cllr Pickard recommended one action point to remove and itwas then **proposed** by Cllr Pickard and **seconded** by Cllr Simms to approve the document once amended. All those present voted in favour. It was **RESOLVED** for the document to be published accordingly. **Action: CLERK.**

**22. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. YLCA – Notification of webinar on General Data Protection Regulations 6 to 8.30pm Wednesday 9th September at a cost of £37.50 had been given and the Clerk requested to attend. It was **proposed** by Cllr Pickard and **seconded** by the Chair to approve the request. All those present voted in favour. It was **RESOLVED** for the Clerk to attend the webinar. **Action: CLERK.**
  2. MP Julian Smith – Response to letter to HBC regarding concerns over the decision making process for planning appeals, explaining that he does not have the power to influence the process and recommends encouraging public to register their views to HBC too was noted.
  3. HBC – Request to complete a survey regarding the governments intentions to restructure the local government to York and North Yorkshire was noted.
  4. Rural Development – Informal consultation over the Woodland Management Plan for Aldburgh Estate was noted and no comments put forward by Cllrs.
  5. NYCC – Notification of the Public Path Diversion Order for footpath no.15.89/8, The Mill House, Masham, HG4 4EZ, grid reference SE 42280 48080, with objections taken up to 17th September was given and no further comments put forward. Cllrs also discussed how long the remaining section of footpath had been closed and asked for the Clerk to establish when the original site meeting was with the Proprietor to establish when the 44week period started. Cllr Blades felt the stiles should be replaced with kissing gates and that the barbed wire was dangerous. The Chair suggested that complaints from MoP should be put in writing so that they could formally be presented to the Proprietor. Cllr Pickard advised works had been carried out as agreed at the site meeting, but Cllr Blades still felt a DMMO should still be applied for and the Proprietor be written to request to put in a gate. The Chair reiterated for any complaints to be put in writing. **Action: CLLR BLADES & CLERK.**

**23. ANY OTHER BUSINESS**

23.1 Cllr Johnson advised the Curious Merchant on the Market Place had complained about bags of rubbish being left outside the property and had contacted HBC, but they would not take any action. Cllr Pickard advised the Litter Picker had brought up this and suggested HBC be contacted to request for Ryder’s Yard to be supplied with wheelie bins and for the Clerk to request accordingly. **Action: CLERK**

23.2 Cllr Johnson advised MCO had asked for the town map display on the Market Square to have the Perspex replaced and the Clerk advised this work had been agreed to be carried out by MPC at a previous meeting although it was questioned whether it was MCO’s responsibility. **Action: CLLR JOHNSON.**

23.3 Cllr Johnson advised Marfield Wetlands volunteer may ask for help with designing a leaflet and S137 donation.

23.4 Cllr Johnson advised the sign to the Market Place honesty box was not easily seen and needed lifting as the town map was obscuring it. Cllr Gregg agreed to quote to carry out work to resituate it on top. **Action: CLLR GREGG.**

23.5 Cllr Johnson advised the ‘soft verge’ sign at Warthermarske was still in the wrong place so the Clerk would ask Highways if MPC could relocate it as the had already been requested to. **Action: CLLR JOHNSON & CLERK.**

23.6 Cllr Blades asked if something could be put in front of the White Bear memorial and the Chair offered to request a half barrel to be donated from Theakston’s Brewery which Cllr blades offered to then plant up. **Action: CHAIR & CLLR BLADES.**

23.7 Cllr Weatherill asked if the river could be cleared along the Shooting Holme side from the Willow sculpture to the bridge and it was agreedto put this on the next Agenda. **Action: CLERK.**

23.8 Cllr Barker advised of complaints from residents at Ibbetson Close over new residents fencing off part of the communal type land but Broadacres Housing association were not taking any action over this so it was agreed for the Clerk to put the request in writing to them to address. **Action: CLERK.**

23.9 Cllr Barker advised Beavers Butchers were worried over access to their premises next to the planned PVCS project and Cllr Broadley advised the trustees were looking into this and had now liaised with them. Cllr Barker also relayed concerns over parking of residents for the proposed multiple flats and Cllr Broadley advised plans would be looked at by the group.

23.10 Cllr Barker reiterated the pavement was still blocked at the Thorpe Road Terrace and requested HBC, Highways and NYP be asked the question of who would be held liable if someone got hurt on one of the objects causing obstruction. **Action: CLERK.**

23.11 The Chair advised of feedback to give on her recent attendance on the Village Greens YLCA webinar to go on the next Agenda and that they had suggested questions be formally raised to put to their solicitor regarding the Traveller situation. **Action: CLERK.**

**24. DATE OF NEXT MEETING**

24.1 Date of next Meeting: Monday 5th October 2020

**CLOSURE:** The Meeting closed at 21:50pm.

Dated 21/09/2020

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**MASHAM PARISH COUNCIL**

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Office hours: Monday and Thursday, 13:00 – 17:00

Chairman: Councillor Flo Grainger Clerk to the Council: Jen Hurford

**MINUTES 5th OCTOBER 2020**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Flo Grainger (Chairman), Cllr James Gregg, Cllr Ian Johnson, Cllr Nigel Simms, Cllr Neil Pickard (Vice-chairman), Cllr Jane Vickery and Cllr Peter Weatherill with Jen Hurford (Parish Clerk).

**Present:** 6 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Robert Greensit and County Cllr Margaret Atkinson.

**2. APPROVAL OF MINUTES OF PREVIOUS MEETING**

2.1 Minutes of the Monthly Meeting held 7th September 2020. It was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that the Minutes of the 7th September meeting be formally approved as a true and accurate record. All those who attended the 7th September meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record. **Action: CLERK.**

**3. DECLARATION OF INTEREST IN AGENDA ITEMS**

3.1 Cllr Johnson declared an interest in item 10.

**4. PLANNING MATTERS**

* 1. Planning Applications received from Harrogate Borough Council;

4.1.1 10 The Avenue, Masham - Removal of lower branches (above the road and garden) to a height of 5m, to crown thin and crown reduce 2 no. Lime trees in Area 1 of Tree Preservation Order 07/1992. Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Pickard that MPC did not object to or support the application but wished to make comments or seek safeguards as follows: works to crown thin and crown reduce is not felt necessary and would have a negative impact of the visual aspect of the Lime trees on The Avenue. Support was given however to the removal of the lower branches and deadwood. The majority of those present voted in favour and the **RESOLUTION** was carried.

4.1.2 CEFA Old Stables, Coach House, Swinton Park Hotel - Structural repairs and reinforcement to floor structure and tower within the Coach House/Stables Block. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Vickery that MPC had no objections to the application. All those present voted in favour and the **RESOLUTION** was carried.

The Clerk would be requested to advise HBC of the above MPC decision. **Action: CLERK.**

* 1. Planning Approvals – A list of approvals appear at Appendix A.

4.3 Planning Enforcements – A list of enforcements appear at Appendix A.

4.4 Response from HBC Over Appeals Decision Process. The letter from HBC was circulated to Cllrs prior to the meeting and was noted accordingly. The Chair highlighted how it was difficult when looking at applications to envisage works and was not always clear on plans as to the finished look. Cllr Pickard felt a comprehensive response had been given.

**5. FINANCIAL MATTERS**

5.1 Advice of Receipts and Payments. Details of the Receipts and Payments made in the month are scheduled under Appendix B (1/2) and were advised of by the Clerk.

5.1.1 The Clerk advised the revised cost for the ladders approved in the previous financial year, where the cheque was uncashed for the original payment, was still awaited. Cllrs discussed that the need for ladders was now urgent with the MCLA needing to access the shelves in the storage building soon for the Christmas lights. Itwas **proposed** by Cllr Pickard and **seconded** by Cllr Johnson to a budget of £300 for a pair of similar ladders and to proceed with the purchase immediately. All those present voted in favour. It was **RESOLVED** for Cllr Johnson and the Clerk to proceed accordingly. **Action: CLLR JOHNSON & CLERK.**

5.1.2 Acceptance of the Advice of Receipts and Payments was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** that the Receipts and Payments schedule be approved. Details of the Council’s bank account balances are shown at Appendix B also. **Action: CLERK.**

5.2 Consideration S137 back of £672 Rent of Recreation Ground to Masham Primary School. Itwas **proposed** by Cllr Weatherill and **seconded** by Cllr Broadley to donate the rent back to the school. All those present voted in favour. It was **RESOLVED** for the Clerk to raise a cheque accordingly. **Action: CLERK.**

5.3 S137 Request from Great North Air Ambulance. Cllrs discussed that really support should be given to the Yorkshire Air Ambulance as they actually served the local area.

**6. INTRODUCTION TO NEW POLICE COMMUNITY SUPPORT OFFICER**

6.1 The new PCSO advised of having come from a rural background and had worked for NYP for 16 years. The PCSO hoped more normality would return to local events in due course and advised that the town and parish report circulated amongst Cllrs showed positive statistics in comparison to Harrogate and Ripon. Some problems had occurred with younger people in the area on a regular basis which was hoped to be resolved. The PCSO was aware of problems with the Honesty Boxes and felt the one nearest the Shooting Holme was particularly vulnerable in the dark. It was advised of little CCTV coverage in the town, so witnesses to crime were really relied upon. Encouragement would be given to local businesses to install CCTV as a deterrent, but it had not really been needed. The PCSO would try her best to attend the area however the NYP numbers were already stretched. Attendance was made to as many market days as possible in order to meet new people, but also to outlying villages and surrounding moors. Cllrs Simms formally welcomed the new PCSO and it was discussed the high volume of motorcyclists to the area, but that they did bring trade to the businesses. The pros and cons of cycle events were also discussed. The PCSO advised a rural economy is difficult to support and cycling is an environmentally friendly diversification. Cllr Pickard questioned whether there had been much drug activity and it was advised there are issues everywhere and county lines had reached Ripon and Harrogate, but dealers were very clever. It was reflected the difficulty for parents to raise children and avoid the drug scene and the ever-growing problem. NYP do not have a dedicated drug squad as they do not have enough officers but were constantly trying to deal with the problem. Education was felt to be vital too and the PCSO advised of going into all primary schools and offered talks and online material relevant to the age group. When Covid-19 legislation allowed more normality, it was hoped to hold an open surgery from the police station, or on a market stall. The Chair thanked the PCSO and it was agreed for the Clerk to send the 2021 meeting dates in the hope of further attendance to meetings in due course. **Action: CLERK.**

**7. PEACOCK & VERITY COMMUNITY SPACES**

7.1 The groups Chair, project manager and member from Healey Parish Council were in attendance. The Chair thanked MPC for the offer of a stall at Masham Market and advised this allowed for consultation with the community. Healey’s Parish Councillor was introduced and advised of looking at both the business and financial aspects of the project. The project manager advised of the recent stall, that relationships had been built with previous owners of the premises and the future of the shop and stock had been discussed. More formal consultations were hoped for this year to establish what locals wanted to see in the community space. Much more information had been gathered on the shop before it went self-service to assist with final designs and to feedback to the Senior Planner and Conservation Officer. With regards to the residents access the architect had come up with a solution and confirmation was now awaited from health and safety. The final business plan was awaited, comparing both locally and nationally, with a 10year projection to ensure the project was viable and resilient. HBC, Homes England, and the Architectural Heritage Fund were confirmed of as the three financial supporters. There was a delay in funding programs due to Covid-19 slowing progress, but information would continue to be gained and the project worked on whilst waiting. Cllr Weatherill questioned what the vision was for four residents of the flats and their vehicles which would contribute to Masham’s parking problems. The project manager felt that the planned younger residents would be more likely not to have cars and off-street parking just could not be provided and that HBC would consider Little Market Place and Market Place as a solution. Cllr Weatherill also questioned if this was aimed at visitors or residents. Cllr Ellis asked if additional parking on Silver Street would affect the businesses there. The Clerk advised yellow lines had been requested from Highways on several occasions and subsequently refused. The group would feed back the concerns raised but Cllr Ellis advised past consultation for yellow lines had received a lot of opposition too. Cllr Vickery suggested some of the land owned by the premises on College Lane could be allocated as parking and the project manager agreed there was some space. The Chair advised the members for the update and wished the project luck with the pursuit for funding.

**8. BARCLAYS VAN**

8.1 Further to the request of siting a van for customer advice on the Market Square itwas **proposed** by Cllr Pickard and **seconded** by Cllr Weatherill to agree to the request with the standard tariffs and market rules applying. All those present voted in favour. It was **RESOLVED** to relay this back to Barclays and put them in touch with the Market Superintendent. **Action: CLERK.**

**9. MASHAM MARKET**

9.1 Potential Farmer’s/Artisan Markets. The Chair advised the Traders were keen to try again with these next year and that the confectionary stall had done a lot of work over social media and were keen to try to communicate with Farmer’s/Artisan Traders at other markets. Cllr Johnson advised a co-ordinator from West Riding had also suggested something similar but had never got back in touch. Six markets had been proposed by the Traders from April to October on the second Sunday of every month so as not to clash with other events or bank holidays. It was discussed the need for stalls to be selling relevant products. Cllr Blades advised weekends were already remarkably busy in the town and that Sunday markets were felt to be too much. Cllr Simms felt this would push the parking of vehicles further out of the centre of town and that two markets a week was already enough. It was also questioned whether the Market Superintendent would be agreeable to work on the Sundays. It was believed the Traders would be happy to take care of coning the square and taking of rent themselves. Itwas **proposed** by Cllr Vickery and **seconded** by Cllr Broadley to provisionally agree to the request and trial it next year. The majority of those present voted in favour. It was **RESOLVED** for the Clerk to relay agreement in principle subject to further details and rules being provided at the next meeting. Cllr Barker suggested ‘Market Day Parking’ be added to the long stay parking signage and it was agreed all Cllrs should be promoting the use of the long stay car park amongst the community. **Action: CLERK.**

**8PM - PUBLIC INTERVAL**

a) A MoP relayed of the two young musicians who perform on market and have been supported in the good weather, but also turned out in bad weather too. The MoP felt it would be good if they could be supported in some way, maybe with a drive-in event for them to perform at. Cllr mentioned licenses which could be a problem and Cllr Simms thought it could be a negative for surrounding residents. Cllr Weatherill suggested a one-off event to see what reception it got. Cllr Pickard asked for a written proposal for an event. The MoP advised posters and advertising would need to be looked into. Cllr Vickery suggested they could approach the MSA in future when they can return inside. Cllr Johnson advised the young musicians were popular on the market. The Chair reiterated for a formal proposal and dates needed to be put forward. It was discussed at the end of a market on a Saturday, early evening for a couple of hours may be suitable. The MoP asked if they could receive some sort of payment or charge participants and Cllr suggested a collection could be sent around. It was agreed to put the matter on the next Agenda for formal consideration. **Action: CLERK.**

**9. MASHAM MARKET**

9.2 Sheep Fair Market Rents.The Chair advised that Traders had asked if the market rents from what was supposed to be the Masham Sheep Fair weekend could be donated to YAA as the MPC would not normally receive monies that weekend. It was agreed the Clerk should check with YLCA’s guidance on S137 donations and put the matter on the next Agenda. **Action: CLERK.**

**10. FINGER POST**

10.1 Cllr Johnson advised of the draft letter circulated to Cllrs for local locations introducing the concept with a charge per finger of £75 for a 4yr period and had also put the word out on Masham’s Businesses Facebook page. The target number of fingers would be around 12 to 14 with around 6 ‘free of charge’ for locations such as the long stay parking, MCO, Town Hall, Chapel and WCs. Cllrs agreed for the letter to be circulated and await further update. **Action: CLLR JOHNSON & CLERK.**

**11. REMOVAL OF MILLENIUM BEACON**

11.1 Cllr Pickard felt that the beacon needed to be moved off the square and Cllr Johnson felt it could be adapted and stored. The Chair had previously offered to do something with the burner and basket leaving the wood needing to be disposed. Cllr Gregg offered to lift the beacon onto a trailer when erecting the Christmas lights so this could be achieved. **Action: CHAIR & CLLR GREGG.**

**12. VILLAGE GREENS YLCA WEBINAR**

12.1 The Chair advised of attending the webinar on 13th April with MPC’s concerns surrounding Travellers. The Chair had set out the case that MPC do not own the Shotting Holme but had registered it as a village green to the hosts and they had advised this be put in writing to the NALC solicitor to formally consider and did feel MPC had a reasonable case. It was agreed for the Chair to draft a letter for the Clerk to send. It was also discussed that the boulders are a good deterrent but should have a Risk Assessment carried out on them. **Action: CHAIR & CLERK.**

**13. TREE MANAGEMENT PLAN**

13.1 The Clerk had circulated various historical documents prior to the meeting regarding previous plans and work. Cllr Simms thought it had been previously agreed the trees should be looked at every 2 years and Cllr Broadley suggested a survey be carried out. It was agreed the Clerk should obtain three quotes for suitable management plan and Cllr Blades would provide a correct map of the current trees. Cllr Johnson also relayed concern for one of the Lime trees on the square and it was agreed to request HBC to look at this for their advice. **Action: CLLR BLADES & CLERK.**

**14. LAND ADJACENT TO GAS HOUSE**

14.1 Further to approval of HM Land Registry charges from Cllrs, the Clerk had applied for a Register of Title and plan for the area so Cllr Weatherill would hold off planned works to secure the area from Travellers until they had been received. Cllr Weatherill advised of difficulty in getting any stakes donated but also suggested a small bank be built for them to go on top of, which would require getting in more topsoil. He would check with the property next door and Cllr Ellis questioned whether planning permission was required. Cllr Vickery also questioned about when bulbs could be collected from HBC. The Chair reiterated the gas works required access to their off-street parking. It was discussed it was not always Traveller but sometimes wild campers using the area. Cllrs agreed to Cllr Weatherill starting to move topsoil to the area. **Action: CLLR WEATHERILL.**

**15. CLEARING SHOOTING HOLME RIVERSIDE**

15.1 Cllr Weatherill had asked if a local contractor could clear the area, taking down lower branches and having a general tidy up. This had been estimated at needing two men for two days at a cost of £750 and could be done in November, December, or January timescale. Cllrs discussed and it was agreed for Cllr Weatherill to obtain a comparable estimate. **Action: CLLR WEATHERILL.**

**16. BOWLING CLUB HONESTY BOX BREAKDOWN**

16.1 The Clerk circulated a breakdown of income and expenditure surrounding the box based on figures from the accounts from 2011 to 2019 which showed income was less than expenditure and that MPC had subsidised use of the area over the years. Cllrs agreed for the document to be sent to Swinton Estate as they had previously requested this. **Action: CLERK.**

**17. HONESTY BOX SUGGESTED DONATIONS**

17.1 A MoP had highlighted that the signage at the Bowling Club and tennis court boxes did not suggest a minimum donation. Cllr Pickard felt the fee should remain at 50p, but Cllr Vickery advised other towns charged a lot more and felt the market square should be suggested at £2 and the long stay suggested at £1. Cllr Vickery advised the tennis court box income was low and the bowling club box signage not clearly visible. Cllr Ellis suggested a new sign near the bowling club with arrows pointing and a suggested donation of 50p. Itwas **proposed** by Cllr Weatherill and **seconded** by Cllr Johnson for the additional signage to be put up. The majority of those present voted in favour. It was **RESOLVED** for Cllr Ellis to order the signage and check with the bowling club they are agreeable. Cllr Blades suggested that leaflets could be put on the cars that stay all day on the square requesting they go down to the long stay car park. **Action: CLLR ELLIS.**

**18. DEFIBRILLATOR CHECKS & MAINTENANCE**

18.1 The MCO had been in touch as it had become apparent that the defibrillator was needing 4 year maintenance and also regular checks carried out on it and had asked MPC to assist as it was unclear to them who was responsible. The Clerk advised MPC had made a donation to the MCO of £500 in the financial year 2015-16 for the original purchase. Cllrs asked if there were any ideas of the cost involved and Cllr Simms suggested it was around £400 for a new battery. Cllr Gregg advised weekly checks at the fire station were very simple to carry out. It was agreed to ask the MCO to suggest a regular check plan and to obtain figures so a donation could be considered. The Chair would ask the previous manager of the MCO for input on the original installation as MPC were reluctant to take on responsibility when it was not MPC who installed the defib. **Action: CHAIR & CLERK.**

**19. NEIGHBOURHOOD PLAN**

19.1 Cllr Pickard advised the public meeting had had to be postponed again due to Covid-19 and would be rescheduled once legislation allowed.

**20. BENCH AT SANDY BAY**

20.1 The Clerk advised that the full cost of the amount of the bench and concrete was waited for before the commuted sums application was to be made. Cllr Johnson would chase Leathley & Sons for an estimate and Cllrs agreed to wait for this before purchasing the bench, Cllr Gregg offered to obtain a price for sourcing a ready-made concrete slab too. **Action: CLLRS GREGG & JOHNSON.**

**21. PARISH CARETAKER WORKS**

21.1 Cllrs discussed the cleaning of the pavement from Masham bridge to Low Burton needed to be made a priority including clearing the nettles. Cllr Vickery advised of a complaint over the pavement towards Dykes Hill too and the Clerk advised the clearance had already been instructed there too. **Action: CLERK.**

**22. HIGHWAYS MATTERS**

22.1 Matters to raise or chase with Highways were;

a) Cllr Ellis advised the dislodged footbridge near Burn Bridge still need relocating. **Action: CLERK.**

b) Cllr Broadley advised of the meeting with Highways over Masham’s drainage system was scheduled for 14th October at 10.30am with Cllrs Blades, Ellis and Johnson also due to attend, The recent Saturday evening had received a flood warning and Cllr Broadley had rung around the Emergency Plan Committee who met in the town to take a look. The prone Red Lane property had been looked at with Swinney Beck having clearance of the bridge of around 5inches and Maple Creek’s bridge of around 4 inches. Night time checks were staggered and water reported down Fearby Road around 2am and in the gateway at Bellfield developing pooling water, The drains took the water and rains so checks were stopped at 3am. Cllr Simms advised the majority of the drains were blocked on Fearby Road and it was also reported the drain near the brewery on Red lane was also blocked. Cllr Broadley advised of around 400 sandbags were now in the storage building on pallets in the hope they could be forklifted to the various destinations if required. The white bags were single use and the orange ones dual use if did not get contaminated, so can be drained and re-used It was discussed Cllr Gregg and Weatherill required keys to the shed as committee members and it was agreed for the Clerk to have these cut. Cllr Broadley asked for all members of the committee to register for flood warnings. Cllr Ellis also had circulated a link for warnings for levels for Swinney Beck too at <https://riverlevels.uk/swinney-beck-masham-masham-swinney-beck#.X3l9xhDTWhA>. **Action: CLLR BROADLEY & CLERK.**

c) It was discussed that the bridge at The Oaks was silting up again and Cllr Pickard advised of a weir downstream to Swinney Beck which was causing obstruction to the flow. It was agreed the Environment Agency really should be looking at this and both Cllr Broadley and the Clerk had been trying to arrange a site meeting with them. Cllr Weatherill suggested writing to the owner of the weir requesting it to be removed within one month or that MPC would in the interest of the community, Cllr Broadley felt the EA really needed to take responsibility as the public body and it was agreed they should be written to again advising of another near miss of flooding, of the silting up and obstructions in order to push to meet, with a copy sent to MP Julian Smith again. The Clerk would draft a letter for Cllr Broadley to check. The Chair advised the spare sandbags and ties had been purchased and were in the storage building with the filling device and shovels at the ready. The Emergency Plan Committee had the list for sandbaggers in place and the Chair just need to supply the china pen. **Action: CHAIR, CLLR BROADLEY & CLERK.**

d) Cllr Blades advised the hole in the road at Church Street at the bottom of the steps from Bah Humbugs still needed filling in. **Action: CLERK.**

e) Cllr Simms asked if a grip could be dug in the side of the road on the sharp bend at the bottom of Roomer Common to let the water off the road to stop vehicles driving on the wrong side of the road. **Action: CLERK.**

f) Cllr Blades advised of a blocked drain on Millgate. **Action: CLERK.**

g) Cllr Pickard reiterated the need for yellow lines on Park Street. **Action: CLERK.**

h) The Chair asked for the request for bollards on Park Street to be chased. **Action: CLERK.**

i) Cllr Gregg advised of the parked cars obstructing visibility on the Chapman Lane to Park Street junction. **Action: CLERK.**

j) Cllr Ellis advised the pavement was still blocked at the terraces on Thorpe Road and the Clerk advised a response from the various bodies was awaited.

k) Cllr Weatherill advised the landowner regarding the stile from land on to the main road at Low Burton was not willing to put in a kissing gate but was prepared to move back the fence to provide safer use. Cllr Weatherill would ask this to be put in writing and find out how the landowner wants this to be undertaken. The Clerk would also enquire with Pathways to establish if they would undertake works. **Action: CLLR WEATHERILL & CLERK.**

**23. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. MoP – Feedback regarding paths adjacent to Mill House was discussed. Cllr Ellis would contact the Angling Club to advise of this too. Cllr Pickard explained the Deed of Covenant relating to the footpaths was never registered so had never become apparent when the Proprietor bought the property. The Proprietor had met the agreement following meeting with MPC by keeping the path open and Cllr Pickard understood the stiles were high, but there had not been a fence required previously as there had not been livestock. Cllr Vickery reiterated there had previously been stiles into the wooded area which Cllr Simms confirmed. It was highlighted that the Deed of Covenant did not cover the residents of High Ellington either, as per the source of the letter. Cllr Blades requested if the Proprietor could be asked to re-open the path through the woods and close it when the building works actually start. It was agreed for Cllr Pickard to draft a letter requesting this to be carried out and for the air to check and Clerk to then send. The Clerk would register the Deed of Covenant with HM Land Registry and obtain the price for the next meeting. **Action: CHAIR, CLLR PICKARD & CLERK.**
  2. NYCC - Notice of confirmation of a Definitive Map Modification Order, North Yorkshire County Council, Wildlife & Countryside Act 1981, The Former North Riding of Yorkshire Definitive Map & Statement Footpath no 15.89/25 Black Bull Yard to Quaker Terrace, Masham Modification Order 2010 was advised of.
  3. NYCC - Notice of Confirmation of Public Path Diversion Order, North Yorkshire County Council, Highways Act 1980, Section 119, Footpath No. 15.89/8 (Part), The Mill House, Masham, Diversion Order 2020 was advised of.
  4. St Mary’s Church – Request to hold an open-air service at 10.45am on Remembrance Sunday 8th November on the Market Place was advised of and Cllrs agreed to support this. Itwas **proposed** by Cllr Pickard and **seconded** by Cllr Johnson to order the normal two wreaths for the event for MPC. All those present voted in favour. It was **RESOLVED** for the Clerk to order these. **Action: CLERK.**
  5. WI – Request to hold car boot sale on the Recreation Ground in 2021 was discussed and agreed should be thanked for asking MPC but passed to the MSA. **Action: CLERK.**
  6. MoP – Complaint over closure of path by electricity provider at rears of Kings Head without warning, signage or an alternative route had been queried with NYCC Pathways and clarified that as not on the Definitive Map, they were in their rights to do so, The Chair reiterated Pathways had advised the route was not applicable for a DMMO but Cllr Vickery advised of a route which would link highway to highway. Cllr Blades questioned if Cllrs were happy to leave the path as a permissive route and not apply for a DMMO. Cllr Pickard advised the decision had been reached at the last meeting to agree to leave Swinton Estate to proceed and the matter could be readdressed should permanent blockage be attempted in the future.
  7. MoP – Input on the Community Consultation Leaflet regarding the proposed development off The Oaks (17/01057/OUTMAJ) and related Ash tree was circulated and Cllrs believed the matter would be picked up by HBC as the tree should have a TPO on it..
  8. Broadacres Housing Association – Clarification they do not have any properties at Ibbetson Close following request to address the issue of resident claiming communal land as garden was advised of. Cllr Pickard advised the fence had actually been taken down and Cllr Johnson advised Together Housing were responsible for the development, if the Clerk could relay the matter to them to check on ownership and permission. **Action: CLERK.**
  9. MoP – Letter regarding paths adjacent to Mill House was covered alongside Item 23.1 and agreed the Clerk to update the MoP on the outcome. **Action: CLERK.**

**24. ANY OTHER BUSINESS**

24.1 Cllr Johnson advised of a local business having approached HBC to rent one of their garages and apparently there was a waiting list. A Maple Creek resident had relayed rarely seeing use of the garages and Cllr Johnson questioned plans to build on the land and that maybe HBC were not being honest. It was discussed the query should be directed back to HBC. **Action: CLLR JOHNSON.**

24.2 Cllr Johnson reiterated the Lime tree on the square to ask HBC to check. **Action: CLERK.**

24.3 Cllr Barker suggested the addition of lights at the Recreation Ground would make the Honesty Boxes and area less susceptible, along with CCTV cameras. It was discussed options of a sub-meter from the MSA and potentially three light on the corner were the entrance road splits and to ask Gregg Electrical to quote accordingly. **Action: CLERK.**

24.4 Cllr Weatherill suggested raising the area around the Shooting Holme instead of using boulders. Cllr Pickard highlighted a way for water to get through would need to be devised so as not to flood The Avenue.

24.5 Cllr Blades questioned the progress on the planter for by the White Bear memorial which the Chair advised a half barrel had been requested. **Action: CHAIR & CLLR BLADES.**

**25. DATE OF NEXT MEETING**

25.1 Date of next Meeting: Monday 2nd November 2020

**CLOSURE:** The Meeting closed at 22:05pm.

Dated 26/10/2020

*To view our General Privacy Notice please go to* [*https://www.mashamparishcouncil.com/gdpr.html*](https://www.mashamparishcouncil.com/gdpr.html)

**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS FROM HARROGATE BOROUGH COUNCIL TO 5 OCTOBER 2020**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE** |
| 10 The Avenue, Masham, HG4 4DS | Application No.: 20/03334/TPO  Proposal: Removal of lower branches (above the road and garden) to a height of 5m, to crown thin and crown reduce 2 no. Lime trees in Area 1 of Tree Preservation Order 07/1992.  Applicant: Greg McDonald | 11th October |
| CEFA Old Stables, Coach House, Swinton Park Hotel, HG4 4JH | Application No.: 20/03391/LB  Proposal: Structural repairs and reinforcement to floor structure and tower within the Coach House/Stables Block.  Applicant: Swinton Park Ltd | 19th October |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 5 OCTOBER 2020**

|  |  |  |
| --- | --- | --- |
| Land Adj Stanton Mortimer,The Estate Office, Swinton, Ripon, HG4 4JH | Application No.: 20/00858/FUL  Proposal: Development of a laundry and maintenance building associated with the operations of the Swinton Park Hotel Ltd.  Applicant: The Swinton Estate | Granted subject to conditions |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 5 OCTOBER 2020**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICIATION | ACTION |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Outcome of the application for certificate of lawfulness in respect of the use of the land awaited. |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Possible breach of window glazing condition. | The officer believes the owners will be putting this right. Update on 11th September – HBC have emailed the agent and owners chasing. |
| Gromit Cottage, 21A Quaker Terrace, Masham, HG4 4EH | Demolition of wall in Conservation Area. | MPC passed on comments of support and accompanying photographs after 3rd August meeting and outcome awaited. |
| T And R Theakston Limited, The Brewery, Red Lane, Masham, HG4 4YD | Erection of 2no. advertisements. | An initial investigation will be carried out and HBC will write to you again to update on progress. |
| Swinton Road, Masham | Felling of trees protected by TPO. | Notification of communication which reports a possible breach of planning control. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  | **FINANCE SCHEDULE** | | |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 28th August to 5th October 2020** | | | |  |  |  |  |
| Market Rents |  |  |  |  |  | £2,305.00 |  |
| Honesty Box |  |  |  |  |  | £2,416.00 |  |
| HBC - Small business grant to Masham Market during Covid19 lockdown | | | | |  | £10,000.00 |  |
| Note Machine - Annual rent Nov 2019 to Oct 2020 | | | |  |  | £5,000.00 |  |
| Masham CE (VC) Primary School - 2020/21 playing fields rent | | | | |  | £672.00 |  |
|  |  | **Total receipts for the month** | | |  | **£20,393.00** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 5 October 2020 for approval & signature** | | | | |  |  |  |
| **Barclays - Masham Parish Council Account** | | |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
| Eric Wilkinson, Litter Picker - September Salary (Tax £30.40) | | | |  |  |  | 101038 |
| Jen Hurford, Parish Clerk - September Salary (Tax £0.00) | | | |  |  |  | 101039 |
|  |  |  | **Staff Salaries Total** | |  | **£1,153.20** |  |
| HMRC - PAYE |  |  |  |  |  | £30.40 | 101040 |
| Jen Hurford, Parish Clerk - Homeworking Allowance 6th July to 5th Oct | | | | |  | £65.00 | 101041 |
| Masham Town Hall - Small hall September meeting (VAT £2.40) | | | | |  | £14.40 | 101042 |
| Cllr Johnson - Reimburse new perspex sheets to town map | | | |  |  | £145.45 | 101043 |
| Clerk - Reimburse stamps | |  |  |  |  | £7.80 | 101044 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
| Green Energy - Electricity (VAT: £1.47) | | |  |  |  | £30.89 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£1,447.14** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | | |  |  |  |  |
|  | Balance as at 30 September 2020 | | |  | £34,037.60 | Cr |  |
| CCLA Public Deposit Sector Fund Account | | |  |  |  |  |  |
|  | Balance as at 31 August 2020 | | |  | £40,278.78 | Cr |  |
|  |  |  | Overall Total |  | £74,316.38 | Cr |  |
|  |  |  |  |  |  |  |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 5th OCTOBER 2020**

Correspondence for information/consideration etc

1. MoP – Feedback regarding paths adjacent to Mill House.
2. NYCC - Notice of confirmation of a Definitive Map Modification Order, North Yorkshire County Council, Wildlife & Countryside Act 1981, The Former North Riding of Yorkshire Definitive Map & Statement Footpath no 15.89/25 Black Bull Yard to Quaker Terrace, Masham Modification Order 2010.
3. NYCC - Notice of Confirmation of Public Path Diversion Order, North Yorkshire County Council, Highways Act 1980, Section 119, Footpath No. 15.89/8 (Part), The Mill House, Masham, Diversion Order 2020.
4. St Mary’s Church – Request to hold an open air service at 10.45am on Remembrance Sunday 8th November on the Market Place.
5. WI – Request to hold car boot sale on the Recreation Ground in 2021.
6. MoP – Complaint over closure of path by electricity provider at rears of Kings Head without warning, signage or an alternative route.
7. MoP – Input on the Community Consultation Leaflet regarding the proposed development off The Oaks (17/01057/OUTMAJ) and related Ash tree.
8. Broadacres Housing Association – Clarification they do not have any properties at Ibbetson Close following request to address the issue of resident claiming communal land as garden.
9. MoP – Letter regarding paths adjacent to Mill House.

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place, Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209 (Office Hours)

Tel: 01765 650363 (Out of Office Hours)

E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Office hours: Monday and Thursday, 13:00 – 17:00

Chairman: Councillor Flo Grainger Clerk to the Council: Jen Hurford

**MINUTES 2nd NOVEMBER 2020**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr James Gregg, Cllr Ian Johnson, Cllr Neil Pickard (Vice-chairman), Cllr Jane Vickery and Cllr Peter Weatherill with County Cllr Margaret Atkinson and Jen Hurford (Parish Clerk).

**Present:** 5 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Flo Grainger (Chairman), Cllr Robert Greensit and Cllr Nigel Simms. Cllr Pickard chaired the meeting in the absence of the Chairman.

**2. APPROVAL OF MINUTES OF PREVIOUS MEETING**

2.1 Minutes of the Monthly Meeting held 5th October 2020. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that the Minutes of the 5th October 2020 meeting be formally approved as a true and accurate record. All those who attended the 5th October 2020 meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record. **Action: CLERK.**

**3. DECLARATION OF INTEREST IN AGENDA ITEMS**

3.1 Cllr Johnson declared an interest in Item 12.

**4. PLANNING MATTERS**

* 1. Planning Applications received from Harrogate Borough Council;

4.1.1 2 Greenmount, Marfield Plantation to Appletree House, High Ellington - Erection of 2 storey extension, single storey link extension and conversion of single storey outbuilding to additional living accommodation. Following discussion, it was **proposed** by Cllr Broadley and **seconded** by Cllr Ellis that MPC had no objections to the application. All those present voted in favour and the **RESOLUTION** was carried.

4.1.2 Norleans, 12 Leyburn Road, Masham - Alteration & extension to existing dwelling to form a residential annex. Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Broadley that MPC had no objections to the application. All those present voted in favour and the **RESOLUTION** was carried.

* + 1. Amenity Land South of Maple Creek, at 422282 480567, Red Lane, Masham - Erection of 4 dwellings, including proposed new access including bridge. Following input from the MoP present and discussion by Cllrs, it was **proposed** by Cllr Ellis and **seconded** by Cllr Johnson that MPC did not object to or support the application but wished to make comments or seek safeguards as follows; concern was given to the potential risk of flooding from Swinney Beck both at the site and caused by the development, so Councillors would request the Environment Agency look at this aspect closely; concern was given to the design and clearance of the bridge as it is similar to that to the entrance of The Oaks which has caused major issues. It was also raised it may be too close to adjacent bridges in accordance to permitted distances. Councillors would therefore request that the Environment Agency look at this closely and their advice is followed. In addition, Councillors would ask future works to de-silting at the bridge on an ongoing basis to be addressed too; concern was given to the quality of the surface to the highway access and underlying surface, in particular that of Swinburn Road, being able to cope with heavier loads during the development process. Councillors would request Highways’ guidance is sought in the matter. All those present voted in favour and the **RESOLUTION** was carried.

The Clerk would be requested to advise HBC of the above MPC decision. **Action: CLERK.**

* 1. Planning Approvals – A list of approvals appear at Appendix A.
  2. Planning Enforcements – A list of enforcements appear at Appendix A.

**5. FINANCIAL MATTERS**

5.1 Advice of Receipts and Payments. Details of the Receipts and Payments made in the month are scheduled under Appendix B (1/2) and were advised of by the Clerk.

5.1.1 The Clerk advised of credit being held with HMRC some previous PAYE overpayments but that the credit would not be paid back, so future PAYE payments required would be deducted from the credit held until nil balance was reached.

5.1.2 Acceptance of the Advice of Receipts and Payments was **proposed** by Cllr Ellis and **seconded** by Cllr Vickery. All those present voted in favour. It was **RESOLVED** that the Receipts and Payments schedule be approved. Details of the Council’s bank account balances are shown at Appendix B also. **Action: CLERK.**

5.2 Precept Requirement 2021/22. Itwas **proposed** by Cllr Ellis and **seconded** by Cllr Weatherill that MPC did not need to pursue an application to Precept. All those present voted in favour. It was **RESOLVED** for the Clerk to confirm to HBC accordingly. **Action: CLERK.**

5.3 Consideration S137 Sheep Fair Market Rents to Yorkshire Air Ambulance. Following the Traders suggestions that the market rents from the Saturday of the fair could be donated to, YLCA had advised the Clerk this could be done under the S137 to either YAA or Masham Sheep Fair on the basis it was passed on to YAA. Itwas **proposed** by Cllr Johnson and **seconded** by Cllr Ellis MPC should donate the £441 market rents directly to YAA. All those present voted in favour. It was **RESOLVED** for the Clerk to raise the payment accordingly. **Action: CLERK.**

**6. MASHAM CHRISTMAS LIGHTS ASSOCIATION**

6.1 An update from MCLA was circulated to Cllrs prior to the meeting with an invoice for the repair of 12 lamp post displays which MCLA had provided a cheque for £2,765 to cover the net element. A quote from the same company, Yorkshire Lighting & Electrical Services, to put up and take down the lights this year had been provided at £4,260 plus VAT. It had been confirmed this would be more expensive than the quote Gregg Electrical was preparing. MCLA had also advised replacement lights were required for the Christmas tree that HBC provide for free and they would provide a cheque for the net amount circa £250 in due course. MCLA were aiming to install all of the lights and switch them on 26th and 27th November. The trees and the Victorian well lights are on test at the moment, which is why they are on 24 hours a day to find a fault, however someone keeps switching the trees off, but MCLA would be grateful if it could be noted that this interferes with testing. Itwas **proposed** by Cllr Ellis and **seconded** by Cllr Johnson to approve the quote to instal and remove the lights for the lowest estimate. All those present voted in favour. It was **RESOLVED** for the Clerk to relay this accordingly. **Action: CLERK.**

(Item 19 was brought forward at the suggestion of the Chair and agreement of Cllrs)

**19. MASHAMSHIRE COMMUNITY OFFICE SEPTEMBER UPDATE**

19.1 An update was circulated to Cllrs from MCO prior to the meetings as follows;

* During lockdown, the Office Manager went on maternity leave and the role was successfully recruited to cover the Community Office Manager’s post.
* At the start of lockdown, MCO was appointed by NYCC as a Community Support Organisation (CSO). This involved recruiting and managing new volunteers to undertake shopping and prescription collections for those needing support, providing local intelligence to NYCC Stronger Communities team and a communications channel to the Masham and surrounding community via email and social media. NYCC have now extended the requirement for this support until the end of March 2021. Although demand has dropped, we continue to arrange prescriptions collections, the email newsletter has been reduced from a daily update to twice a week, the Mashamshire Life group has grown to over 700 members with good engagement from local people. We are ready to respond in the event of any escalation caused by a local lockdown or the impact of track and trace.
* MCO re-opened to visitors for enquiries and computer access in July. Though less than usual, enquiries are up to over 300 per week with 65%-75% of these being face to face. Covid Secure measures are in place and operating well. Safe opening requires a volunteer to control access, welcome and direct visitors.
* The Library re opened for “Select & Collect” only in July but limited hours browsing in person has now commenced with Covid secure measures in place including 72hour book quarantine. Browsing is available between 10am and 12pm, Mon – Fri if there are enough volunteers to run.
* From 01 Sept, the Town Hall has handed back control of Town Hall bookings to MCO.

19.2 The MCO Trustee attending the meeting re-capped on the update and advised the MCO would be acting as a community support to those anxious about the forthcoming lockdown. The library ‘click & collect’ would continue and art and craft kits funded by stronger Communities where now ready to be distributed and the MCO were open to suggestions for those to receive them. A lot of admin was involved in reporting to NYCC and with volunteers running low, this meant of lot of pressure was being put on staff time. There was also reduced income from the Blue Light Gallery. Cllr Pickard commended the twice weekly newsletter which was very useful and recommended MoP registered for these available to register for at <https://www.visitmasham.com/signup/>. The Trustee advised these were put together purely by volunteers which entailed a lot of work. The MCO’s AGM was confirmed to take place 5pm Tuesday 3rd November via Zoom.

(Item 20 was brought forward at the suggestion of the Chair and agreement of Cllrs)

**20. DEFIBRILLATOR CHECKS & MAINTENANCE**

20.1 The MCO Trustee advised the defib had been put in in during the time of the previous Manager of the MCO and whenever it was used, the MCO automatically receive an email notification to then check it, which has been taking place ever since it was installed. Yorkshire Ambulance had recently requested weekly checks were made which the MCO were taking on and had a system in place to report findings back to Yorkshire Ambulance. Concern had been made recently over the battery running low, but it had been reassured the defib was still ‘rescue ready’ regardless. A replacement battery had been ordered by the MCO at a cost of around £215 plus VAT and new pads at around £35 plus VAT. The Chair relayed that Cllr Grainger had requested it be suggested that MPC fund this. Itwas **proposed** by Cllr Broadley and **seconded** by Cllr Johnson to reimburse the MCO for the new batter and pads. All those present voted in favour. It was **RESOLVED** for the Clerk to make payment accordingly. Cllr Vickery advised there was confusion over access to the defib and asked if the MCO could cover this in their newsletter with instructions for use being available from calling 999, not via the 101 service. Cllr Broadley suggested a notice also be put up by it advising to ring 999. NP suggested it may be worth repeatedly publicising the information in the newsletter. Cllrs discussed other defibs in the town including at I’Ansons Bros Ltd and Black Sheep Brewery amongst some and suggested all locations could also be included in the newsletter. **Action: CLERK.**

**7. YOUNG MUSICIANS’ EVENT PROPOSAL**

7.1 Cllr Johnson advised the group had ended and it was agreed to consider a proposal if the group reformed in the future.

**8. FARMER’S/ARTISAN MARKETS PROPOSAL**

8.1 The following options proposed by one of the Traders for monthly Sunday markets commencing 11th April 2021 were circulated to Cllrs prior to the meeting;

* OPTION 1 - Our intention is to engage over the winter with artisan and unique craft and farmer type traders and to encourage them to attend along with those of our regular traders who wish to attend the Sundays.

This does not detract from us also encouraging new traders to attend regular Wednesday and Saturday markets, so long as they do not clash with our regular traders, this also stands for the Sundays.

Rents will be regular Masham Market rates, payable to Masham council and agreed by 2 people measuring pitches. There will be preference given to our regular market traders before we then choose artisans and craft stalls which offer well-presented goods and or can demonstrate their craft at the markets. Variety will be key as there would be no point offering repetitive trades or lines that clash at these events just as we do not at the regular markets. Tables will be allowed where attendees do not have stalls as long as they are professionally presented. Local artists and businesses will be encouraged to attend and promote Masham. Stalls that do not conflict with local businesses will be sought out where possible. We propose that ALL stalls are prebooked by a given time and a plan drawn up by the nominated traders group so as to aid organisation and fluidity of the layout and making the mix of stalls interesting for the public**.** This will maximise the car parking space at the bottom of the market place at these events. If the council are able to organise the facility, prepayment of rents by the booking deadline would stop traders not turning up once booked on. The previous afternoon cones and notices on the “A” boards can be left throughout Saturday and will be left by the traders’ group around the market place to demark the market space for the Sundays. On the day, the designated person with the stall plan will be available from very early to locate stalls in their agreed positions. At the very end of the trading day, the designated person(s) shall put away the cones and “A” boards in their designated places. We expect to liaise with local businesses for their ideas re. the Sunday markets. All participants will be expected to assist with the promotion of the events with publicity posters, social media etc. We expect to liaise closely with Visit Masham and our regular promotional channels.

* OPTION 2 - As option 1 but with a council representative doing the following:

Putting the cones and “A” boards up, collecting the rents and siting stalls on the usual basis. We would also be able to work with a hybrid of the two options if the council so chooses.

Cllrs discussed that the organisers would prefer option 2 and that the Market Superintendent had expressed he would be agreeable to represent MPC at the markets. Cllr Vickery felt that the suggestion of prepayment could be a good idea and the MCO could be asked if they would consider handling payments on MPC’s behalf as it may bring in revenue for them. Itwas **proposed** by Cllr Johnson and **seconded** by Cllr Vickery to agree to the proposal of option 2. All those present voted in favour. It was **RESOLVED** for the Clerk to relay to the organisers accordingly. **Action: CLERK.**

**8PM - PUBLIC INTERVAL**

1. A MoP questioned progress on the ongoing matter of the blocked pavement along Thorpe Road with resident’s items.

(Item 11 was brought forward at the suggestion of the Chair and agreement of Cllrs)

**11. THORPE ROAD PAVEMENT**

11.1 Cllr Broadley advised at the recent meeting with Highways they had been shown the areas on both Thorpe Road and Park Street where MPC were asking for yellow lines and bollards and the problem of items blocking the pavement. Highways had grasped the nature of the problem, had advised they would check up on ownership and then re-issue a letter to residents. The MoP advised of the stench of the bins at times and the Clerk advised contact with HBC who had also recently sent a letter requesting bins be stored to the rear after emptying but no co-operation had appeared to follow on. The local Sergeant had advised for MoP to report obstructions immediately via the 101 with a witness. The Clerk advised of sending repeated photos over the past few years to the various authorities too.

**9. HIGHWAYS MEETING OVER MASHAM’S FLOODING**

9.1 Cllr Broadley advised of the recent meeting with both HBC and the Environment Agency with Cllr Johnson. They were shown Swinney Beck and the area around Maple Creek. HBC offered to assist with their area and potentially their contractor may do the no-mans land at The Oaks bridge too. It was asked if MPC can apply for de-silting works to the whole stretch and then ask the various private households to contribute. They looked at Fearby bridge, Marfield Quarry, and the adjacent land. The EA asked for a de-silting plan, to introduce heather baskets to the narrow sections upstream to slow the flow, and for MPC to continue to try to establish the long-term plans of Marfield Quarry. Cllr Grainger would therefore ask for a meeting to be held and Cllr Johnson explained it would be in their interest to introduce a pipe from the quarry to the Wetlands and on to the river. Cllr Broadley advised costs and timescales were being looked into. The meeting with Highways looked at how the Market Place runs onto Silver Street and Highways had implied they would not object to a soakaway around the square. Firstly, they would get the cameras down the drains. They looked at the rear of the houses on Silver Street to take away water that way, but the lie of the land would force water back to some houses and back to the road so was not ideal. Highways would need to liaise with the EA as to the engineering options for the drains as currently they would not cope with overflow from Swinney Beck. Westholme Road and Fearby Road were looked at and it was confirmed further silt removal was required and down to the landowners. It was clarified they would need permission from the EA to carry out works and it was the landowners’ responsibility to undertake. The various bridges and obstacles along Swinney Beck were listed with some problem areas being imperative to get de-silted. The Chair thanked Cllr Broadley for all her hard work so far and that MPC would now need to await options from Highways and the EA. Cllr Vickery asked if landowners were actually aware of the issue and Cllr Broadley advised they needed to wait for permission from the EA before approaching them. **Action: CLLRS BROADLEY & GRAINGER.**

**10. PERMANENT PARKING OF CARS TO MARKET SQUARE**

10.1 The Clerk had circulated the two number plates of vehicles reported via the MCO prior to the meeting which they had also reported to the police and Cllrs confirmed both had now gone. It was discussed that abandoned cars needed to be reported sooner, or MPC could email the PCSO. Motorhomes also kept reappearing over the town, but it was not being used for camping. It was suggested the Clerk could design a note to place on overnight cars. Cllr Johnson also advised of a complaint from a MoP who was referred to NYP. NP advised there were a lot of vehicles doing the same and that MPC could not address them all.

**12. FINGER POST**

12.1 Cllr Johnson advised the post was now in place and some letters had been distributed with feedback implying fingers were value for money. The interested businesses were clarified with still more to approach. The permanent fingers would include the WC’s, Town Hall, MCO, market and long stay car park. Cllr Gregg suggested the cash machine would be a good one too. Cllr Vickery had pruned back the adjacent holly bush and Cllr Johnson felt the post could do with some more planters around. The Clerk requested invoices as soon as they were ready to send to HBC for the DIF being applied for monies. **Action: CLLR JOHNSON.**

**13. VILLAGE GREENS QUERY TO NALC**

13.1 The Clerk advised YLCA had confirmed to submit the query to them and that Cllr Grainger was in the process of preparing the query to submit imminently. It was agreed to discuss the matter at the next meeting. **Action: CLLR GRAINGER & CLERK.**

**14. SHOOTING HOLME RISK ASSESSMENT**

14.1 The Clerk circulated a draft risk assessment to Cllrs prior the meeting covering the various aspects of the area. Cllr Broadley discussed that the area was owned by Swinton Estate and maintained by HBC and asked if the document should just cover the boulders around the boundary only. She also suggested the boulders may not be appropriate according to Village Green legislation. It was also questioned over the responsibility of the river as MPC had also provided the lifebuoy and no swimming signage. It was also highlighted MPC supplied the picnic tables and the height barrier and so Cllr Johnson suggested maybe a joint assessment was required with Swinton Estate and HBC. Cllr Pickard suggested the matter be discussed with Swinton Estate at the next quarterly meeting with them but to await the outcome of the query being sent in Item 13 first and to keep the draft risk assessment on file to show steps had been made by MPC. **Action: CLLR GRAINGER & CLERK.**

**15. LAND ADJACENT TO GAS HOUSE**

15.1 The Clerk advised the Register of Title and plan for the area ordered from HM Land Registry was still awaited. Cllr Weatherill advised a load of topsoil had been tipped and discussion had been given to leaving space around the trees for water to penetrate through the planned works but not vehicles. Cllr Weatherill advised there may be more topsoil available in due course for around £15 per load and asked if this should be stockpiled to which some Cllrs agreed. **Action: CLLR WEATHERILL.**

**16. TREE MANAGEMENT PLAN**

16.1 The Clerk advised three contractors had been approached to quote with English Trees quoting £600 including VAT, Scotton Tree Care estimating £720 including VAT and the third contractor had not responded. Itwas **proposed** by Cllr Broadley and **seconded** by Cllr Weatherill to agree to quote of £600 from English Trees. All those present voted in favour. It was **RESOLVED** for the Clerk to instruct accordingly and agreed for Cllr Blades to liaise and meet with the contractor. **Action: CLLR BLADES & CLERK.**

**17. CLEARING SHOOTING HOLME RIVERSIDE**

17.1 Cllr Weatherill advised a second estimate was awaited from MFJ Land Management, bearing in mind the recent flooding, to crown lift the trees by the river and clear the undergrowth and it was agreed to discuss the matter again at the next meeting. Cllr Broadley suggested the work to the Willow by the MUGA was included at the same time however it was discussed this should be included in the Tree Management Plan. It was discussed the Willow arch should really be coppiced and asked for MFJ to include this within the quote. **Action: CLLR WEATHERILL.**

**18. BENCH BY RIVER URE**

18.1 Cllr Weatherill advised a MoP had offered to provide and fund a good quality bench and Cllr Gregg advised of sourcing a concrete base at around £150. Itwas **proposed** by Cllr Barker and **seconded** by Cllr Weatherill to proceed with the purchase. All those present voted in favour. It was **RESOLVED** for Cllr Gregg to purchase the base and site. Cllr Pickard advised of the area thought of was where the river had burst it’s banks so it was agreed for both Cllrs to liaise over the actual location on the corner of Sandy Bay where it was high but also with a view, maybe even in the original location with the ground levelled. **Action: CLLRS GREGG & PICKARD.**

**21. 2021 MEETING DATES**

21.1 The Clerk circulated the draft dates to Cllrs prior to the meeting and Cllrs were agreeable to them being published, with the exception of a discrepancy with the May date needing correcting. The Clerk questioned whether the small hall was better to request due to the use of the projector and screen to view plans and documents and Cllr Pickard felt it was easier to hear when closer together in the committee room. The Town Hall Trustee present advised there may be plans in due course for a screen in the committee room, but it was agreed the small hall needed to be used during Covid-19. **Action: CLERK.**

**22. ANNUAL PLAY AREA INSPECTION REPORTS**

22.1 The inspections organised by HBC and undertaken by ROSPA were circulated to Cllrs prior to the meeting. It was discussed that there were no immediate works required with Parish Caretaker works ongoing with Westholme Court Play Area fence, gate, and play item roof. A second sign the same to last year’s was required for the MUGA for ‘no climbing on the ring’ to which Cllr agreed to the purchase of. **Action: CLERK.**

**23. CODE OF CONDUCT CONSULTATION**

23.1 The NALC document covering the consultation issued by Standards in Public Life with questions NALC wished to subsequently raise was circulated amongst Cllrs prior to the meeting as requested by YLCA. Cllrs confirmed they had no comments to raise in relation to the briefing.

**24. PARISH CARETAKER WORKS**

24.1 Works to raise or chase were;

a) Cllr Weatherill advised the market square cobbles required spraying and it was agreed for the Clerk to instruct MFJ Land Management accordingly. **Action: CLERK.**

b) It was highlighted the dog walk area by the Recreation Ground required cutting back and it was agreed Cllr Weatherill should ask MFJ Land Management to include this in the quote for clearing the riverside. **Action: CLLR WEATHERILL.**

c) Cllr Vickery advised the ginnel by the fire station needed works to the surface but was concerned scalpings could wash into Swinney Beck, but it was agreed this was not an issue. The Clerk clarified communication previously with the landowner who was not prepared to undertake works. The surface was very uneven, and it was discussed around 4 tonnes of scalpings was needed to be delivered to lift the middle of the path to reduce the water build up with the landowners permission. Cllr Barker suggested the use of hardcore and Cllr Pickard suggested a budget of £400. Cllrs Gregg and Weatherill offered to take on the work required. Itwas **proposed** by Cllr Ellis and **seconded** by Cllr Barker for both Cllrs to proceed with the work. All those present voted in favour. It was **RESOLVED** for the purchase to be made and for the Clerk to make a courtesy call to the landowner. **Action: CLLRS GREGG & WEATHERILL & CLERK.**

d) It was advised the clearing of the pavement up Swinton road needed doing again and for AW Nicol to include the pavement from the brow of the hill down to the bungalow this time too as it was the worst section. **Action: CLERK.**

**25. HIGHWAYS MATTERS**

25.1 Matters to raise or chase with Highways were;

a) Pothole on Chapman Lane. **Action: CLERK.**

b) Pothole on Westholme Crescent opposite No.22. **Action: CLERK.**

c) Camber to pavement on Masham bridge making it difficult to navigate by wheelchair. **Action: CLERK.**

**UPDATE FROM COUNTY COUNCILLOR ATKINSON**

1. Cllr Atkinson advised NYCC were most worried about devolution at the moment and that there was a meeting for NYCC and HBC to argue the matter this week as the government were keen for proposals to be made. Elections were unlikely to take place in spring which were really needed and Cllr Atkinson felt plans should be delayed in the absence of these and taking into account the current situation with Covid-19, however NYCC were keen to move forward.
2. Cllr Atkinson was concerned about Covid-19 as it was getting quite bad in three of the districts nursing homes. They were trying to tackle with more home testing, staff circulating less and recruiting more staff. The district was currently showing statistics of 120 case per 100,00. There had been 194 cases in the last 7 days so it was hoped the forthcoming lockdown would help. There was a test and trace site in Dragon Parade, Harrogate and walk ins were taken with an appointment made first. NYCC had donated £200k to meal delivery charities. It was clarified North Yorkshire was a difficult county as it was very rural but has the largest elderly population in the British Isles.

**25. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. HBC – Invitation for comments on the **Supplementary Planning Documents Consultation from Monday 12th October 2020 to 4:30pm Friday 11th December 2020 available at** [https://consult.harrogate.gov.uk](https://u6693381.ct.sendgrid.net/ls/click?upn=yUEXKnvc-2BFpJpsOPn9WtlDHjCSDe08aLQjVG36X44BVLP-2Bud3M3qjcyoX307mxbtGnno_GlttPjO1P-2Bbrat1cbSGlEnBamLidapGIOrhq3vYqRt-2F6mygu2Kq2icln8ObWTXQ7261W6n1f5ED0TE1clQ-2BYlzxe-2F2c4lpHxhFWIQTvGXzCsBDNCJXLIVwM0z3E-2FzoLb3ova4LoXKMxqllyeR2DqxA3I-2BXtEuEnu2AWG9AN-2FH3Uf-2BgVkCZazNoqtcJbQUsFmqSrmpqnMa4Fvd-2BdeeC1jrn4FHT7T5oH8PvTBM5Rxhes-3D) was advised of and Cllrs had no comments to make.
  2. HBC - Invitation for comments on the **New Settlement DPD: Reg 18 Consultation from Monday 19th October 2020 to 4:30pm Friday 11th December 2020 available at** [https://consult.harrogate.gov.uk](https://u6693381.ct.sendgrid.net/ls/click?upn=yUEXKnvc-2BFpJpsOPn9WtlDHjCSDe08aLQjVG36X44BVLP-2Bud3M3qjcyoX307mxbtGnno_GlttPjO1P-2Bbrat1cbSGlEnBamLidapGIOrhq3vYqRt-2F6mygu2Kq2icln8ObWTXQ7261W6n1f5ED0TE1clQ-2BYlzxe-2F2c4lpHxhFWIQTvGXzCsBDNCJXLIVwM0z3E-2FzoLb3ova4LoXKMxqllyeR2DqxA3I-2BXtEuEnu2AWG9AN-2FH3Uf-2BgVkCZazNoqtcJbQUsFmqSrmpqnMa4Fvd-2BdeeC1jrn4FHT7T5oH8PvTBM5Rxhes-3D) was advised of and Cllrs had no comments to make.
  3. St Mary’s Church – Provision of Risk Assessment for outdoor Remembrance Service 8th November 2020 on market square was circulated prior to the meeting. Cllr Atkinson confirmed an outdoor service was permitted and Cllrs agreed this should go ahead.
  4. Ripon & Pateley Bridge Neighbourhood Policing SGT – Provision of crime and USB data for 29th September to 27th October 2020 and request for leads over golf buggy incident was noted.
  5. NYCC – Notification of publication of their proposal for a single unitary council to replace the County Council and the seven district councils available at <https://democracy.northyorks.gov.uk/committees.aspx?commid=18&meetid=4459> was noted.
  6. Nidderdale Plus - Notification of the Annual General Meeting (AGM) taking place via Zoom on Tuesday 17 November at 7pm was advised of.
  7. NYP Traffic Bureau – Update was given following Data Loggers situated on Thorpe Road that The Road Safety Partnership Group, determined the location would be suitable for Community Speed Watch (CSW). CSW has been launched by NYP and allows communities to monitor speed themselves and report this information back to the police. Opportunity given to getting a group together and applying accordingly. It was agreed the matter should be put on the next Agenda to progress. **Action: CLERK.**
  8. NYP Traffic Bureau – Update was given following Data Loggers situated on Red Lane and Swinton Road that no further action will be taken with regards to the concerns reported. Concerns about specific vehicles speeding in the area please to be reported via 101 and by requesting the local Safer Neighbourhood Team, who will be able to assist further. The Clerk explained an update was awaited from Leyburn Road however the Traffic Bureau had advised as this was for a 60mph zone, funding was awaited for equipment. The Clerk had relayed it was in fact for the 30mph zone by the allotments it had been requested for.

**26. ANY OTHER BUSINESS**

26.1 Cllr Weatherill advised Cllr Grainger had got it in writing that the landowner at Low Burton was agreeable to the stile being relocated further in from the road and wished for it to be in the style of the adjacent railing, Cllr Pickard suggested the letter was forwarded to NYCC Pathways given as they had implied they may be able to assist when the Clerk enquired. **Action: CLERK.**

26.2 Cllr Ellis advised he would keep taking photos of issues on Thorpe Road for the Clerk to supply to Highways. **Action: CLLR ELLIS & CLERK.**

26.3 Cllr Ellis advised of continued complaints over the stiles at Mill House and Cllr Pickard clarified a reply was awaited from the recent letter sent to the landowner by MPC, but that also the building works had commenced.

26.4 Cllr Pickard advised over the loose steps at the top Tittybottle Park which needed reporting to HBC. **Action: CLERK.**

26.5 The Clerk had requested prior to the meeting to attend the office every other Monday during the forthcoming lockdown to collect Honesty Box monies only and then undertake the rest of the Clerk’s role working from home to which Cllrs agreed. **Action: CLERK.**

**27. DATE OF NEXT MEETING**

27.1 Date of next Meeting: Monday 7th December 2020**.** Cllrs agreed this should be held in the Town Hall’s small hall again unless lockdown was extended, in which case it would need to be held remotely via Zoom.

**CLOSURE:** The Meeting closed at 21:20pm.

Dated 16/10/2020

*To view our General Privacy Notice please go to* [*https://www.mashamparishcouncil.com/gdpr.html*](https://www.mashamparishcouncil.com/gdpr.html)

**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS FROM HARROGATE BOROUGH COUNCIL TO 2 NOVEMBER 2020**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE** |
| 2 Greenmount Marfield Plantation To Appletree House High Ellington, Ripon, HG4 4PD | Application No.: 20/03287/FUL  Proposal: Erection of 2 storey extension, single storey link extension and conversion of single storey outbuilding to additional living accommodation.  Applicant: Alvarez/Halstead | 29th October – extension agreed 3rd November |
| Norleans, 12 Leyburn Road, Masham, HG4 4ER | Application No.: 20/03467/FUL  Proposal: Alteration & extension to existing dwelling to form a residential annex.  Applicant: Mr And Mrs Vasu Mani | 31st October – extension agreed 3rd November |
| Amenity Land South Of Maple Creek, At 422282 480567, Red Lane, Masham | Application No.: 20/02410/FUL  Proposal: Erection of 4 dwellings, including proposed new access including bridge.  Applicant: Arrowfield Developments Ltd | 14th November |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 2 NOVEMEBER 2020**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| Telephone Box, Warthermarske, Masham | Application No.: 20/02659/KIOSK  Proposal: BT consultation on the proposed removal of public payphone kiosk. (01765 689215)  Applicant: BT Payphones | Objected |
| Wellgarth Court, Wellgarth House, Marfield, Masham, HG4 4EN | Application No.: 20/03106/CLEUD  Proposal: Application for a Certificate of Lawfulness for the use of land as garden to Wellgarth House, Masham.  Applicant: Mr Adrian Metcalfe | Approved |
| Land Adjoining The Village Green, The Avenue, Masham | Application No.: 20/02842/TPO  Proposal: Lateral reduction of Ash tree by 2m, Crown reduction (top of N stem) by 2m of 1 no. Sycamore Tree, Crown Clean of 27 no. Lime Trees, Felling of 1 no. Lime Tree, Check Branch Wound Cavity at 9m of 1 no. Sycamore, Reduce Crown (by 4m) of 1 no. Willow Tree, Make trees safe as they border a major road route of Tree Preservation Order No 38/2001.  Applicant: Mr Mark Cunliffe-Lister | Consent granted to conditions with exception of felling 1x Lime tree refused |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 2 NOVEMBER 2020**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICIATION | ACTION |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | HBC have closed the enforcement case as the application for certificate of lawfulness was approved. The structure has been removed, the land is now lawful as a garden (which HBC think is not harmful). Any buildings/structures will need planning permission going forward as this garden is outside of the established curtilage of the dwelling and is forward of the principal elevation. If anyone thinks there has been a grab of land (adversely possessed ) then they should consider what legal options can be taken. |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Possible breach of window glazing condition. | The officer believes the owners will be putting this right. Update from 29th October – The officer suspects they have only obscured one of the windows, not both following visit on 25th September. HBC have contacted the agent and the owners again. |
| Gromit Cottage, 21A Quaker Terrace, Masham, HG4 4EH | Demolition of wall in Conservation Area. | MPC passed on comments of support and accompanying photographs after 3rd August meeting and outcome awaited. 29th October – MPC requested update. |
| T And R Theakston Limited, The Brewery, Red Lane, Masham, HG4 4YD | Erection of 2no. advertisements. | The outcome of the investigation was as follows:- The signs are displayed on the brewery building, non-illuminated and benefit from deemed consent, therefore no further action can be taken regarding the signs. |
| Swinton Road, Masham | Felling of trees protected by TPO. | Notification of communication which reports a possible breach of planning control. Update on 29th October – HBC visited this one on 25th Sept and surveyed all of the trees protected by TPO. No works had been carried out so HBC responded back to the Arborist manager to say they are all present and correct. They think this anonymous response was either premature or they got the wrong address so have closed the case. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  | **FINANCE SCHEDULE** | | |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 6th October to 2nd November 2020** | | | | |  |  |  |
| Market Rents |  |  |  |  |  | £1,441.00 |  |
| Honesty Box |  |  |  |  |  | £1,440.00 |  |
| HMRC - VAT refund |  |  |  |  |  | £567.64 |  |
| Strawberry Blond - Use of market square for HQ & filming | | | |  |  | £300.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | |  | **£3,748.64** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 2 November 2020 for approval & signature** | | | | |  |  |  |
| **Barclays - Masham Parish Council Account** | | |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - October Salary (Tax £30.40) | | | |  |  |  | 101045 |
| Jen Hurford, Parish Clerk - October Salary (Tax £0.00) | | | |  |  |  | 101046 |
|  |  |  | **Staff Salaries Total** | |  | **£1,153.20** |  |
|  |  |  |  |  |  |  |  |
| Masham CE (VC) Primary School - S137 donation for playing fields rent | | | | |  | £672.00 | 101047 |
| Mashamshire Community Office - S137 donation for running costs 2020-21 | | | | |  | £3,500.00 | 101048 |
| Mashamshire Community Office - Office accomodation & business services | | | | | | £213.39 | 101049 |
| Masham Town Hall - Committee room October meeting (VAT £2.40) | | | | |  | £14.40 | 101050 |
| Cllr Johnson - Reimburse stepladders for storage building (VAT £25.00) | | | | |  | £149.99 | 101051 |
| Cllr Vickery - Reimburse supply & planting of square & entry planters summer 2020 | | | | | | £199.72 | 101052 |
| Harrogate Borough Council - Annual playground inspections x2 (VAT £22.00) | | | | | | £132.00 | 101053 |
| Yorkshire Lighting & Electrical Services - Repairs to 12 motifs for MCLA (VAT £553.00) | | | | | | £3,318.00 | 101054 |
| AW Nicol - Parish Caretaker works 12th Sept to 26th Oct | | | |  |  | £307.50 | 101055 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
| Green Energy - Electricity (VAT: £1.50) | | |  |  |  | £31.58 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£9,691.78** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | | |  |  |  |  |
|  | Balance as at 31 October 2020 | | |  | £36,323.41 | Cr |  |
| CCLA Public Deposit Sector Fund Account | | |  |  |  |  |  |
|  | Balance as at 30 September 2020 | | |  | £40,283.33 | Cr |  |
|  |  |  | Overall Total |  | £76,606.74 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 2nd NOVEMBER 2020**

Correspondence for information/consideration etc

1. HBC – Invitation for comments on the **Supplementary Planning Documents Consultation from Monday 12th October 2020 to 4:30pm Friday 11th December 2020 available at** [https://consult.harrogate.gov.uk](https://u6693381.ct.sendgrid.net/ls/click?upn=yUEXKnvc-2BFpJpsOPn9WtlDHjCSDe08aLQjVG36X44BVLP-2Bud3M3qjcyoX307mxbtGnno_GlttPjO1P-2Bbrat1cbSGlEnBamLidapGIOrhq3vYqRt-2F6mygu2Kq2icln8ObWTXQ7261W6n1f5ED0TE1clQ-2BYlzxe-2F2c4lpHxhFWIQTvGXzCsBDNCJXLIVwM0z3E-2FzoLb3ova4LoXKMxqllyeR2DqxA3I-2BXtEuEnu2AWG9AN-2FH3Uf-2BgVkCZazNoqtcJbQUsFmqSrmpqnMa4Fvd-2BdeeC1jrn4FHT7T5oH8PvTBM5Rxhes-3D)
2. HBC - Invitation for comments on the **New Settlement DPD: Reg 18 Consultation from Monday 19th October 2020 to 4:30pm Friday 11th December 2020 available at** [https://consult.harrogate.gov.uk](https://u6693381.ct.sendgrid.net/ls/click?upn=yUEXKnvc-2BFpJpsOPn9WtlDHjCSDe08aLQjVG36X44BVLP-2Bud3M3qjcyoX307mxbtGnno_GlttPjO1P-2Bbrat1cbSGlEnBamLidapGIOrhq3vYqRt-2F6mygu2Kq2icln8ObWTXQ7261W6n1f5ED0TE1clQ-2BYlzxe-2F2c4lpHxhFWIQTvGXzCsBDNCJXLIVwM0z3E-2FzoLb3ova4LoXKMxqllyeR2DqxA3I-2BXtEuEnu2AWG9AN-2FH3Uf-2BgVkCZazNoqtcJbQUsFmqSrmpqnMa4Fvd-2BdeeC1jrn4FHT7T5oH8PvTBM5Rxhes-3D)
3. St Mary’s Church – Provision of Risk Assessment for outdoor Remembrance Service 8th November 2020 on market square/
4. Ripon & Pateley Bridge Neighbourhood Policing SGT – Provision of crime and USB data for 29th September to 27th October 2020 and request for leads over golf buggy incident.
5. NYCC – Notification of publication of their proposal for a single unitary council to replace the County Council and the seven district councils available at <https://democracy.northyorks.gov.uk/committees.aspx?commid=18&meetid=4459>
6. Nidderdale Plus - Notification of the Annual General Meeting (AGM) taking place via Zoom on Tuesday 17 November at 7pm.
7. NYP Traffic Bureau – Update following Data Loggers situated on Thorpe Road that The Road Safety Partnership Group, determined the location would be suitable for Community Speed Watch (CSW). CSW has been launched by NYP and allows communities to monitor speed themselves and report this information back to the police. Opportunity given to getting a group together and applying accordingly
8. NYP Traffic Bureau – Update following Data Loggers situated on Red Lane and Swinton Road that no further action will be taken with regards to the concerns reported. Concerns about specific vehicles speeding in the area please to be reported via 101 and by requesting the local Safer Neighbourhood Team, who will be able to assist further.

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place, Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209 (Office Hours) Tel: 01765 650363 (Out of Office Hours)

Office hours: Monday and Thursday, 13:00 – 17:00 E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Chairman: Councillor Flo Grainger Clerk to the Council: Jen Hurford

**MINUTES 7th DECEMBER 2020 (Held virtually via Zoom)**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Flo Grainger (Chairman), Cllr Robert Greensit, Cllr James Gregg, Cllr Ian Johnson, Cllr Neil Pickard (Vice-chairman), Cllr Jane Vickery and Cllr Peter Weatherill with County Cllr Margaret Atkinson (present from Items 12 to 25) and Jen Hurford (Parish Clerk).

**Present:** 3 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Nigel Simms.

**2. APPROVAL OF MINUTES OF PREVIOUS MEETING**

2.1 Minutes of the Monthly Meeting held 2nd November 2020. It was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that the Minutes of the 2nd November 2020 meeting be formally approved as a true and accurate record. All those who attended the 2nd November 2020 meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record. **Action: CLERK.**

**3. DECLARATION OF INTEREST IN AGENDA ITEMS**

3.1 Cllr Broadley declared an interest in Item 4.1.3 and Cllr Johnson declared an interest in Item 16.

**4. PLANNING MATTERS**

* 1. Planning Applications received from Harrogate Borough Council;

4.1.1 College Villa, 3 College Lane, Masham - Replacement of existing conservatory roof. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Vickery that MPC had no objections to the application. All those present voted in favour and the **RESOLUTION** was carried.

4.1.2 21 Westholme Crescent, Masham - Demolition of shed, erection of 1no. two-storey side extension and the erection of 1no. single storey rear extension. Formation of new drive and access to highway. Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Broadley that MPC had no objections to the application. All those present voted in favour and the **RESOLUTION** was carried.

* + 1. Firth House Farm, Haregill Bank, High Ellington - The conversion of 5 traditional agricultural buildings into 3 residential units and ancillary work from home office space with storage area. Following input from the MoP present and discussion by Cllrs, it was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that MPC did not object to or support the application but wished to make comments or seek safeguards as follows; there is an area identified on the proposed plan as an area for wildlife. It is unclear from the plan as to who would have responsibility for maintaining this area as it appears to fall outside the curtilage of Barn 1 and does not sit naturally with Barns 2 and 3. What plans are proposed to manage this area, who will take ownership of it? If it is not managed it is likely to become an eyesore for the occupants; the plans show a stone wall from the rear of barn 2 to barn 3. This appears to be at a higher level (approximately 8ft) than the existing boundary of this plot where it abuts onto the road leading from A6108 to High Ellington and Ellingstring. The proposal does not indicate who will take responsibility for the land between the proposed wall and the existing boundary. This is currently a dry-stone retaining wall holding back land to a height of approximately 8ft above the road. Part of this wall collapsed some years ago leading to land slipping into the carriageway. This has never been repaired and it appears likely that in the fullness of time the remainder of this wall could collapse in similar fashion. We suggest that NYCC Highways be consulted regarding this proposal as it appears possible that this wall may fall outside the proposed site and become no-man’s land. Also, this road travels through a substantial cutting, it is single track and through bends. Due to location and lack of sunlight these bends are frequently subject to icing. When vehicles meet one is forced to reverse out, potentially around a blind bend. Does the development of this site present an opportunity for road improvements in this area?; on the far side of the cutting in the road, to the back of barn 2 the land rises steeply. There are a number of mature trees, and larger saplings on the escarpment across the road from this barn. The land on both sides is currently in the ownership of the applicants. It is suggested that if this barn is to become a dwelling, remedial work is required to these trees as it likely that if one were to fall it would, in all probability, fall across the carriageway and onto barn 2 due to the lie of the land; properties in this village have historically had problems with soakaways not working due to an impervious layer. In the fullness of time, it may therefore be necessary to have sewerage plants emptied. This is likely to require use of mechanised transport/equipment to achieve this. Vehicular access to the sewerage plants of barns 1 and 3 is not obvious on the proposed plans. This should be a consideration when assessing this proposal; it is believed that the water main from the header tank at High Ellington travels to Low Ellington and then returns to IHiHigh Ellington. Local knowledge suggests that this may travel either through this site or just to the rear of it. We suggest that the location of this main is traced before work commences otherwise digging in this area may cause the water supply to both villages to be cut off; the entrance to/egress from the site for barns 1 and 2 is proposed as being through the existing farm entrance. This has very limited line of sight to the left when emerging due to the bend in the aforementioned cutting. It might be beneficial to move this entrance a few yards to the right when facing out of the site to improve visibility. All those present voted in favour and the **RESOLUTION** was carried.

4.1.4 1 Market Place, Masham - Conversion of first floor retail space to flat and refurbishment of ground floor shop. Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Johnson that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried.

4.1.5 1 Market Place, Masham - Listed Building Application for the conversion of first floor retail space to flat and refurbishment of ground floor shop. Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Johnson that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried.

4.1.6 Swinton Park Hotel, Old Stables Coach House Swinton Lodge to Swinton Park, Swinton - Change to approved internal layout and opening up of modern office window to form larger window. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that MPC had no objections to the application. All those present voted in favour and the **RESOLUTION** was carried.

The Clerk would be requested to advise HBC of the above MPC decision. **Action: CLERK.**

* 1. Planning Approvals – A list of approvals appear at Appendix A.
  2. Planning Enforcements – A list of enforcements appear at Appendix A.

**5. FINANCIAL MATTERS**

5.1 Advice of Receipts and Payments. Details of the Receipts and Payments made in the month are scheduled under Appendix B (1/2) and were advised of by the Clerk.

5.1.1 Acceptance of the Advice of Receipts and Payments via online banking was **proposed** by Cllr Ellis and **seconded** by Cllr Pickard. All those present voted in favour. It was **RESOLVED** that the Receipts and Payments schedule be approved. Details of the Council’s bank account balances are shown at Appendix B also. **Action: CLERK.**

5.2 Notice of Conclusion of Audit 2019/20. Itwas **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that MPC to formally approve the documents returned from PKF Littlejohn. All those present voted in favour. It was **RESOLVED** for the Clerk to publicise on the website accordingly. **Action: CLERK.**

**6. MASHAM RECREATION GROUND FLOODING**

6.1 The Chairman of Masham Tennis Club explained the most recent flooding of the courts was the third occurrence, the second in the year. The club had been lucky to secure grant funding for clean up costs the last two occasions from Sport England, but concern was given to finding funding again in the future. It was explained the club’s hut needed replacing and they were looking for funds. The club questioned MPC as to what could be done as Masham Sports Association were experiencing similar problems with flooding and the debris was repeatedly damaging the tennis courts which were used by visitors and Masham pupils as well as members. Cllr Broadley advised the recent meeting with Highways and the Environment Agency were concerning Swinney Beck, not the River Ure. Cllr Ellis highlighted the issue was likely to get worse in the future due to global warming and Cllr Johnson suggested raising the height of the hut. Cllr Pickard explained flooding was a national issue and that Defra had long term plans to address issues upstream and that really reservoirs needed to be managed in a more constructive manner. It was suggested to bring up the matter with Highways and the EA next time MPC met with them and to ask for some action. Cllr Barker suggested building a small block wall around the court with a single entrance with a flood defence gate and Cllr Greensit suggested concrete barriers too which the club agreed to look into. Cllr Broadley highlighted flooding of the River Ure had been a long-term problem and advised self-help would be the best route. The tennis club had received quotes for £8-10k which Cllrs Barker and Johnson responded to assist with further estimates, Cllr Gregg suggested a steel framed and cladded building would have a longer lifespan and be permanent. A MoP advised of talks of extending the current bank across to Mill House to prevent problems, but Cllr Pickard said it could not be permitted to trap water in and Cllr Broadley said it may compromise the other side of the river too and permission would be needed from the EA. The Chair of the club thanked MPC in the matter and asked Cllr Broadley to relay any feedback from the Environment Agency in due course. **Action: CLLR BROADLEY.**

**7. SWINNEY BECK & HIGHWAYS FLOOD PREVENTION**

7.1 Cllr Broadley advised there had been nothing heard back from Highways following the meeting. Cllr Barker advised of walking Swinney Beck and of a concrete base at a particular site used historically for cattle passing whereby the base was not risen at either side, suggesting the issues were above water not below water. Cllr Barker had spoken to two residents in the problematic area, one which had advised they were agreeable to raising the arch of their bridge and the other, who advised their plot had never flooded, but ideally their boundary walls could be done with being raised, rather than looking at dredging. The bridge near Maple Creek could do with dredging underneath and the adjacent ornamental bridge have the tree removed which should then free up the flow of water. Another resident’s bridge was noted to be narrower than the course so could ideally do with being widened or removed. Cllrs Barker and Broadley agreed to meet to collate the information. Cllr Broadley explained the EA had advised a bespoke permit would be needed to dig out Swinney Beck costing around £1k but that an FRA21 might be applicable to make exempt from costs. A MoP advised one of the bridges discussed was de-sludged last year and that one of the mentioned gardens was in fact flooded in the two storms this year and that the wall was causing the flow to back up, making adjacent residents in the flats extremely concerned. Cllr Broadley reiterated all mentioned areas were private land, but MPC needed to oversee things to try to help prevent future problems. Cllrs Barker and Broadley agreed to meet to put forward a proposal to the EA but Cllr Broadley did advise nothing could be done until June 2021 as Swinney Beck did have salmon. Cllr Grainger advised NYCC and the EA had met recently and agreed Masham was on their list to make action on and that Cllr Atkinson should be asked later to get more information and contacts on the matter. **Action: CLLRS BARKER & BROADLEY.**

**8. COMMUNITY SPEED WATCH AT THORPE ROAD**

8.1 The Clerk advised a minimum of 5 residents were required to undergo training and to be provided with equipment for the project to proceed. Cllrs mentioned some potential MoP and it was agreed for Cllrs to ask amongst the community for volunteers and for the Clerk to put on Facebook and request the MCO to include it in their newsletter. The Clerk asked for volunteers to contact the Clerk with confirmation and contact details. **Action: CLLRS BARKER & CLERK.**

**9. CONSULTATION ON A PROPOSAL TO CLOSE KELL BANK PRIMARY SCHOOL**

9.1 Cllrs Grainger and Pickard confirmed attendance at the meeting over the matter last week and Cllr Pickard summarised that with only 6 pupils at the school and with no increase in numbers anticipated, it was aimed to close the school as of 31st September 2021 as it was not economic to run. MPC felt Masham’s school could take the Fearby and Healey catchment and that the formula for new housing as a proportion of the current catchment, Masham‘s school could still take the numbers. The consultation period was running until 16th December for anyone to comment and a decision expected in February. MPC had sounded out the possibility of a new school for Masham, but at an estimated cost of £5-6million, it was advised there were not enough funds. It would be sad to lose one of the oldest schools in the country though. Cllr Weatherill had suggested to make the Kell Bank site a reception facility for Masham, but it was responded that split site schools were not preferred solution. The Chair reiterated for comments and suggestions to be submitted via the consultation forms.

**8PM - PUBLIC INTERVAL**

1. A MoP expressed that they felt the planning application covered at the last meeting for Amenity Land South of Maple Creek should not be able to go ahead as the soakaway drainage was not suitable nor Swinney Beck able to take the surface water. Related documents had been sent to Cllrs prior to the meeting and it was conveyed that MPC should in fact object to the application. Itwas **proposed** by Cllr Weatherill and **seconded** by Cllr Ellis for MPC to write again to HBC to object to the application in light of the new information provided as basically the development would inevitably cause another property to flood and suffer, and that the information provided by the MoP had caused concern. All those present voted in favour. It was **RESOLVED** for the Clerk to send a letter of objection to HBC accordingly. **Action: CLERK.**

**10. NEIGHBOURHOOD POLICING TEAM REOPRT**

10.1 The below report was circulated to Cllrs prior to the meeting. Cllr Johnson noted that there were some incidents regarding Covid-19 which were surprising, and Cllr Pickard advised it was a good way of getting information from NYP regularly.

**Ripon and Pateley Bridge NPT: Town and Parish Council Report**

|  |  |
| --- | --- |
| Town or Parish | Masham Town Council |
| Report Completed By: | PS1835 Clare Mayes |
| Data Reporting Period: | 27th October to 2nd December 2020 |

**Crime and ASB Data**

|  |  |  |
| --- | --- | --- |
| **Qualifier** | **No of Incidents** |  |
| Anti-social behaviour | 4 | *28/10 – Noise Nuisance*  *30/10 – Issues with trials bikes*  *30/10 – Youths frequenting unused barn*  *26/11 – Kids causing vandalism* |
| Auto crime | 1 | *03/11 – Number plate removed* |
| Burglary: |  |  |
| Criminal Damage |  |  |
| Fraud | 2 | *28/10 – Scam pretending to be Police Officers*  *01/12 – Banking scam* |
| Suspect Circumstances | 1 | *01/12 – Doorstep sellers* |
| Alarm | 1 | *07/11 – Cricket Club alarm sounding* |
| Highway Disruption | 4 | *28/10 – Broken down vehicle*  *05/11 – Tree Down*  *08/11 – Mud on the road*  *19/11 – Kids blocking the highway* |
| Road Related Offence |  |  |
| Road Traffic Collision | 1 | *30/10 – Minor injury collision* |
| Natural Disaster | 3 | *2 x 01/11 – Flood Alert*  *2/11 – Flood Alert* |
| Wildlife |  |  |
| COVID | 8 | *31/10 – Concerns re breaches of COVID*  *2 x 13/11 – Concerns re breaches of COVID*  *14/11 – Concerns re breaches of COVID*  *19/11 – Concerns re breaches of COVID*  *20/11 – Concerns re breaches of COVID*  *22/11 – Concerns re breaches of COVID*  *25/11 – Concerns re breaches of COVID* |
| **TOTAL THIS PERIOD** | **25** |  |

**11. FOOTPATHS ADJACENT TO MILL HOUSE**

11.1 Cllr Pickard advised of writing to the Proprietor to which a reply had been received and works to the property were now progressing. Cllr Blades advised of issues of vehicles blocking the road and footpath however other Cllrs had not encountered issues recently. Cllr Pickard advised things would have to be monitored moving forwards.

(The Chair reverted to the Public Interval at the agreement of Cllrs)

**8PM - PUBLIC INTERVAL (second session)**

1. Cllr Atkinson updated from NYCC that devolution was the main topic and comments would be able to be made in Spring. It was advised £14.5million of input had been made into superfast broadband and 822 businesses had signed up to the ‘Buy Local’ scheme. Waste recycling was to remain open apart from the Bank Holidays over Christmas. 4.5k of people had been checked on during the second lockdown, for example, the elderly and vulnerable. Cllr Broadley asked if Masham was given any propriety for flood prevention following the document the Chair outlined earlier, but that MPC had heard nothing. Cllr Atkinson agreed to look into the matter and Cllr Broadley asked if a meeting could be set up, virtually if needed, to get a comprehensive update. The Chair also thanked HBC for the Christmas tree for the market square. **Action: CLLR ATKINSON.**

**12. MASHAM MARKET**

12.1 The Clerk circulated a request prior to the meeting from Masham Hope Knitters and Aircraft Restoration requesting the tariff to be refunded for their recent stall on the basis it was a fundraising event. Itwas **proposed** by Cllr Johnson and **seconded** by Cllr Pickard for MPC to agree to the request. The majority of those present voted in favour. It was **RESOLVED** for Cllr Johnson to liaise over this but to ask that in future such requests are made before a stall is required. Cllr Johnson advised the Santa at the Christmas Fair was successful and felt Santa was better out on the market than in the Town Hall. The Chair had kindly donated 30 sweety bags and felt around 40 should be organised next year.  **Action: CLLR JOHNSON.**

**13. MASHAMSHIRE TRADE DIRECTORY & WEBSITE ADVERTISING**

13.1 The Clerk circulated the two draft adverts for Masham Market, free of charge, and MPC, with a box ad for £28, prior to the meeting.Cllrs had no amendments to be made and itwas **proposed** by Cllr Pickard and **seconded** by Cllr Ellis for MPC to proceed with both ads. All those present voted in favour. It was **RESOLVED** for the Clerk to confirm to the MCO accordingly. **Action: CLERK.**

**14. MASHAMSHIRE COMMUNITY OFFICE UPDATE NOVEMER 2021**

14.1 An update was circulated to Cllrs from MCO prior to the meetings as follows to which Cllrs had no comments to make and the content was duly noted;

* UPDATES: 1. MCO was appointed by NYCC at the start of the pandemic and this requirement has been extended until the end of March 2021. Following Lockdown 2 at the start of November, the demand for shopping assistance and prescription collections has increased but is has not returned to the levels of March/April. The email newsletter continues twice a week with around 300 readers and the Mashamshire Life Facebook group continues with a membership of over 900. These two communications channels meant we were able to respond quickly and provide timely local information as a result of Lockdown 2 and Tier restrictions. 2. Following MCO re-opening we were forced to close again in November, but we have remained open behind closed doors. In addition to prescriptions, we have continued to provide “Select & Collect” for the Library as well as provision of books, jigsaws, and visitor information etc upon request, all with Covid Secure measures which are operating well. 3. The planned reopening of the Blue Light Gallery for the run up to Christmas has been delayed until the 4th December. Although a shorter timeframe, it will still provide some local artists with an opportunity to showcase their festive-themed work. 4. Mashamshire 2021 Calendars are now on sale at MCO office for £6.00 each. An anonymous donor has funded the printing of the calendars, so that all money raised will support the work of MCO. 5. Citizens Advice have resumed their drop-in service from the 3rd December, but this is now virtual via a video link. 6. A Masham Connections Businesses network Zoom meeting was planned on the 30th November but a low response due to timing before end of lockdown, meant it was decided to postpone until January 13th 2021. 7. The MCO 2020 AGM took place via Zoom on 3rd November 2020 and our end of year Accounts were adopted and filed. 8. We successfully applied for a ‘Restore and Recover’ grant for £1000 from NYCC to provide craft activities to isolated and vulnerable residents in the area. We have sourced over 90 different craft and activity packs in consultation with local community groups and the Churches, these are being distributed to the elderly or isolated in our community. 9. MCO were selected by the Coop as one of its three recipients for its community fund which runs until October 2021. So, we are encouraging individuals to select MCO as their cause to help raise funds for recognising, recruiting, and training volunteers for MCO. 10. MCO has applied for the ‘Local Restrictions Support Grant (closed) from HBC due to Lockdown 2 and is awaiting a decision. Thanks to some of the Covid grants we have been able to apply for this financial year, MCO’s position is secure.
* ISSUES: These remain as reported in October and are as follows: 1. In the current crisis, where staff and visitor safety are so vital, MCO is totally reliant on volunteer support. Many regular volunteers feel too anxious to come back and many of the Covid volunteers are now back at work. We are appealing for more volunteers whenever we can. However, to ensure we can continue with current levels of activity, we have no choice other than to increase our staffing. 2. MCO relies heavily on the income generated from local business and organisations advertising in the Directory and the visitmasham.com website. We anticipate that the economic effect of the crisis could reduce income from these vital sources. 3. In normal times the MCO funding balance between statutory funding and self-generated income works well. Like other businesses, the self-generated income has been significantly reduced during the crisis and our expectation is that it will be slow to recover. In addition, we are likely to see an upturn in staff costs due to the reduction in volunteers. So, although our current position is secure, we anticipate significant funding challenges for 2021/2022 and beyond. 4. The developing plans for a Unitary Authority may impact on MCO and how we operate. We aim to keep a weather eye on developments.
* FUTURE PLANNING: 1. MCO is planning to replace its current outdated telephone system and move to VoIP in early 2021 which will enable us to be able to receive and direct calls much more efficiently to both internal extensions, alternative numbers and voicemail if needed. 2. MCO financial planning and budgeting for 2021/2022 will begin in November. This will include a business plan review in the light of changes.

**15. KINGS HEAD HOTEL HONESTY BOX SUPPORT**

15.1 The MCO Treasurer had been in touch prior to the meeting having been in touch with Greene King to ask for contributions to MCO and the Honesty Box on the square. Having been put in touch with the CEO and Manager they had inclined a surcharge on their rates could be looked at. A meeting was to be set up and Cllrs Ellis, Johnson and Pickard volunteered to attend if available. **Action: CLLRS ELLIS, JOHNSON & PICKARD.**

**16. FINGER POST**

16.1 Cllr Johnson advised introductory letters were still being circulated amongst businesses but that more confirmed requests for a finger on the post were coming in. **Action: CLLR JOHNSON.**

**17. CHRISTMAS WREATH & WINDOW DISPLAY COMPETITION**

17.1 Cllrs discussed it was too late in the year to commence with the competition and agreed focus should be given to the new Hanging Basket Competition which the Clerk confirmed was scheduled for March’s Agenda.

**18. LIGHTING TO THE SHOOTING HOLME DRIVEWAY**

18.1 The Clerk circulated initial information and estimate from Gregg Electrical prior to the meeting and Cllrs agreed to familiarise themselves with it before the next meeting, and so for the Clerk to schedule on the next Agenda. **Action: CLERK.**

**19. SHOOTING HOLME**

19.1 The Clerk advised a response was awaited from the query submitted to YLCA relating to powers surrounding the Travellers.

**20. LAND ADJACENT TO GAS HOUSE**

20.1 The Clerk was awaiting the correct official copies from HMLR following being sent copies for the wrong piece of land. Cllr Weatherill advised the use of topsoil previously discussed could compromise the neighbouring property to which Cllr Johnson questioned whether a hole could let water through. Cllr Greensit offered to bring more large stones, but Cllr Weatherill did not want to be in the predicament of causing flooding with any works so would lead the topsoil down to the Bowling Cub car park. **Action: CLLR WEATHERILL.**

**21. CLEARING SHOOTING HOLME RIVERSIDE**

21.1 Estimates from MFJ Land Management were circulated to Cllr s prior to the meeting and Cllrs discussed the various options given. Itwas **proposed** by Cllr Johnson and **seconded** by Cllr Weatherill to agree to the estimate for cutting back the low branches and shrub area on the Shooting Holme on the river’s edge from the bridge to the willow sculpture. To remove all the low branches on the Holme side of the trees that are overhanging the grass area (not what is overhanging the river side) at a cost of £620 plus VAT.  In addition, at the riverside walk, to cut the limbs all the way back to the tree trunks (a lot more wood to remove) which will open up the area back to the banking top and would be a lot longer before needed revisited and thin out some of the branches from the trees that are growing on the fence line and at the south end of the walk would and cutting back the brambles at a costof £730 + VAT.All those present voted in favour. It was **RESOLVED** for the Clerk to confirm to MFJ Land management accordingly and agreed for Cllrs Blades and Vickery to meet with the contractor to discuss and guide on works to the trees on the riverside walk further. **Action: CLLRS BLADES & VICKERY & CLERK**

**22. PFCC AJ1 ROAD SAFETY FUND**

22.1 The Clerk circulated the offer of funding of £3,500 to contribute towards a Speed Limit Reminder for both Leyburn Road and Thorpe Road. Quotes for solar units from the two NYCC approved suppliers had been obtained but NYCC had recommended a site meeting to discuss locations and specifications before ordering and Cllr Ellis agreed to meet with the Clerk to undertake. In addition, funding of £560 had been offered to contribute to the estimate of £2k from Highways to side out the verge from Masham Bridge to Low Burton. Itwas **proposed** by Cllr Ellis and **seconded** by Cllr Pickard for MPC to accept both offers of funding with view to MPC making up the difference in costs. All those present voted in favour. It was **RESOLVED** for the Clerk and Cllr Ellis to meet with Highways over the signs and for the Clerk to obtain a current estimate and schedule of works for the verge works. **Action: CLLR ELLIS & CLERK.**

**23. ADDITIONAL CONTRACTORS FOR PARISH CARETAKER WORKS**

23.1 The Clerk circulated a potential local contractor details to Cllrs prior to the meeting offering services to undertake gardening work at £15phr. Cllr Vickery advised work this year with the existing contractor had been done well but Covid-19 had interfered with the schedule so had not been a fair situation, however, did feel the schedule of work warranted being split further. Cllr Pickard agreed the existing contractor should be used with surplus work passed onto the additional contractor. Cllr Vickery suggested a meeting with AW Nicol with the Clerk too to discuss next year’s schedule and proceed from there. Cllr Greensit advised the works at High Ellington were undertaken well, but this was in fact carried out by MFJ Land Management. The Chair highlighted areas along the Avenue and up the hill to Silver Street were looking unkempt with weeds and although HBC sprayed annually this was not enough. Cllr Johnson suggested scouting out the weeds and soil followed by sweeping to reduce regrowth. Cllr Pickard felt a quote should be obtained before Spring and Cllr discussed the cobbles of Silver Street needing addressing but ownership was questioned. **Action: CLLR VICKERY & CLERK.**

**24. PARISH CARETAKER WORKS**

24.1 Works to raise or chase were covered in Item 23.

**25. HIGHWAYS MATTERS**

25.1 Matters to raise or chase with Highways were;

a) Cllr Ellis highlighted the disregard for parking in the town and if it were in Harrogate fines would be issued by HBC. The Chair suggested it be put on the Agenda to request the return of a Traffic Warden as historically there was one present weekly, then monthly, but had now ceased. Cllr Johnson advised issues obstructing junctions would be looked into by the PCSO and it was reiterated for issues and photos to be reported via the 101 service. It was agreed for the Clerk to research for a contact for requesting a Traffic Warden. **Action: CLERK.**

b) The pothole to Chapman Lane was worsening. **Action: CLERK.**

c) The cobbles were lifting badly outside Deepdale on Market Place. **Action: CLERK.**

d) There was a bad piece of road surface on the Leyburn Road near Marfields Wetlands entrance**. Action: CLERK.**

e) The top of the bank at the turn off to Bedale and adjacent to the quarry entrance was getting very slippy with lime on the road and the Chair felt something more needed to be doing. Cllr Gregg advised it was swept daily however it was agreed the Clerk should contact Lightwater Quarries to carry out more frequently. **Action: CLERK.**

**26. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. Swinton Estate – Notification was given that the recent flooding has made part of the trail of the Ripon Rowel Walk along the River Ure Bank impassable for the time being. The Estate is looking at what can be done to rectify the situation but is happy for walkers to take a route along the field edge as a permissive path for the affected area until a more permanent solution is found. Cllr Pickard suggested the Estate should look at a grant for planting 20 to 30m band of trees as a preventative measure. It was also discussed the awaited siting of the bench at Sandy Bay and that the provider of the bench wished to have input on the actual siting.
  2. NYCC – Notification was noted that the County Council has now endorsed the submission to the government of a proposal for a single unitary council to replace the County Council and the seven district councils. The government requested outline bids by November 9 and final bids by December 9. The government will then assess the proposals submitted against their criteria and consult publically next year on any proposals which meet their criteria.
  3. HBC – Notification was noted that the invitation for comments on the **New Settlement DPD: Reg 18 Consultation from Monday 19th October 2020 to 4:30pm Friday 11th December 2020 available at** [https://consult.harrogate.gov.uk](https://u6693381.ct.sendgrid.net/ls/click?upn=yUEXKnvc-2BFpJpsOPn9WtlDHjCSDe08aLQjVG36X44BVLP-2Bud3M3qjcyoX307mxbtGnno_GlttPjO1P-2Bbrat1cbSGlEnBamLidapGIOrhq3vYqRt-2F6mygu2Kq2icln8ObWTXQ7261W6n1f5ED0TE1clQ-2BYlzxe-2F2c4lpHxhFWIQTvGXzCsBDNCJXLIVwM0z3E-2FzoLb3ova4LoXKMxqllyeR2DqxA3I-2BXtEuEnu2AWG9AN-2FH3Uf-2BgVkCZazNoqtcJbQUsFmqSrmpqnMa4Fvd-2BdeeC1jrn4FHT7T5oH8PvTBM5Rxhes-3D) has been extended to **4:30pm on Friday 22nd January 2021.**

St Mary’s Church – Request was given from the Vicar of Masham for permission to hold two outdoor services in the Market Place; a short Carol Service at 4.00pm on Sunday December 20th and a short service aimed at children and families at 4.00pm on Christmas Eve. Risk Assessments for the events had been circulated to Cllrs prior to the meeting and itwas **proposed** by Cllr Pickard and **seconded** by Cllr Ellis for MPC to agree to both services. All those present voted in favour. It was **RESOLVED** for the Clerk to relay this. **Action: CLERK.**

* 1. Masham CE (VA) Primary School – Letter of thanks was noted from the Headteacher for donation back of the rent charges for the Recreation Ground for 2019/20 and 2020/21.

**27. ANY OTHER BUSINESS**

27.1 The Chair thanked Cllrs Gregg and Weatherill for the works to the surface of the ginnel by the fire station.

27.2 The Chair thanked Cllr Gregg for moving the beacon and stand from the square.

27.3 Cllr Blades advised of a MoP expressing concern of the speed of traffic through the estate on Swinburn Road. It was suggested to request signs of ‘Children Playing’ and warning ‘Slow Down’ opposite to play area and agreed for the Clerk to enquire with Highways and to put the matter on the next Agenda. **Action: CLERK.**

27.4 Cllr Vickery suggested a bench could be provided outside the MCO for the less abled using the Post Office van, but it did not work with social distancing. Cllr Johnson offered to donate some plastic chairs but that MCO would need to take responsibility so would enquire further with them. **Action: CLLR JOHNSON.**

27.5 Cllrs discussed there was still no movements with bins and items on the pavement along the terraces on Thorpe Road asked for the Clerk to get further update from Highways and HBC stance on this following their first letters, plus the drainage on Silver Street, and schedule for the next Agenda. It was also asked to mention the request for bollards again too. **Action: CLERK.**

27.6 Cllr Gregg notified of the light out on the top sign near the garage, a blocked drain near the garage, lampposts 2, 3, 21 and 22 being obstructed by vegetation down the bank to The Avenue. **Action: CLERK.**

27.7 Cllr Vickery notified of the lampposts out outside Bordar House Teas, Johnny Bagdads, and the Kings Head. **Action: CLERK.**

27.8 The abandoned Nissan was still situated on the square and asked for this to be raised with the PCSO. **Action: CLERK.**

**28. EMPLOYMENT MATTERS**

28.1 It was formally clarified the Market Superintendent would be awarded SSP whilst shielding and would return to the role once suitably vaccinated, Cllrs agreed for the Clerk to continue working from home and to continue using the MCO office every other Monday to sort Honesty Box monies and meeting prep only.

**29. DATE OF NEXT MEETING**

29.1 Date of next Meeting: Monday 4th January 2021**.** Cllrs agreed this should be held according to legislation nearer the time.

**CLOSURE:** The Meeting closed at 21:30pm.

Dated 30/12/2020

*To view our General Privacy Notice please go to* [*https://www.mashamparishcouncil.com/gdpr.html*](https://www.mashamparishcouncil.com/gdpr.html)

**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS FROM HARROGATE BOROUGH COUNCIL TO 7 DECEMBER 2020**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE** |
| College Villa, 3 College Lane, Masham, HG4 4HE | Application No.: 20/03909/FUL  Proposal: Replacement of existing conservatory roof.  Applicant: Mr Hill | 6th December - extension agreed 8th December |
| 21 Westholme Crescent, Masham, HG4 4EY | Application No.: 20/04187/FUL  Proposal: Demolition of shed, erection of 1no. two-storey side extension and the erection of 1no. single storey rear extension. Formation of new drive and access to highway.  Applicant: Mr And Mrs S Tattersall | 29th November - extension agreed 8th December |
| Firth House Farm, Haregill Bank, High Ellington, HG4 4PR | Application No.: 20/04068/FUL  Proposal: The conversion of 5 traditional agricultural buildings into 3 residential units and ancillary work from home office space with storage area.  Applicant: The Swinton Estate | 13th December |
| 1 Market Place, Masham, HG4 4DZ | Application No.: 20/04085/FUL  Proposal: Conversion of first floor retail space to flat and refurbishment of ground floor shop.  Applicant: Messrs Jopling | 14th December |
| 1 Market Place, Masham, HG4 4DZ | Application No.: 20/04086/LB  Proposal:  Listed Building Application for the conversion of first floor retail space to flat and refurbishment of ground floor shop.  Applicant: Messrs Jopling | 14th December |
| Swinton Park Hotel, Old Stables Coach House Swinton Lodge To Swinton Park, Swinton, HG4 4JH | Application No.: 20/04241/LB  Proposal: Change to approved internal layout and opening up of modern office window to form larger window.  Applicant: Swinton Park Ltd | 28th December |

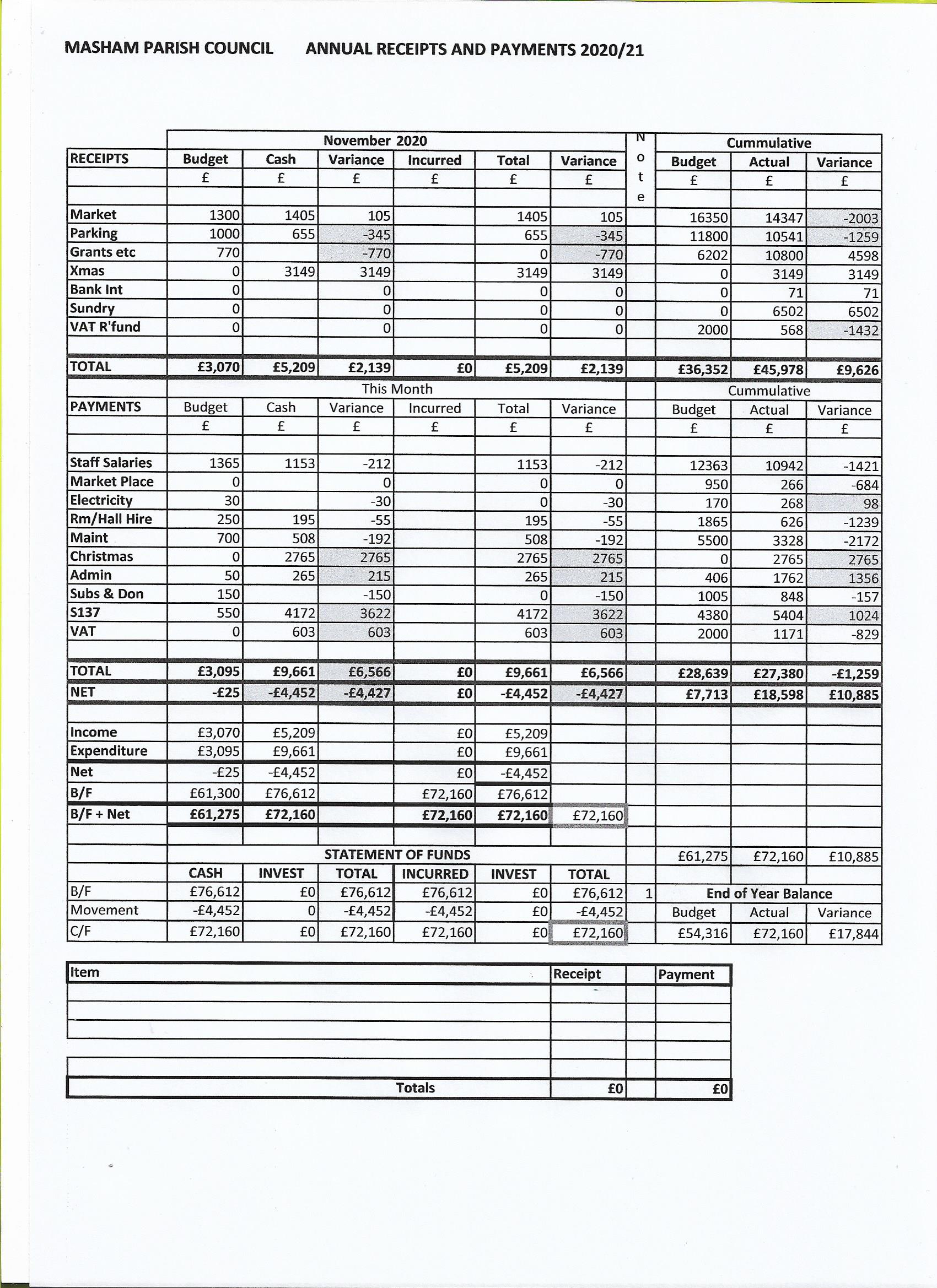
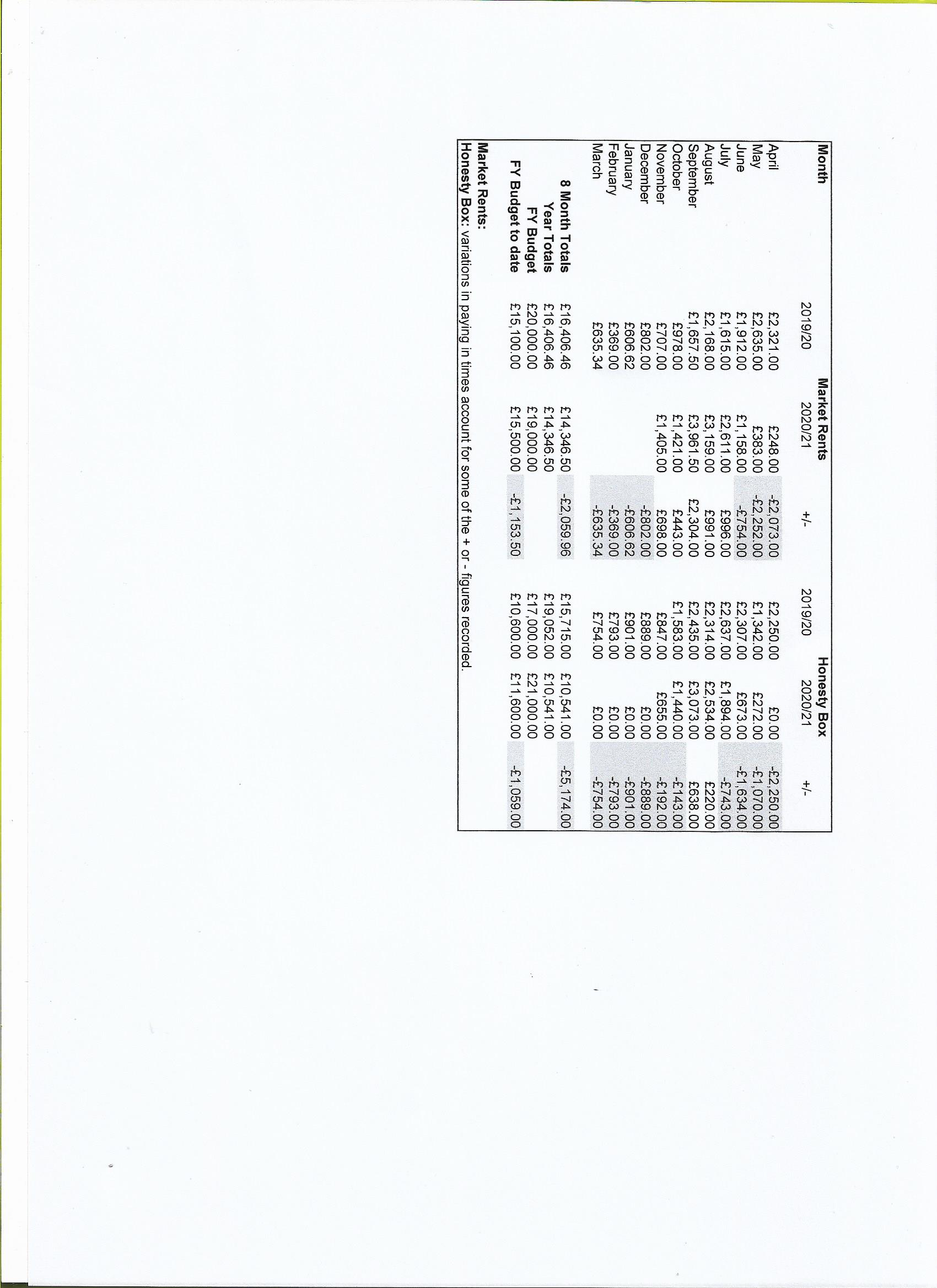
**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 7 DECEMBER 2020**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| CEFA Old Stables, Coach House, Swinton Park Hotel, HG4 4JH | Application No.: 20/03391/LB  Proposal: Structural repairs and reinforcement to floor structure and tower within the Coach House/Stables Block.  Applicant: Swinton Park Ltd | Consent granted subject to conditions |
| 2 Greenmount Marfield Plantation To Appletree House High Ellington, Ripon, HG4 4PD | Application No.: 20/03287/FUL  Proposal: Erection of 2 storey extension, single storey link extension and conversion of single storey outbuilding to additional living accommodation.  Applicant: Alvarez/Halstead | Approved subject to conditions |
| Norleans, 12 Leyburn Road, Masham, HG4 4ER | Application No.: 20/03467/FUL  Proposal: Alteration & extension to existing dwelling to form a residential annex.  Applicant: Mr And Mrs Vasu Mani | Granted subject to conditions |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 7 DECEMBER 2020**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICIATION | ACTION |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Possible breach of window glazing condition. | The officer believes the owners will be putting this right. Update from 29th October – The officer suspects they have only obscured one of the windows, not both following visit on 25th September. HBC have contacted the agent and the owners again. |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Addition of metal strip to roof edge and hard landscaping of garden not in accordance with plans (condition 2). | Communication received on 2 November 2020. This informed HBC of a possible breach of planning control at the above location. Update 16th November – the officer’s view is that this material is not harmful is quite appropriate on this modern extension and it serves a functional purpose, much like a soffit, fascia board does on the trip of the roof. In this instance HBC will not take any further action. |
| Gromit Cottage, 21A Quaker Terrace, Masham, HG4 4EH | Demolition of wall in Conservation Area. | Update 3rd November – HBC noted the Parish Council consider the present arrangement to be an improvement and have been in contact with the local highways authority who also have no objections. The on site works have been completed to a good standard that causes no visual detriment. HBC propose to take no further action regarding this matter. |
| Cardinal Court, College Lane, Masham | Erection of electric gates | Communication received on 29th October 2020. This informed HBC of a possible breach of planning control at the above location. Update 26th November - The outcome of the investigation is as follows:- It would appear as though the gates require planning permission. HBC have written to the owners to request information about the gates and to request that they apply for planning permission to retain the gates. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  | **FINANCE SCHEDULE** | | |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 3rd November to 7th December 2020** | | | | |  |  |  |
| Market Rents |  |  |  |  |  | £1,158.00 |  |
| Honesty Box |  |  |  |  |  | £415.00 |  |
| 2x MCLA net payments | |  |  |  |  | £3,149.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | |  | **£4,722.00** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) BACS payments for wc 7th December 2020 for approval** | | | |  |  |  |  |
| **Barclays - Masham Parish Council Account** | | |  |  |  |  |  |
|  |  |  |  |  |  |  | **BACS** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - November Salary (Tax £30.60) | | | |  |  |  |  |
| John Todd, Market Superintendent - October Salary & November/December SSP (Tax £0.00) | | | | | | |  |
| Jen Hurford, Parish Clerk - November Salary (Tax £0.00) | | | |  |  |  |  |
|  |  |  | **Staff Salaries Total** | |  | **£1,529.58** |  |
|  |  |  |  |  |  |  |  |
| Market Superintendent - Phone Allowance October | | | |  |  | £10.00 |  |
| PKF Littlejohn LLP - External audit 2019/20 | | |  |  |  | £360.00 |  |
| Mashamshire Community Office - S137 donation for defibrillator pads & battery | | | | | | £269.94 |  |
| Yorkshire Air Ambulance - S137 donation for Masham Sheep Fair market rents | | | | | | £441.00 |  |
| Masham Town Hall - November meeting room hire (VAT £2.40) | | | | |  | £14.40 |  |
| T Atkinson & Son - Part payment for Finger Post | | | |  |  | £400.00 |  |
| Festive Lighting - Replacement Christmas tree lights (VAT £76.80) | | | | |  | £460.80 |  |
| Cllr Grainger - Reimburse compost, bulbs & plants for barrel planters (VAT £10.02) | | | | | | £60.20 |  |
| Cllr Grainger - Reimburse for spare sandbags & cable ties | | | |  |  | £27.58 |  |
| H Hills & Sons - Road plannings for fire station ginnel (VAT £53.76) | | | | |  | £322.56 |  |
| Clerk - Reimburse for 2x offical copies from HMLR | | | |  |  | £14.00 |  |
| Clerk - Reimburse for Zoom subscription December (VAT £2.40) | | | | |  | £14.39 |  |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
| Green Energy - Electricity (N/A as account in credit since SMART meter installed) | | | | | | £0.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£3,924.45** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | | |  |  |  |  |
|  | Balance as at 30 November 2020 | | |  | £31,872.21 | Cr |  |
| CCLA Public Deposit Sector Fund Account | | |  |  |  |  |  |
|  | Balance as at 31 October 2020 | | |  | £40,287.83 | Cr |  |
|  |  |  | Overall Total |  | £72,160.04 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 7th DECEMBER 2020**

Correspondence for information/consideration etc

1. Swinton Estate – Notification that the recent flooding has made part of the trail of the Ripon Rowel Walk along the River Ure Bank impassable for the time being. The Estate is looking at what can be done to rectify the situation but is happy for walkers to take a route along the field edge as a permissive path for the affected area until a more permanent solution is found.
2. NYCC – Notification that the County Council has now endorsed the submission to the government of a proposal for a single unitary council to replace the County Council and the seven district councils. The government requested outline bids by November 9 and final bids by December 9. The government will then assess the proposals submitted against their criteria and consult publically next year on any proposals which meet their criteria.
3. HBC – Notification that the invitation for comments on the **New Settlement DPD: Reg 18 Consultation from Monday 19th October 2020 to 4:30pm Friday 11th December 2020 available at** [https://consult.harrogate.gov.uk](https://u6693381.ct.sendgrid.net/ls/click?upn=yUEXKnvc-2BFpJpsOPn9WtlDHjCSDe08aLQjVG36X44BVLP-2Bud3M3qjcyoX307mxbtGnno_GlttPjO1P-2Bbrat1cbSGlEnBamLidapGIOrhq3vYqRt-2F6mygu2Kq2icln8ObWTXQ7261W6n1f5ED0TE1clQ-2BYlzxe-2F2c4lpHxhFWIQTvGXzCsBDNCJXLIVwM0z3E-2FzoLb3ova4LoXKMxqllyeR2DqxA3I-2BXtEuEnu2AWG9AN-2FH3Uf-2BgVkCZazNoqtcJbQUsFmqSrmpqnMa4Fvd-2BdeeC1jrn4FHT7T5oH8PvTBM5Rxhes-3D) has been extended to **4:30pm on Friday 22nd January 2021.**
4. St Mary’s Church – Request from the Vicar of Masham for permission to hold two outdoor services in the Market Place; a short Carol Service at 4.00pm on Sunday December 20th and a short service aimed at children and families at 4.00pm on Christmas Eve.
5. Masham CE (VA) Primary School – Letter of thanks from the Headteacher for donation back of the rent charges for the Recreation Ground for 2019/20 and 2020/21.