**MASHAM PARISH COUNCIL**

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

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Chairman: Councillor Neil Pickard Clerk to the Council: Jen Hurford

**MINUTES 10th JANUARY 2022**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr Rosemary Blades, Cllr John Ellis, Cllr Flo Grainger (Vice-chairman), Cllr Robert Greensit, Cllr James Gregg, Cllr Ian Johnson, Cllr Neil Pickard (Chairman), Cllr Nigel Simms, Cllr Jane Vickery, Cllr Peter Weatherill and County Cllr Margaret Atkinson (present from Item 17), with Jen Hurford (Parish Clerk).

**Present:** 13 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Valerie Broadley.

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

2.1 Minutes of the Monthly Meeting held 6th December 2021. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that the Minutes of the 6th December 2021 meeting be formally approved as a true and accurate record. All those who attended the 6th December 2021 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 4.1.1.

**4. PLANNING MATTERS**

* 1. Planning Applications received from Harrogate Borough Council;

4.1.1 The Shop, 6 College Lane, Masham, HG4 4HE - Change of use from commercial shop to studio apartment (C3 use class), including blocking up of existing rear windows, and addition of roof windows and vent tile to rear roof slope. Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Grainger that MPC did not object to or support the application but wished to make comments or seek safeguards as follows: Concern has been raised that the property should not be intended for use as a holiday let as there is a lack of property within the town for local young residents. The majority of those present voted in favour and the **RESOLUTION** was carried. The Clerk would advise HBC of the above MPC decision. **Action: CLERK.**

4.1.2 Black Sheep Brewery, Masham, HG4 4ES - Erection of a storage building ancillary to existing industrial operations. 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. The Clerk would advise HBC of the above MPC decision. **Action: CLERK.**

4.1.3 Firth House Farm, Haregill Bank, High Ellington, Ripon, HG4 4PR - Conversion of 4 traditional agricultural buildings into 3 residential units and ancillary garage and storage space. Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Greensit that MPC did not object to or support the application but wished to make comments or seek safeguards as follows: Concerns were raised over the access to the site as it would be much better situated further up Haregill Bank to allow visibility of traffic from both ways. The majority of those present voted in favour and the **RESOLUTION** was carried. The Clerk would advise HBC of the above MPC decision. **Action: CLERK.**

4.1.4 Amenity Land South of Maple Creek At 422282 480567, Red Lane, Masham - Variation of condition 2 of planning permission 20/02410/FUL to allow for provision of habitable rooms in the roof voids of plots 1 and 3 each served by three conservation rooflights in rear elevation with no change in height of the dwellings. For information planning permission 20/02410/FUL permitted the erection of 4 dwellings, with a new access including bridge.

Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Simms that MPC had no objections to the application. The majority of those present voted in favour and the **RESOLUTION** was carried. The Clerk would 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.
  3. Proposed Importation of Inert Landfill into Gebdykes Quarry. The Managing Director, Kevin Parker, of Lightwater Quarries Ltd circulated the Environmental Statement Non Technical Summary December 2021 amongst Cllrs, available at [www.lightwaterquarries.com/wp-content/uploads/2014/02/Gebdykes-Quarry-Non-Technical-Summary.pdf](http://www.lightwaterquarries.com/wp-content/uploads/2014/02/Gebdykes-Quarry-Non-Technical-Summary.pdf) He explained the main benefits of the proposal were that the land would be restored back to it’s original state and it would contribute to fulfilling the demand for inert landfill in the country. This would be achieved by filling the quarry with 3.6 million tonnes of inert waste until 2042, via artic lorry with the majority coming in via the A1. The Chair questioned where some of the funding may be distributed to help the community and Kevin advised some of Masham’s organisations could be considered. Cllr Johnson asked if Councillors could be invited to a site to visit as it would be easier to understand in reality than from the plans and Kevin was in agreement. The planning application was anticipated to be submitted within the first quarter of this year to NYCC. A MoP questioned what inert waste was and it was clarified this was crushed concrete, soils, clays – materials that won’t break down. A lot of this would come from developments and there would be no associated smells or gases. The Landowner present advised eventually the site would return back to agricultural land which as felt to be an important aspect of the proposal. The Chair reiterated a site visit would be beneficial and for a date to be agreed. Attendees were thanked for the information provided and the subsequent application would now be waited for formal comments to be made by the Council.

* 1. Development Proposals for Land to North of Swinton Road. Roger Rippon from Loxley Homes showed the draft plans which were being worked on and they were expecting to submit a planning application within the next couple of months. The site was 1 of 48 sites within the Harrogate district allocated for development. The relevant policy was the DM1, and the site known as M8. The number of units had been specified as 49 but Loxley Holmes plans were for 48 as they felt this number fitted better. There was a requirement for affordable housing at 40% which would be included as property available to rent and part ownerships, totalling 19 units out of the 48 with the housing association still to be chosen. A range of properties were planned with higher density to the Eastern boundary and a lower density to the Western side adjacent to the countryside. High quality and attractive homes were to be expected. Plans were to set adjacent units next to existing properties at a distance beyond what is required, and some would be side on so that no aspect was overlooked. The new entrance would follow the existing via the gap in the trees and power lines would be relocated underground. There was one tree to be reserved, one Ash tree to be removed and two further trees in poor condition to be removed. The open space would be linked to the footpath/cycle path and link to the play area and The Oaks. The drainage was explained in that with the site sloping it was to be proposed to run surface water via a drainage system taking water to Swinney Beck to then join the River Burn. Plans were to intercept rain fall from the West side into a pond and then go straight into the River Burn. This was designed so as not to increase the flood risk to the existing area, but to aim to reduce the issue by intercepting an already wet area to balancing ponds. A MoP asked for reassurance that their nearby properties wouldn’t have an increased flood risk and Roger advised this design was to both address and reduce the current issue. Another MoP asked how guarantee could be given that the drainage system would work as every year the site was getting wetter and worse. Assurance was given that the drainage system would take the water off the site into the River Burn. Cllr Vickery advised of a 2019 government inspector’s report, a Mr Schofield, which had scrutinized the local plans and asked for 11 sites to be scrapped of which M8 was one and that a MoP had asked the Council to request HBC consider this report. It was also highlighted that since the local plans had been drawn that the brown field site of the old auction mart had become a potential site too and the Chair relayed plans had been drawn up with the planning application anticipated for submission within the next 10 days. This would tidy the site up and propose to offer 26 properties of high quality from Briahaze. There was also the WE Jamesons Ltd site of 49 units in the final stage of detailed planning with submission expected in the next few months. Along with other smaller applications in the town, this would propose to bring 79 new homes to Masham within the next couple of years. This would increase Masham’s housing by 18% and with the addition of Loxley Homes’ unit, would increase this to 28%. It was questioned whether that number of properties being available on the open market at the same time warrant a success for the developers. Roger replied that the M8 site had officially been adopted within the local plan. A MoP raised the fact that Boris Johnson had pledge there will be no new homes on green field sites. Cllr Ellis asked who would be responsible for the maintenance of the open space at the North of the development. It was clarified a management company would be and also of all the existing and new footpaths, and cul-de-sac and the properties charged annually. If HBC were willing to adopt them, they would become responsible. A MoP asked how much the management charges would be, but Roger was unable to put a price to it in the moment. A MoP questioned the proximity to an existing property, and it was clarified to be at 18meters which would exceed the 15metre recommendation. A MoP highlighted concern in their existing property being devalued by look at the side aspect of one of the new units rather than a garden and that there was some feeling that all adjacent properties would somewhat be devalued. Cllr Weatherill highlighted there were already issues with traffic in the town and that additional vehicles as a result of the new homes would add to the volume and issue. The Chair suggested the Cllrs can include related comments at the point of application. A MoP questioned the inclusion of dropped kerbs for the use of mobility aids as a recent application and not included these. The Chair requested this be clarified in writing to raise with Highways and HBC. A MoP advised their own conveyancing searches had not thrown up the development but had highlighted issues with the existing sewerage on the adjacent Swinburn Road as not being adequate, therefore, the plans raised concern to them. The Chair also highlighted the sewage plant was at capacity. Roger advised as surface water was being kept separate from sewerage and sewerage would be led to the drains on Swinton Road. A MoP raised concern that the flood risk would be increased to areas further down the River Burn. Cllr Johnson suggested that the footpath be increased in length to joining the existing at the top of the hill, however Roger advised there were some large trees along there so this would need to be looked at more closely but would be taken into account. A MoP advised there were a lot of trees to the Western side, and it was responded this would be reinforced with new planting. A MoP highlighted the online marketing of the development did appear to be a bit presumptuous and Roger advised this would take longer to come to fruition than the advertised 2022. The Chair thanked Roger for his time and for addressing the mixed reaction. MPC would formally discuss the input to give once the application was submitted and MoP were invited to discuss their concerns further with Roger outside of the meeting.

**8.00PM - PUBLIC INTERVAL**

1. A MoP asked when the town would be attended for road sweeping, gulley emptying and footpaths cleaned, particularly to Swinton Road, Red Lane and Thorpe Road. Cllrs asked to chase HBC/Highways for this. **Action: CLERK.**
2. A MoP reiterated the issue of a lack of dropped kerbs along Swinton Road and the Chair asked the MoP to send in some evidence to send to on to Highways. **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.

5.1.2 Cllr Greensit questioned what the charges were on the Barclaycard statement, so it was agreed for the Clerk circulate the document to all Cllrs for their perusal. **Action: CLERK.**

5.1.3 Acceptance of the Advice of Receipts and Payments via cheque was **proposed** by Cllr Ellis and **seconded** by Cllr Grainger. The majority of 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. **Action: CLERK.**

**6. NEIGHBOURHOOD POLICING TEAM REPORT**

6.1 There had been no report provided prior to the meeting.

**7. MASHAMSHIRE COMMUNITY OFFICE REPORT**

7.1 There had been no report provided prior to the meeting.

**8. RECREATION GROUND DRAINAGE**

8.1 The Chair advised he and Cllr Weatherill had looked at the area again and reported that the area was currently very dry and that being January, it was better to leave the matter be at this time, monitor it ongoing and may provide some chipping to the entrance in due course. There would be some fair work involved in addressing the ditch to the far corner due to rubbish being dispersed by adjacent properties and a large tree thought to be problematic.

**9. POTENTIAL LIGHTING TO DRIVEWAY TO RECREATION GROUND**

9. The Clerk was awaiting the response for the form submitted to raise an estimate to reinstate the existing three phase power supply on the outside of the Bowling Club shed. **Action: CLERK.**

**10. NOTE MACHINE ATM**

10.1 The Clerk still awaited a reply from the provider and a subsequent request for the last 3 years transactions had been requested. Cllrs reiterated the need and want for the machine to remain and that MPC had offered to renegotiate terms and ultimately were willing to waiver the rent in order to retain the service for the community. The Clerk advised the rent due in November was overdue too. **Action: CLERK.**

**11. HONESTY BOXES**

11.1 The Clerk clarified having sent Cllr Johnson’s design before the December meeting for a new bigger box for the marketplace cairn to D & M Fabrication and a quote was still awaited. Cllrs request this be chased. **Action: CLERK.**

**12. FOOD TRADER REQUEST TO RETURN TO MARKET**

12.1 The Clerk had circulated evidence that the previous food trader had since obtained their Food Hygiene Certificate with a 5-star rating. The Clerk had sought advice from the Environmental Health Officer at HBC who had originally contacted MPC and she had said that it was up to the Cllrs to decide and offered to do a spot inspection if the trader did return. Cllrs discussed their concerns over the Trader’s practice and Cllr Johnson advised of worry that the market could be compromised by allowing the trader back. It was agreed that previous experiences had led to a lack of confidence, and it was **proposed** by Cllr Johnson and **seconded** by Cllr Grainger that the request to return should be declined. All those present voted in favour. It was **RESOLVED** for the Clerk to relay this. **Action: CLERK.**

**13. CHRISTMAS WREATH & WINDOW DISPLAY COMPETITIONS**

13.1 The Clerk advised the results were awaited from RF Broadley. **Action: CLERK.**

**14. ADDITIONAL DEFIBRILLATORS**

14.1 Research via Cllr Grainger and the Clerk was ongoing. The Clerk had advised of feedback from Defib4Life Ltd prior to the meeting with the various options of what they can supply and fit by way of cabinets and defibrillators. With regards for funding support, they recommended MPC approach Ripon Lions Club, Ripon Rotary Club and suggested HBC may have some community project/access grants they could help with. Training once installed would then best sourced via our local responder. **Action: CLLR GRAINGER & CLERK.**

**15. QUEEN’S PLATINUM ANNIVERSARY**

15. Cllrs Grainger and Johnson had liaised with their volunteers and would hold an interim meeting to come up with a proposal and figures to give out to Cllrs at the next meeting. The Chair of the WI had also asked to be kept informed of plans and dates. Cllr advised of the idea been suggested of planting a Jubilee tree and would like MPC to follow suit. Cllr Blades suggested the area off The Avenue by the gas house and Cllr Johnson suggested one for Tittybottle Park. The Chair requested all Cllrs bring their ideas to the next meeting. **Action: CLLRS GRAINGER & JOHNSON.**

**16. SWINTON ESTATE MATTERS TO RAISE**

16.1 Cllrs and the Clerk requested the following points to be raised at the forthcoming meeting with Swinton Estate on Thursday 13th January; request permission to plant a tree for the Queen’s Jubilee in their land if required once location agreed; to remind them of what Honesty Box takings were used for; to request an update on the eroded footpath along the River Ure; ask for their input on the overgrown riverbank at the Shooting Holme being used for WC facilities, discuss responsibility of the grass cutting of the triangle of land outside Swinton Castle gates; raise the concern over the quality of recent work to the trees on The Avenue; ask for their assistance in escalating the flood relief scheme matter surrounding Swinney Beck via Tarmac. **Action: CHAIR, CLLR GRAINGER & CLERK.**

**17. HIGHWAYS MATTERS**

17.1 Matters to report and existing issues to chase were as follows;

a) Cllr Greensit advised of complaints that another harvester could not get through the bollards on Thorpe Road and the Chair advised of having contacted Highways again on the matter. Cllr Barker advised lorries were mounting the pavement further along out of Masham too. The Chair advised of having chased up on the request of yellow lines on the hill leading up to the Co-op and for Park Street too. **Action: CHAIR.**

b) Cllr Vickery asked for the extra yellow line along Park Street and Church Street too. **Action: CHAIR.**

c) Cllr Vickery advised of a MoP comments surrounding resident’s permits and it was asked for this to be put in writing to the Council. **Action: CLLR VICKERY.**

d) Cllr Grainger advised a site meeting had been arranged for 10am Tuesday 18th January with A E Duffield & Sons Ltd on the market square. Cllr Grainger asked Cllrs thoughts on whether it needed patching or the whole area resurfacing and relevelling and whether Cllrs should meet first. Cllr Weatherill suggested asking Duffields for their expert opinion and also, if there were any chippings if these could be used for the Bowling Club car par. Cllr Greensit recommended obtaining a quote from Robinsons too. **Action: CLLR GRAINGER.**

e) The Clerk advised a MoP from Low Ellington had been in touch regarding the ongoing issues with the ditches and surface water to the road there. The Clerk had chased Highways and copied in Cllr Atkinson who advised she would raise with them too. **Action: CLLR ATKINSON.**

f) A blocked drain down the hill from Wensleydale Garage was reported. **Action: CLERK.**

g) A blocked drain the Masham side of Burnbridge was reported. **Action: CLERK.**

**18. BLOCKED PAVEMENT TO THORPE ROAD**

18.1 The Chair suggested he would speak to the Landlord of the property who owned the large flower tubs to request for them to be removed. Permission of the owner of the scooter was still required for the to be moved too. **Action: CHAIR.**

**19. WESTHOLME COURT PLAY AREA**

19.1 Cllrs Gregg and Johnson had mended the roundabout and fort. The Chair advised that a bench and slab had appeared at Sandy Bay too. Greensphere R & C had quoted £83.44 to treat the moss at the MUGA and £109.50 to treat the moss which was a bigger job at Westholme Court play area. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Vickery to approve theses quotes. All those present voted in favour. It was **RESOLVED** for the Clerk ask the contractor to proceed with the works. Cllr Grainger updated she was still researching prices for a swing and another new item. The Clerk would forward the Knaresborough based firm’s details who HBC had previously recommended and done work to the roundabout there previously. Cllrs discussed the surface required underneath the items. The Chair also suggested a rocking item could be considered. **Action: CLLR GRAINGER & CLERK.**

**20. ADDITIONAL TREE WORKS AT DIXON KELD STEPS**

20.1 English Tree Care had liaised with Cllr Vickery over the works required clearing the area and quoted £500 plus VAT for this. Cllr Vickery explained the details of what needed doing and that this involved quite some work. Cllrs agreed further quotes should be obtained from MFJ Land Management and Greensphere R & C. **Action: CLLR VICKERY.**

**21. GRASS CUTTING CONTRACT**

21.1 The Clerk advised of having located the previous terms in order to request new quotes which mentioned the annual cutting of the riverside wood to include. Cllrs explained this was for cutting back the undergrowth around July for the footpath from the Bowling Club carpark to Cawthorne Wood. **Action: CLERK.**

**22. PARISH CARETAKERS WORK**

22.1 Cllrs discussed the repair to Dixon Keld steps need to be checked to see if they had been done. Cllrs discussed other contractors could be considered for the regular and one-off works and it was agreed to ask Greensphere R & C to quote for the set works in the schedule drawn up in 2021. Cllrs asked for AW Nicol to be chased to sweep the cobbles to the market square and asked the Clerk to put works required to the Bowling Club car park on the next Agenda. **Action: CLLR VICKERY & CLERK.**

**23. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. Police Fire and Crime Commissioner for North Yorkshire and the City of York – Request to help promote the online survey at [www.TellCommissionerZoe.co.uk](http://www.tellcommissionerzoe.co.uk/) open until midnight on Thursday 13 January 2022 to help the Commissioner to set the precepts for North Yorkshire Police and North Yorkshire Fire and Rescue Service had been circulated. Cllrs noted this and the Chair and Cllr Ellis confirmed completion of the survey already.

**24. ANY OTHER BUISINESS**

24.1 Cllr Greensit highlighted there was a new garage been erected at the end of Leyburn Close and Cllr Weatherill advised this was a temporary structure and had checked with HBC.

24.2 Cllr Blades reported that the footpath from Foxholme Lane to Fearby was not very well marked and asked for this to be reported to NYCC Pathways department. **Action: CLERK.**

24.3 The Chair advised having spoken to the landowner regarding the previous cow attack and two gates had now been put in to offer an alternative route over arable land if preferred. Cllr Vickery suggested walkers be informed in Spring following the cows being turned out. **Action: CLERK.**

24.4 Cllr Johnson advised Masham’s Methodist church had asked for a finger on the finger post, so he was putting this into action. **Action: CLLR JOHNSON.**

24.5 It was discussed for the Clerk to resend details to Cllr Ellis to pay the invoice for the finger post emblem as the online banking still need a second signature to authorise the payment. **Action: CLERK & CLLR ELLIS.**

24.6 Cllr Grainger advised the new tubs by the finger post had now been planted up with tulips.

24.7 Cllr Grainger advised of the North Yorkshire Rural Taskforce which examines the effects of a lack of housing for young people and as Masham has over 90 holiday properties, felt that MPC need to highlight and voice this. Cllr Atkinson advised this is a national problem and that the government is looking at how to address this, but they are very worried about the ageing population increasing which is an issue in North Yorkshire more than anywhere also. Cllr Grainger would look into the matter further and Cllr Atkinson would relay MPCs concerns to be looked in to. **Action: CLLRS ATKINSON & GRAINGER.**

**25. DATE OF NEXT MEETING**

25.1 Monday 7th February 2022.

**CLOSURE:** The Meeting closed at 21:08pm.

Dated 02/02/2022

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**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS FROM HARROGATE BOROUGH COUNCIL TO 10th JANUARY 2022**

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| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE** |
| The Shop, 6 College Lane, Masham, HG4 4HE | Application No.: 21/04799/COU  Proposal: Change of use from commercial shop to studio apartment (C3 use class), including blocking up of existing rear windows, and addition of roof windows and vent tile to rear roof slope.  Applicant: Mr Giles Edwards | 31st December, extension agreed to 11th January |
| Black Sheep Brewery, Masham, HG4 4ES | Application No.: 21/05111/FUL  Proposal: Erection of a storage building ancillary to existing industrial operations.  Applicant: Mr Rob Theakston | 6th January, extension agreed to 11th January |
| Firth House Farm, Haregill Bank, High Ellington, Ripon, HG4 4PR | Application No.: 21/05079/FUL  Proposal: Conversion of 4 traditional agricultural buildings into 3 residential units and ancillary garage and storage space.  Applicant: The Swinton Estate | 31st December, extension agreed to 11th January |
| Amenity Land South Of Maple Creek At 422282 480567, Red Lane, Masham | Application No.: 21/04982/DVCON  Proposal: Variation of condition 2 of planning permission 20/02410/FUL to allow for provision of habitable rooms in the roof voids of plots 1 and 3 each served by three conservation rooflights in rear elevation with no change in height of the dwellings. For information planning permission 20/02410/FUL permitted the erection of 4 dwellings, with a new access including bridge.  Applicant: Arrowfield Developments Ltd | 31st December, extension agreed to 11th January |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 10th JANUARY 2022**

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| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| 3 Swinburn Court, Masham, HG4 4HJ | Application No.: 21/04587/TPO  Proposal: Crown reduction of 1 no. Sycamore tree by 15% (identified as T3 on plan) within Tree Preservation Order 24/2021.  Applicant: Mrs MacArthur | Consent refused |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 10th JANUARY 2022**

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| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICATION | ACTION |
| Silverdale, 25 College Lane, Masham, HG4 4HE | Erection of outbuilding and installation of electric gates | Notification of a communication received on 24 June 2021 which reports a possible breach of planning control. (Cardinal Court is the same property a Silverdale, College Lane). Update 28th October - There is an application being considered. Clerk chased HBC for details 8th November & HBC replied 15th November - the applications submitted (ref: 21/04394/LB) were not validated and sent back on the 1st Nov 21. The applicant has now instructed a planning agent and they are going to resubmit the applications shortly. Clerk chased HBC again 5th December and 10th January and update awaited. |
| The Cottage, 26 Park Street, Masham, HG4 4HN | Unauthorised tree works in a conservation area. | Notification of a communication received on 26 November 2021 which reports a possible breach of planning control. Update 21st December 2021 - The outcome of the investigation is as follows:- It would appear that several trees have been cut down within the garden of 26 Park Street. These trees look as though they were covered in ivy, and may have been poor in health. However, I have written to the owners regarding the tree removal as permission should have been sought from the LPA for before their removal and as such this action is likely to constitute an offence under S211 of the TCPA 1990. HBC have requested further information and evidence from the property owner and the LPA will review further evidence and advise you of the outcome in due course. |

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|  |  | **FINANCE SCHEDULE** | |  |  | **APPENDIX B (1/2)** | |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 7th December 2021 to 10th January 2022** | | | | |  |  |  |
| Market Rents |  |  |  |  |  | £662.00 |  |
| Honesty Box |  |  |  |  |  | £1,065.00 |  |
| Northern Powergrid Wayleaves | |  |  |  |  | £3.45 |  |
| MCLA Net Payment for Yorkshire Lighting Repairs | | | |  |  | £384.10 |  |
|  |  | **Total receipts for the month** | | |  | **£2,114.55** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
| **(ii) Payments by cheque on 10th January 2022 for approval from Barclays - Masham Parish Council Account** | | | | | | | |
|  |  |  |  |  |  |  | **Cheque No.** |
| John Todd, Market Superintendent - Quarterly Salary Oct/Nov/Dec (Tax £118.00) | | | | | |  | 101134 |
| Eric Wilkinson, Litter Picker - December Salary (Tax £34.40) | | | |  |  |  | 101135 |
| Jen Hurford, Parish Clerk - December Salary (Tax £0.20) | | | |  |  |  | 101136 |
|  |  |  | **Staff Salaries Total** | |  | **£1,884.53** |  |
| HMRC - PAYE |  |  |  |  |  | £152.60 | 101137 |
| Market Superintendent - Phone Allowance Oct/Nov/Dec | | | |  |  | £30.00 | 101138 |
| Clerk - Home Working Allowance 6th Oct to 5th Jan | | | |  |  | £65.00 | 101139 |
| Cllr Grainger - Reimburse for S137 of Goody Bags & Bah Humbugs Sweets (VAT £2.50) | | | | | | £102.49 | 101140 |
| ADH Site Surveys Ltd - Digital Plans of Masham Church Cemetery Extension (VAT £170.00) | | | | | | £1,020.00 | 101141 |
| MCO - Office Accommodation & Business Services Oct to Dec | | | | |  | £200.34 | 101142 |
| Marshall Wooldridge - S137 Maple Creek Lunch Club Insurance | | | | |  | £173.12 | 101143 |
| Yorkshire Lighting & Electrical Services - MCLA Repairs (VAT £76.82) | | | | |  | £460.92 | 101144 |
| MCO - Masham Country Market Advert 2022 | | |  |  |  | £28.00 | 101145 |
| Mr G D Harley - Grass cutting & strimming Jul/Aug/Sept | | | |  |  | £180.00 | 101146 |
| I C Brindle & Co Ltd - Lifebuoy housing, cover & Clamps (VAT £27.69) | | | | |  | £166.13 | 101147 |
| Clerk - Reimburse McAfee Antivirus Protection 2yr Subscription for Laptop | | | | | | £119.99 | 101148 |
| **Direct Debits** |  |  |  |  |  |  |  |
| Barclaycard |  |  |  |  |  | £38.68 |  |
| Green Energy - Electricity (VAT £1.47) | | |  |  |  | £30.96 |  |
|  |  | **Total Payments** | |  |  | **£4,652.76** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account Ending 7717 | | | | |  |  |  |
|  | Balance as at 23 December 2021 | | |  | £41,877.50 | Cr |  |
| Barclays - Masham Parish Council - Current Account Ending 2096 | | | | |  |  |  |
|  | Balance as at 23 December 2021 | | |  | £3,676.94 | Cr |  |
| CCLA Public Deposit Sector Fund Account | | |  |  |  |  |  |
|  | Balance as at 31 December 2021 | | |  | £45,307.06 | Cr |  |
|  |  |  | Overall Total |  | £90,861.50 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 10th JANUARY 2022**

Correspondence for information/consideration etc

1. Police Fire and Crime Commissioner for North Yorkshire and the City of York – Request to help promote the online survey at [www.TellCommissionerZoe.co.uk](http://www.tellcommissionerzoe.co.uk/) open until midnight on Thursday 13 January 2022 to help the Commissioner to set the precepts for North Yorkshire Police and North Yorkshire Fire and Rescue Service.

**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 & Thursday, 13:00–17:00 E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Chairman: Councillor Neil Pickard Clerk to the Council: Jen Hurford

**MINUTES 7th FEBRUARY 2022**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr John Ellis, Cllr Flo Grainger (Vice-chairman), Cllr Robert Greensit, Cllr James Gregg (present from Item 4.1.2), Cllr Ian Johnson, Cllr Nigel Simms (present from Item 6 to Item 21), Cllr Jane Vickery and Cllr Peter Weatherill with Jen Hurford (Parish Clerk).

**Present:** 8 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr Neil Pickard (Chairman) and County Cllr Margaret Atkinson. In the absence of the Chair, the Vice-chair, Cllr Grainger, chaired the meeting.

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

2.1 Minutes of the Monthly Meeting held 10th January 2022. It was **proposed** by Cllr Ellis and **seconded** by Cllr Johnson that the Minutes of the 10th January 2022 meeting be formally approved as a true and accurate record. All those who attended the 10th January 2022 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 4.1.1 and Cllr Weatherill in Item 4.4.3.

**4. PLANNING MATTERS**

* 1. Planning Applications received from Harrogate Borough Council;

4.1.1 Site Of Masham Auction Mart, Leyburn Road, Masham - Erection of 26no. Dwellinghouses with associated access and landscaping. Following discussion amongst Cllrs and MoP, it was agreed to ask HBC for an extension on the deadline for a decision to be made later in order to ask the builder to the next meeting, or an interim meeting, to give more information and answer questions before a decision be reached. **Action: CLERK.**

4.1.2 7 Park Square, Masham, HG4 4HF - Demolition of existing lean-to Porch/front extension to be replaced with an Entrance Porch. Alteration to existing windows on front elevation. Demolition of existing single storey rear projection forming Kitchen and the provision of a two-storey rear extension to form a Kitchen with Bedroom over. Following discussion, it was **proposed** by Cllr Ellis 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 advise HBC of the above MPC decision. **Action: CLERK.**

4.1.3 Land Comprising Field At 422023 480727, Foxholme Lane, Masham - Reserved Matters pursuant to Outline application (17/01057/OUTMAJ) for the residential development of 48 dwellings, demolition of existing buildings, construction of commercial units and informal public space. Reserved matters relating to appearance, landscaping, layout and scale for the residential aspect of the site (Amended Plans). Following discussion, it was **proposed** by Cllr Greensit and **seconded** by Cllr Ellis that MPC had no objections to the application. The majority of those present voted in favour and the **RESOLUTION** was carried. The Clerk would advise HBC of the above MPC decision. **Action: CLERK.**

* 1. Planning Applications received from North Yorkshire County Council;

4.2.1 Gebdykes Quarry, Gebdykes Farm, Burton on Yore, HG4 4BT - For importation of 3.6 million tonnes of inert waste with final restoration together with associated screening and resale of soils and soil-type materials. Following discussion, it was **proposed** by Cllr Weatherill and **seconded** by Cllr Barker that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried. The Clerk would advise NYCC 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.

5.1.2 Acceptance of the Advice of Receipts and Payments via cheque 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. **Action: CLERK.**

5.2 Commuted Sums. The up-to-date list from HBC had been circulated to Cllrs prior to the meeting. Cllrs asked if the sum of £1,024 for the Shooting Holme could be allocated to the life buoy housing recently purchased, or for the lights proposed for the driveway in. It was agreed for the Clerk to put this to HBC. **Action: CLERK.**

5.3 PAYE Penalties. The Clerk advised two more late payment penalties had been issued and HMRC had clarified the discrepancy was due to the payment date being submitted as being prior to the actual date it was being submitted on, despite being within the tax month. The Clerk advised this is what she had been trained on starting the role and done for the past 4 years but this was the first year HMRC had questioned it so would write to plead for the penalties to be cancelled. **Action: CLERK.**

**6. NEIGHBOURHOOD POLICING TEAM REPORT**

6.1 PCSO Alison Swan circulated the below report at the meeting;

Ripon and Pateley Bridge NPT: Town and Parish Council Report

|  |  |
| --- | --- |
| Town or Parish | Masham Town Council |
| Report Completed By: | PCSO Alison Swan |
| Data Reporting Period: | 30/12/21 to 30/01/22 |

Crime and ASB Data

|  |  |  |
| --- | --- | --- |
| Qualifier | No of Incidents |  |
| Anti-social behaviour | 2 |  |
| Environmental anti-social behaviour |  |  |
| Auto crime |  |  |
| Burglary |  |  |
| Criminal Damage | 1 | Damage within the home, domestic related |
| Theft | 1 | Theft of vehicle at Swinton Park Hotel |
| Violence |  |  |
| Public Order Incident |  |  |
| Fraud |  |  |
| Suspect Circumstances | 3 | 01/01 Persons seen trying to access caravan  20/01 Gas cylinder found on road to Healey  22/01 Male reported wondering in the road, concern for his safety |
| Alarm |  |  |
| Highway Disruption |  |  |
| Road Related Offence |  |  |
| Road Traffic Collision |  |  |
| Natural Disaster | 1 | 30/12 Flood warning |
| Wildlife |  |  |
| COVID |  |  |
| TOTAL THIS PERIOD | 8 |  |

6.2 PCSO Swan advised that on modern Range Rovers, if not locked, the mirrors face out, so it makes it obvious, and that the old-style Land Rover Defender is very sought after. She explained that the new Sergeant Hannah Davies was previously based at Skipton and is keen to get out and about, including to one of the monthly meetings and to some local events. However, there was a lot of admin work involved in her role with a lot of information to be relayed to the Inspector. Sgt Davies had explained prior to the meeting she would not have time to provide the monthly reports but that crime figures can be accessed via <https://www.police.uk/pu/your-area/> Cllr Grainger thought that people would prefer to see her out and about than preparing reports. PCSO Swan explained the regular routes they take around the town. Cllr Johnson advised of the van residing on the market square with the owner thought to have family in Masham. PCSO Swan relayed she had got the impression he could be between houses, and he expected to move soon. She had explained the market square is not a designated overnight parking area and that residents were being observant as further investigation may be required if further reports were received. Cllr Johnson agreed to monitor and communicate findings to PCSO Swan. Discussion was given to the fact that the HBC public toilets were open 24 hours which may be a pull for the overnight parking. PCSO had no update on the request for yellow lines to Church Street, up the hill towards the Co-op, or for a pedestrian crossing in the town so she would chase this with Highways. **Action: CLLR JOHNSON.**

**7. MASHAMSHIRE COMMUNITY OFFICE UPDATE & S137 DONATION REQUEST**

7.1 Chair of the board of trustees, Paul Theakston, updated that the MCO were close to completing their strategic plan and would forward a copy once it was completed. This would demonstrate the broad range and increasing number of activities at the MCO. Two uncertainties were faced, firstly being that the lease on the building runs for 20years up to 2023 and negotiations with the police had been started and it was very important to get a new lease on good terms. Secondly, the new unitary authority gave uncertainty as currently 40-50% of funding was from NYCC and HBC so they were unsure how this will impact, but indications had been those responsibilities with fall more locally, Trustee, Sue Palin, explained that finances were looking healthy due to funding via the Covid-19. £13k per annum had been received for the last 12 years from NYCC and HBC, but each year the MCO were increasing their activity on that same amount. She explained the rent had been a peppercorn amount so an increase could be a big issue, so a lot of work was going in to making sure this does not happen. It was requested they would like continued support from MPC as the last 2 years donation of £3.5k per year. It was asked if this could be repeated for one year in case things changed. It was also advised the office rent would need to be increased too to keep in with inflation as this had not been increased for 2 years. It was **proposed** by Cllr Ellis and **seconded** by Cllr Johnson to make an S137 donation again of £3.5k for the 2021/22 financial year. All those present voted in favour. It was **RESOLVED** that the payment be raised accordingly. **Action: CLERK.**

**8.00PM - PUBLIC INTERVAL**

1. A MoP reminded of the matter raised at the November meeting of the overgrown vegetation at Tittybottle Park and asked if HBC could be chased. **Action: CHAIR.**
2. A MoP referred back to the planning matter of the Site of the Old Auction Mart and asked if Cllrs could request that good fencing is put up on the boundary between the allotments and the new housing.
3. A MoP highlighted that Gebdykes Quarry were not making a very good job of cleaning the road at the current site at the moment.
4. A MoP expressed concern over the flood risk assessment for the planning application at Item 4,1,1 as it claims the site is low risk. Cllrs discussed the rate at which flood water comes down Fearby Road is quick and forceful which can be for a number of hours and concern was given that the proposed holding tanks would not take this. The Clerk suggested taking contact details of the concerned MoP to update them as to when the builder could meet to answer questions. Cllr Grainger explained when Tarmac move to start work the other side of the road they will put a flood relief plan in then but at their last meeting with MPC they inclined this would be in another 16 years and that Cllr Broadley was trying to pursue this. Cllr Vickery encouraged MoP to make individual comments to HBC online. Cllr Barker explained NHBC would be unlikely to cover the new houses if it were not a safe development. Cllr Simms advised he would raise his concern that the site should still be considered a flood plain. **Action: CLLR SIMMS & CLERK.**

**8. BUSINESS CONNECTIONS ISSUES RAISED**

8.1 The Manager of the MCO had communicated issues raised prior to the meeting with concerns over potentially losing the bus shelter cash machine and also requesting for the possible provision of recycling facilities for local business. Trustee Paul Theakston explained there was hope for a joint effort for a scheme could be made and Cllr Grainger welcomed any ideas.

**9. NOTE MACHINE ATM**

9.1 The Clerk circulated the last 3 years transactions provided to Cllrs prior to the meeting. Cllr Grainger voiced the figures which showed a significant drop over the last 2 years, but this would not have been helped by the machine often being empty and Cllrs discussed that this was often on a Saturday morning. It was discussed that MPC did not originally ask for the £5k figure so it was asked if the Clerk could request a proposal of what they would negotiate to for the machine to remain. **Action: CLERK.**

**10. REPORT OF FALL ON THE MARKET PLACE**

10.1 The report of the fall in January had been circulated to Cllrs prior to the meeting and it was discussed not much detail had been provided. It was as agreed for the Clerk to request insurance details to send to MPC’s insurers and forewarn of the matter. Cllr Barker offered to fill the problematic hole urgently and invoice accordingly and Cllr Johnson would photograph and measure this as Cllr Barker clarified Highways do not address potholes under 4” deep. **Action: CLLRS BARKER & JOHNSON & CLERK.**

**11. PROPOSED SUNDAY MARKETS & 12. PROPOSED LITTLE BIRD MADE ARTISAN MARKET**

11.1 & 12.1 Cllrs discussed the proposal from last year’s traders who would like to do an extra market again one Sunday a month, but that some residents had said that they did not want any more extra markets. Cllr Johnson highlighted that Little Bird was a business wanting to make money on an artisan market. Cllr Vickery highlighted the extra markets benefit the town and the success of last years with no complaints being received at the time. It was **proposed** by Cllr Vickery and **seconded** by Cllr Gregg to turn down Little Bird’s proposal and to continue for another season with the traders extra Sunday markets. All those present voted in favour. It was **RESOLVED** for the Clerk to confirm accordingly. **Action: CLERK.**

**13. MARKET SQUARE RESURFACING**

13.1 Cllr Grainger relayed the quote from A E Duffield & Sons Ltd which was to plane down the damaged areas, take away the waste, plane the edges, grade by the cobbles, to undertake in 1 day, with 2 to 3 days needed for setting and ideally 1 week for the area to be unused. Cllr Greensit suggested the market could be held on Little Market Place. 2624sqm for resurfacing came in at a figure of £32,469,72 plus VAT, totalling £38,963.66. Re-lining was in the region of £2k. Further quotes had been requested from CCL Surfacing and JMS Roads. Duffields had advised they could do the work in April/May. Cllr Johnson asked if it would be a good time to discuss putting in an electric supply to run towards the maypole, but Cllrs questioned if it was really needed. It was also discussed what plans were for the government to put in electric vehicle charging points. **Action: CLLR GRAINGER.**

**14. BOWLING CLUB CAR PARK**

14.1 Cllrs agreed the market square grading should be tipped down there and need to be tied in as a condition of the job in Item 13. **Action: CLLR GRAINGER.**

**15. BORDAR HOUSE TEAS’ RENT & AGREEMENT REVIEW**

15.1 The Clerk circulated the rental agreement from 1989 prior to the meeting and Cllr Grainger read the content out to Cllrs. Aspects to update and possible items to add were suggested and discussed. The recent rent had been on a 3yr term at £640pa with a £110 reduction for the use of water from the outside tap. A suggestion of £5 pday rent for all year round was suggested as a fair amount for Cllrs to consider. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Greensit to depict the designated section of cobbles using area only rather than the number of tables. The majority of those present voted in favour. It was **RESOLVED** for the Cllrs to look at the area accordingly and for the matter to be discussed at the next meeting to agree terms and an amount for the rent increase. **Action: ALL CLLRS & CLERK.**

**16. CHRISTMAS WREATH & WINDOW DISPLAY COMPETITIONS**

16.1 The Clerk had not been able to get the results from RF Broadley so it was agreed the competition would not be able to be completed for Christmas 2021.

**17. SWINTON ESTATE MEETING**

17.1 The Chair, Cllr Grainger and the Clerk attended the meeting with Swinton Estate on 13th January and the Clerk relayed the minutes to Cllrs;

* SE confirmed works to the eroded riverbank by the River Ure with planting of trees to be done asap and a strip of land designated for walkers. They intended to increase trees on the estate by 50% over the next 20years.
* MPC relayed the issue of Travellers using the riverbank by the Shooting Holme for WC facilities and that HBC had been asked to help clear the vegetation but that they had declined due to not wanted to disturb biodiversity and nature. It was mentioned that the willow sculpture was overgrown but that MPC had no plans to tackle it.
* MPC confirmed a bench had recently been reinstated at Sandy Bay.
* SE asked about the Market Place and the issues of cones being used by residents to reserve on street parking as they were having issues with their land being reserved unlawfully near the church. The Chair advised MPC were currently obtaining quotes to have the square resurfaced as there were issues with unlevel area, standing water and deteriorating surface. MPC advised of the regular spraying of the central cobbles and a sweep was due. The Chair questioned who was responsible for the cobbled gutter around the edge and SE would check the lease to clarify. SE relayed they use a contractor James Ford for their works as a potential option for MPC to get a price from.
* The matter of the Shooting Holme was raised, and Cllrs clarified it was a designated village green owned by SE. There was no lease but MPC managed community activities there such as the annual bonfire, which MPC donated a substantial figure for the insurance premium, the Black Sheep Brewery AGM overflow parking, sheep fair parking, cycle events. MPC clarified a new honesty box for the corner by the Bowling Club was being pursued so the existing on under the trees could either remain or be removed. It was confirmed the long stay honesty boxes only take a nominal number of overall takings with probably less than 10% and that MPC had also funded the drive to be resurfaced previously and will be making improvements to the Bowling Club car park next. MPC advised they were looking into an electronic honesty box for the square and electric vehicle charging too and hoped the latter would be ready to revisit once the government reorganisation had taken place. With lighting being looked in for by The Rec and Holme leading to the electric supply being reinstated, ECV could be looked into too for down there. This hoped location was explained for the lights which the police had encouraged. too help deter against vandalism and thieves. SE asked to be kept informed with the record of the income from the Honesty Boxes down there. The Clerk explained the tree management works planned and mentioned that a Cllr had expressed concern over the quality of the recent work to the lime trees along The Avenue. The Chair asked when the limes would be removed to allow the Oak trees flourish and Cllr Grainger advised they had originally been planted in 1875. **Action: CLERK.**
* MPC advised of the hope to plant a tree for the Queens Platinum Jubilee potentially near the gas house and new boulders.
* MPC gave feedback for the Loxley Homes presentation for the land off Swinton Road and explained of concerns over the sewerage capacity being able to take this. The general feeling of other development sites progressing at Jamesons, the back of the chapel and the auction mart would give worry for too much development for Masham, with concerns over the impact to the highways and the school’s capacity. MPC would give a full analysis and comments once the planning application had been validated. It was also highlighted this was green field site not brown field like some of the other sites and this site M8 was suggested previously to be taken out of the Local Plan by an inspector.
* Cllr Grainger explained the hoped meeting with the police over travellers had been postponed. She explained the previous survey undertaken and the general feeling from the town that camping on the Shooting Holme should be deterred. SE advised they felt this was the best place for Travellers to reside in the area, however MPC advised the issues of vandalism, theft, rubbish, lack of respect, excrement left in the surrounding areas where all problems which needed liaising over to try to combat. It was explained the height barrier also prevent campers the rest of the year too, but that Masham Sports Association were not supportive of it. SE appreciated why it was in place but still felt it was the best place for them to stay but would look into another solution. The Chair explained that the Litter Picker had kept on top of the litter situation last year so that the normal skips had not been required. MPC alternatively did not want the travellers residing in the market square.
* The Chair advised the Neighbourhood Plan meeting had been postponed due to the lockdowns and Covid-19 so had been put on the back burner until times were more appropriate.
* MPC asked if SE would take over the responsibility of strimming the grass triangle outside Swinton Castle gates to which SE agreed.
* MPC advised the matter of Tarmac and the hoped flood relief scheme that Cllr Broadley had requested SE to help work with Tarmac to try to get the scheme moving forward under the grant scheme via Brexit. The Chair advised the issues with Swinney Beck and the hope to encourage flow to the wetlands in the future. They had initially looked at 2024 as a date for this but last said this would now be another 16 years to come to fruition, but also depended on the rate of extraction from the quarry. MPC had been disappointed by this and asked if SE could help so it was asked if Cllr Broadley could copy SE in next time a meeting was due so they could liaise on the matter, **Action: CLERK.**
* Cllr Grainger proposed the Steam Rally be held over the 16th and 17th of July to which SE gave permission and asked for this just to be covered by email and Cllr Grainger would provide documentation in due course.

**18. POTENTIAL LIGHTING TO DRIVEWAY TO RECREATION GROUND**

18. The Clerk was awaiting the response for the form submitted to raise an estimate to reinstate the existing three phase power supply on the outside of the Bowling Club shed. **Action:**

**19. HONESTY BOXES**

19.1 The Clerk circulated the quote to Cllrs prior to the meeting for a new bigger box for the marketplace cairn from D & M Fabrication of £2,374.90 including VAT and installation. Cllrs discussed that installation was not required and that the design would be better without a shoot. It was **proposed** by Cllr Vickery and **seconded** by Cllr Ellis to accept the quote in principle but for E Leathley & Son to quote to install and for a design without a shoot. All those present voted in favour. It was **RESOLVED** for the Clerk to action accordingly. **Action: CLERK.**

**20. ADDITIONAL DEFIBRILLATORS**

20.1 The Clerk had circulated communication from London Hearts offering a donation of £300 towards a Mindray C1A Defibrillator worth £1,045, plus options of other accessories and a free training session once installed. Cllr Grainger and the Clerk would continue to research further options ongoing. The Clerk had advised of feedback from Defib4Life Ltd prior to the meeting with the various options. **Action: CLLR GRAINGER & CLERK.**

**21. QUEEN’S PLATINUM ANNIVERSARY**

21. Cllrs Grainger and Johnson had held an interim meeting to come up with a proposal and figures. Plans would include, for the Thursday, the involvement of the Town Cryer reading the proclamation at 2pm and the lighting of the beacons in the evening at 9.45pm. Events for the Thursday would likely involve some early round of knockout sports, such as 5 aside football, bowls, snooker, tug of war, and also displays in the church. The Friday would be the main day for the market place events with a grand parade of floats led by the Reeth Brass Band, already booked by the Church Warden, children and adults fancy dress, barbecues supplied for people to cook their own with group Doubtful Bottle hopefully performing in the evening. The church bells would be rung followed by a fireworks display. Saturday would be centred around the church with children’s crafts and activities, plus an afternoon tea and musical concert involving Masham Musical Society and the church choir with room for an audience. In the evening a Masham’s Got Talent would be held. Sunday would see the thanksgiving service at the Church and possibly the finals of the sporting knockouts. Hope was for the WI to consider the Sunday as a more appropriate day for the garden party unless Friday morning was preferred. Additional events would be for a shop window competition, best decorated house competition, best decorated market stall and a well dressing hoped for using both WIs. Requirements would be for cost effective trophies and fancy-dress competition vouchers. Proposed costs were Reeth Brass Band £300, fireworks £750, insurance £1,500, flowers £250, trophies £150, Children’s memento coins £600, well dressing materials £500 and Doubtful Bottle £500, totalling £4,250. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Vickery to approve a budget for the event of up to £5k. All those present voted in favour. It was **RESOLVED** for Cllrs Grainger and Johnson to proceed accordingly with plans. **Action: CLLRS GRAINGER & JOHNSON.**

**22. PATH FROM KINGS HEAD YARD**

22.1 The Clerk circulated communication to Cllrs prior to the meeting from a MoP concerned about the gate and addition of signage at the start of the route. Cllr Vickery would obtain photos to circulate to Cllrs for further discussion at the next meeting. **Action: CLLR VICKERY.**

**23. HARROGATE BOROUGH COUNCIL BULB REQUEST**

23.1 Cllr Vickery clarified that MPC now need to put in the request to HBC and suggested daffodil bulbs which she could get and plant down Dixon Keld steps once the vegetation was cleared. Cllrs were in agreement with this. **Action: CLLR VICKERY.**

**27. ADDITIONAL TREE WORKS AT DIXON KELD STEPS**

27.1 Cllr Vickery had obtained a second quote for the works required clearing the area, but not to include the two trees, from Greensphere R & C who quoted £115. It was **proposed** by Cllr Vickery and **seconded** by Cllr Ellis to proceed with this quote. All those present voted in favour. It was **RESOLVED** for the Clerk to instruct the works. **Action: CLERK.**

**24. HIGHWAYS MATTERS**

24.1 Matters to report and existing issues to chase were as follows;

a) It was requested to question when Masham bridge would get fixed. **Action: CLERK.**

b) It was reported the drains were blocked on the way down from Warthermarske along the castle walls. **Action: CLERK.**

c) It was asked for the work required to the unlevel grid cover in the road on Thorpe Road by the Park Drive junction to be chased. **Action: CLERK.**

d) It was requested for the street cleaning to be chased. **Action: CLERK.**

e) A permanent puddle was reported to the pavement by the dropped kerb unto the Shooting Holme opposite the gas house. **Action: CLERK.**

**25. BLOCKED PAVEMENT TO THORPE ROAD**

25.1 Cllrs discussed the mobility scooter and large flower tubs still remain and it was asked for the Clerk to ask Highways when they would enforce removal as the owner of the scooter had moved and the tubs were full of weeds. **Action: CLERK.**

**26. WESTHOLME COURT PLAY AREA**

26.1 Cllr Grainger advised she felt it would be a good idea to re-do the whole play area and put in a request to Derbyshire Environmental Trust for the 90% contribution they may offer. This would then leave a third party to remaining 10% and Cllrs were supportive of the idea. **Action: CLLR GRAINGER.**

**28. SPRAYING OF COBBLES**

28.1 It was **proposed** by Cllr Vickery and **seconded** by Cllr Ellis to proceed with Greensphere R & C again to do the works but this time to do 7 sprays. All those present voted in favour. It was **RESOLVED** for the Clerk to instruct the works. **Action: CLERK.**

**29. PARISH CARETAKERS WORK**

29.1 Cllrs agreed the new lifebuoy housing should be put up by one of the contractors and dispose of the old, but Cllr Johnson offered to install this. Cllrs Vickery advised Dave Harley was agreeable to proceed again with the rough cuts at the same price as last year and that Greensphere R & C had looked at the schedule of set works and could do the hours, plus any additional jobs needed at a rate of £25phr. It was **proposed** by Cllr Barker and **seconded** by Cllr Vickery to proceed with Greensphere R & C to take over the schedule from AW Nicol. All those present voted in favour. It was **RESOLVED** for the works to be instructed. **Action: CLLR VICKERY & CLERK.**

**30. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. Soroptomist International of Harrogate & District – The invitation to a representative of

the Council to the launch of our campaign for Harrogate District to obtain Toilet Twinning Status. The launch will take place at Saint Paul’s Church Hall, Victoria Avenue, Harrogate, HG1 1EL at 7 pm on International Women’s Day 8th March 2022 was noted.

**31. ANY OTHER BUISINESS**

31.1 It was noted the scaffolding to the property on Park Square accessed down the ginnel was obstructing the footpath and agreed the managing agent Joplings should be contacted. **Action: CLERK.**

31.2 Cllr Vickery clarified one of the new stone planters to the market square had been driven into and suggested respacing the benches. The Clerk advised a new memorial bench was awaited to fill the space and had been chased.

**32. DATE OF NEXT MEETING**

32.1 Monday 7th March 2022.

**CLOSURE:** The Meeting closed at 22:01pm.

Dated 28/02/2022

*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 MATTERS TO 7th FEBRUARY 2022**

**PLANNING APPLICATIONS FROM HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE** |
| Site Of Masham Auction Mart, Leyburn Road, Masham | Application No.: 21/04470/FULMAJ  Proposal: Erection of 26no. Dwellinghouses with associated access and landscaping.  Applicant: Mr J Kitching | 14th February |
| 7 Park Square, Masham, HG4 4HF | Application No.: 22/00202/FUL  Proposal: Demolition of existing lean-to Porch/front extension to be replaced with an Entrance Porch. Alteration to existing windows on front elevation. Demolition of existing single storey rear projection forming Kitchen and the provision of a two storey rear extension to form a Kitchen with Bedroom over.  Applicant: Dr & Ms James & Laura Malcolm & Payne | 17th February |
| Land Comprising Field At 422023 480727, Foxholme Lane, Masham | Application No.: 21/01414/REMMAJ  Proposal: Reserved Matters pursuant to Outline application (17/01057/OUTMAJ) for the residential development of 48 dwellings, demolition of existing buildings, construction of commercial units and informal public space. Reserved matters relating to appearance, landscaping, layout and scale for the residential aspect of the site (Amended Plans).  Applicant: Stonebridge Homes Ltd | 17th February |

**PLANNING APPLICATIONS FROM NORTH YORKSHIRE COUNTY COUNCIL**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE** |
| Gebdykes Quarry, Gebdykes Farm, Burton on Yore, HG4 4BT | Application No.: NY/2022/0013/ENV  Proposal: For importation of 3.6 million tonnes of inert waste with final restoration together with associated screening and resale of soils and soil-type materials.  Applicant: Lightwater Quarrys Ltd | 27th February |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| Bank Villa Guest House, The Avenue, Masham, HG4 4DB | Application No.: 21/04782/DVCON  Proposal: Variation of condition 2 (approved plans) of planning approval 19/03298/LB - Listed building consent for the conversion of existing roof void to form living accommodation, installation of new internal staircase and installation of 5no. rooflights.  Applicant: Mr and Mrs A Nicholson | Granted subject to conditions |
| The Brewery, Red Lane, Masham, HG4 4YD | Application No.: 21/04692/FUL  Proposal: Internal extension of first floor office space within roof space of existing brewery building.  Applicant: T&R Theakston Ltd | Granted subject to conditions |
| Amenity Land South Of Maple Creek At 422282 480567, Red Lane, Masham | Application No.: 21/04982/DVCON  Proposal: Variation of condition 2 of planning permission 20/02410/FUL to allow for provision of habitable rooms in the roof voids of plots 1 and 3 each served by three conservation rooflights in rear elevation with no change in height of the dwellings. For information planning permission 20/02410/FUL permitted the erection of 4 dwellings, with a new access including bridge.  Applicant: Arrowfield Developments Ltd | Granted subject to conditions |
| Black Sheep Brewery, Masham, HG4 4ES | Application No.: 21/05111/FUL  Proposal: Erection of a storage building ancillary to existing industrial operations.  Applicant: Mr Rob Theakston | Granted subject to conditions |
| The Shop, 6 College Lane, Masham, HG4 4HE | Application No.: 21/04799/COU  Proposal: Change of use from commercial shop to studio apartment (C3 use class), including blocking up of existing rear windows, and addition of roof windows and vent tile to rear roof slope.  Applicant: Mr Giles Edwards | Granted subject to conditions |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICATION | ACTION |
| Silverdale, 25 College Lane, Masham, HG4 4HE | Erection of outbuilding and installation of electric gates | Notification of a communication received on 24 June 2021 which reports a possible breach of planning control. (Cardinal Court is the same property a Silverdale, College Lane). Update 3rd February - Negotiations are still ongoing regarding this gate. The owner applied but the application remained invalid and was returned back to him. However, Officers feel that this gate is inappropriate due to its height, and design. HBC have suggested to the owner that it needs to be amended, or an enforcement notice will be served. The owner has engaged with a local architect who has started to advise him and we have discussed the prospect of the gate being altered. I shall see what happens but if nothing does happen then HBC will serve a notice by the summer. |
| The Cottage, 26 Park Street, Masham, HG4 4HN | Unauthorised tree works in a conservation area. | Notification of a communication received on 26 November 2021 which reports a possible breach of planning control. Update 26th January - an investigation has been carried out. The outcome of the investigation is as follows:- Please note that this case is still under investigation. The Councils arborist has been requested to make an assessment of the works and make a recommendation on any action if necessary. |
| Site Of Masham Auction Mart, Leyburn Road, Masham | Erection of a garage in the front garden with the doors opening over the foot way and new access on to the road adjacent to the A6108 | Notification of a communication received on 12 January 2022 which reports a possible breach of planning control. 4th February – The owner emailed confirmation from HBC that this a Permitted development provided if it is no higher than 2.5m. HBC had incorrectly assumed that the site was in conservation area (meaning that outbuildings to the side are not ‘PD’), but alas the property is not in the conservation area or AONB. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **FINANCE SCHEDULE** | |  |  | **APPENDIX B (1/2)** | |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 11th January to 7th February 2022** | | | | |  |  |  |
| Market Rents |  |  |  |  |  | £905.00 |  |
| Honesty Box |  |  |  |  |  | £980.00 |  |
|  |  | **Total receipts for the month** | | |  | **£1,885.00** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
| **(ii) Payments by cheque on 7th February 2022 for approval from Barclays - Masham Parish Council Account** | | | | | | | |
|  |  |  |  |  |  |  | **Cheque No.** |
| Eric Wilkinson, Litter Picker - January Salary (Tax £34.20) | | | |  |  |  | 101149 |
| Jen Hurford, Parish Clerk - January Salary (Tax £2.40) | | | |  |  |  | 101150 |
| David Smith, Relief Litter Picker - 2 weeks/28 hrs in December (Tax £55.60) | | | | | |  | 101151 |
|  |  |  | **Staff Salaries Total** | |  | **£1,884.53** |  |
| HMRC - PAYE |  |  |  |  |  | £92.20 | 101152 |
| Masham Town Hall - Meeting Room January (VAT £4.20) | | | |  |  | £25.20 | 101153 |
| Gregg Electrical - Christmas Lights 2021 (VAT 380.92) | | | |  |  | £2,285.54 | 101154 |
| Masham Town Hall - Meeting Room February (VAT £4.20) | | | |  |  | £25.20 | 101155 |
| Mashamshire Community Office - Office & Services Jan to Mar | | | | |  | £187.94 | 101157 |
| AW Nicol - Scheduled Parish Caretaker Works | | |  |  |  | £226.33 | 101158 |
| Clerk - Reimburse Microsoft 365 1yr Subscription for Laptop | | | |  |  | £79.99 | 101159 |
| Greensphere R & C - Replacement for cheque 101125 for Spraying of Cobbles | | | | | | £125.00 | 101160 |
| **Direct Debits** |  |  |  |  |  |  |  |
| Barclaycard |  |  |  |  |  | £13.48 |  |
| Green Energy - Electricity (VAT £1.95) | | |  |  |  | £40.97 |  |
|  |  | **Total Payments** | |  |  | **£4,986.38** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account Ending 7717 | | | | |  |  |  |
|  | Balance as at 27 January 2022 | | |  | £39,574.59 | Cr |  |
| Barclays - Masham Parish Council - Current Account Ending 2096 | | | | |  |  |  |
|  | Balance as at 27 January 2022 | | |  | £4,500.21 | Cr |  |
| CCLA Public Deposit Sector Fund Account | | |  |  |  |  |  |
|  | Balance as at 31 January 2022 | | |  | £45,310.46 | Cr |  |
|  |  |  | Overall Total |  | £89,385.26 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 7th FEBRUARY 2022**

Correspondence for information/consideration etc

1. Soroptomist International of Harrogate & District – Invitation to a representative of

the Council to the launch of our campaign for Harrogate District to obtain Toilet Twinning Status. The launch will take place at Saint Paul’s Church Hall, Victoria Avenue, Harrogate, HG1 1EL at 7 pm on International Women’s Day 8th March 2022.

**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 & Thursday, 13:00–17:00 E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Chairman: Councillor Neil Pickard Clerk to the Council: Jen Hurford

**MINUTES 7th MARCH 2022**

**PRESENT:**

**Parish Council**: Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Flo Grainger (Vice-chairman), Cllr Robert Greensit, Cllr James Gregg, Cllr Ian Johnson, Cllr Nigel Simms (present from Item 4.1.1 and Cllr Jane Vickery, with County Cllr Margaret Atkinson (present from Item 15) and Jen Hurford (Parish Clerk).

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

**1. APOLOGIES**

* 1. Cllr Colin Barker, Cllr Neil Pickard (Chairman) and Cllr Peter Weatherill. In the absence of the Chair, the Vice-chair, Cllr Grainger, chaired the meeting.

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

2.1 Minutes of the Monthly Meeting held 7th February 2022. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that the Minutes of the 7th February 2022 meeting be formally approved as a true and accurate record. All those who attended the 7th February 2022 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 Site of Masham Auction Mart, Leyburn Road, Masham - Erection of 26no. Dwellinghouses with associated access and landscaping. The applicant of the planning application was present to explain that the development would consist of one to five bedroom homes of traditional build and felt it was time the site was tidied up after 15years of being unused. He discussed the various area where levels would be raised but also of two areas that would not be changed as per the Environment Agencies guidelines. Yorkshire Water would adopt the pumping station so this would meet their criteria and be for them to maintain. The drainage strategy would evolve further as the application progressed. He clarified the pumping station was involved with the site sewerage and not the surface water coming in. A MoP asked if the proposed development would push the flooding issue out. Cllr Broadley preferred to see a brown site developed however, as head of the Emergency Plan committee, raised the following points;

* Masham lies on a flood plain and has a recent history of flooding. Latest event 20/21 February 2022.
* Due to the flood risk the river has been enmained by the Environment Agency.
* There is recent history of flooding from the Swinney Beck upstream of the Fearby Road bridge. Water has overtopped from the Swinney onto cart tracks and thereafter the road causing flooding in the Fearby Road/Leyburn Road area. On one occasion the flow of flood water into this area lasted over 8hrs.
* The Council have developed an Emergency Plan in conjunction with Harrogate Borough Council Emergency Planners to alleviate the risk to domestic properties along Fearby Road and Leyburn Road which have been affected by flood water in recent times.
* Part of the plan has involved placement of sandbags at strategic points along the route of the floodwater to push it away from dwellings towards the east side of A6108. where it has then gone to ground into the allotments and Auction Mart on Leyburn Road.
* The route currently taken by flood water takes is directly through the entrance to the proposed development where it then flows towards the back of the site. In the past, such flood waters have extended to the back of the site where cottages on Marfield Terrace and the White Bear public house have also been affected during prolonged periods of heavy rain.
* If the current methodology were to continue this would very likely lead to flooding of the proposed development.
* It would be very easy for the developer to prevent this ingress of water; however, this would then have a knock-on effect to the properties on Leyburn Road which would become more vulnerable to flooding than is currently the case.
* The Council is in discussion with Tarmac (proposed quarry development to the west side of Leyburn Road) in an effort to get a flood relief scheme in place and this scheme currently forms part of quarry plans, however the scheme is not proposed to be in place until 2040. The Council is trying to persuade Tarmac to bring this scheme forward, but this is still being researched, is by no means firm and in any case will not take place until 2024 at the very earliest. Until this time the Fearby Road/Leyburn Road area of Masham remains at considerable flood risk.
* The flood plan included with the application is, to our mind, inaccurate and fails to show Fearby Road in the flood risk area, and as such needs to be revised.
* Environment Agency input is needed to establish the likely route to be taken by flood water if it cannot get into the auction mart, and the knock on effect to existing properties on Leyburn Road including the Co-op and Wensleydale Garage, also the impact of flood water getting as far as the junction with Leyburn Road/The Avenue which constitutes the main road through the town (The Council has been liaising with Robin Derry at the EA).
* HBC have responsibility for the Swinney Beck, Mike Wickens being point of contact. It is suggested that his input it obtained.
* HBC Emergency Planning (Ian Speirs and Ash Demaline) have an interest in this, it is suggested their input is obtained.
* During work this summer to deal with unexpected flooding on the Recreation Ground below Silver Street by HBC personnel, it is our understanding that evidence of sewerage was found in the play area. The source of this is unknown, but it is our best guess that sewerage from Leyburn Road and Silver Street passes this area on its way to the sewerage works. It needs to be established whether this is the case because if this is so, and the existing network is leaking, then further development along this sewerage run is likely to exacerbate the problem. We have previously attempted to source sewerage plans without success; however, we are given to understand that a main sewer runs along Silver Street to a low point outside Beavers butchers, and a further drain runs on the opposite side of Silver Street to a low point outside the charity shop. It is not known whether these drains are linked and where their outflow is. We would suggest that further investigation is necessary prior to any decision regarding proposed development.
* During recent flooding a Member of Public assisted in clearing a blocked drain at junction Leyburn Road/Fearby Road which took a considerable amount of water very quickly until it blocked again. Was this water going to the main sewer because if so, could this be part of the reason for sewerage overspill from Silver Street area. We are given to understand that there is a ‘blow-out’ feature in Silver Street for times when normal sewers are unable to cope?
* The Council believe that there is sufficient concern regarding the development of this site at the present time that a multi-agency approach is required to investigate the suitability of the site, flood and drainage infrastructure in the area prior to any decision being reached.

Cllr Grainger explained Tarmac’s plans to excavate to divert the flow of Swinney Beck but felt this had been a levering tool to get a previous planning application passed and that MPC needed to go back to the conditions of the permission and apply pressure to HBC to enforce. Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that MPC objected to the application on the planning grounds set out in Cllr Broadley’s points raised. The majority of those present voted in favour and the **RESOLUTION** was carried. The Clerk would advise HBC of the above MPC decision and Cllr Simms advised he would request that the application was put forward to HBC’s Planning Committee. **Action: CLLR SIMMS & CLERK.**

4.1.2 15 Swinton Terrace, Masham to Swinton Bridge Masham, HG4 4HS - Demolition of existing rear conservatory, erection of replacement oak framed sunroom and alterations to fenestration. Following discussion, it was **proposed** by Cllr Ellis and **seconded** by Cllr Blades that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried. The Clerk would advise HBC of the above MPC decision. **Action: CLERK.**

4.1.3 Chapel House, 8 Morton Row, Masham, HG4 4HR - Proposed single storey rear extension, replacement roof and insertion of roof windows. Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Johnson that MPC objected to the application on the planning grounds set out as follows; The planned works are out of character with the existing building and neighbouring buildings and would obscure the character feature of the rear of this property. The majority of those present voted in favour and the **RESOLUTION** was carried. The Clerk would advise HBC of the above MPC decision. **Action: CLERK.**

4.1.4 Land Comprising Field At 420560 481047, Fearby Road, Masham - Replace existing dome shed with steel frame building. Following discussion, it was **proposed** by Cllr Broadley and **seconded** by Cllr Greensit that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried. The Clerk would advise HBC of the above MPC decision. **Action: CLERK.**

4.1.5 Stone Close, Black Bull Yard, Red Lane, Masham, HG4 4HD - Vertical extension to form a new dwelling. Following discussion, it was **proposed** by Cllr Simms and **seconded** by Cllr Vickery that MPC objected to the application on the planning grounds set out as follows; Concern is given that the planned works would obscure the light to neighbouring property and land. The majority of those present voted in favour and the **RESOLUTION** was carried. The Clerk would advise HBC of the above MPC decision. **Action: CLERK.**

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

**5. FINANCIAL MATTERS**

5.1.1 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.

5.1.2 Acceptance of the Advice of Receipts and Payments via cheque was **proposed** by Cllr Ellis and **seconded** by Cllr Broadley. 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. **Action: CLERK.**

5.1.3 Cllrs noted the additional invoice to cover for Masham Christmas Lights Association to remove the church spire motif and it was suggested that the group be advised to have it removed at the same time as the other lights to reduce additional costs. **Action: CLERK.**

5.1.4 Cllr Grainger thanked Cllr Vickery for all the works to the planters and Cllr Vickery thanked Cllr Blades and Grainger for their works too.

**6. PATH FROM THE KINGS HEAD YARD**

6.1 Further to a recent report of additional no access signage being put up at the property at the start of the path, Cllr Vickery clarified it was small but was claiming ownership. Cllr Simms advised people had been using the path for over 50 years without obstruction and Cllr Johnson felt a DMMO should be applied for. It was **proposed** by Cllr Simms and **seconded** by Cllr Johnson to proceed with an application to NYCC. All those present voted in favour. It was **RESOLVED** for proceedings to be started, with the Clerk and Cllr Vickery to draw up the plan to be used and to circulate for Cllrs to check. **Action: CLLR VICKERY & CLERK.**

**7. MASHAMSHIRE COMMUNITY OFFICE UPDATE & S137 DONATION REQUEST**

7.1 Following attendance at the previous meeting, no further update was required at the time.

**8. OFFICE RENTAL AGREEMENT**

8.1 The proposed agreement for 2022-23 was circulated to Cllrs prior to the meeting with terms as per the previous year, but with a 5% increase of £36.65, totalling £769.61pa. It was **proposed** by Cllr Broadley and **seconded** by Cllr Ellis to accept the terms of the agreement. All those present voted in favour. It was **RESOLVED** for the Clerk to confirm back to the MCO and sign the agreement accordingly. **Action: CLERK.**

**9. NOTEMACHINE ATM**

9.1 The Clerk circulated the proposal from NoteMachine as follows;

A Free to Use Option A contract with the below commercials which is based on a percentage of the interchange fee which is 0.259. 5000 transaction threshold before any commission is earned. Once you have reached 5000 transactions the below commercials will apply.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Commission is calculated on the percentage of the interchange fee: | | | | |  |  |
| 0-2000 @ 4% = 0.01036p |  |  |  |  |  |  |
| 2001-3000 @ 8% =0.02072p |  |  |  |  |  |  |
| 3001-4000 @ 12% = 0.03108p |  |  |  |  |  |  |
| 4001-5000 @ 16% = 0.04144p |  |  |  |  |  |  |
| 5001-6000 @ 20% = 0.0518p |  |  |  |  |  |  |
| 6001-7000 @ 24% = 0.06246p |  |  |  |  |  |  |
| 7001 -8000 @ 28% =0.07275p |  |  |  |  |  |  |
| 8001-9000 @ 32% = 0.08288p |  |  |  |  |  |  |
| 9001-10000@ 30% =0.09324p |  |  |  |  |  |  |
| 10001+ @ 40% =0.1036p |  |  |  |  |  |  |
| 6000 transactions = £165.76 |  |  |  |  |  |  |

0-2000 transactions are at 4% of 0.259 = 0.01036p per transaction - £20.72

2001 – 3000 transactions are at 8% of 0.259 = 0.02072p per transaction - £20.72

And so forth down the table. Commission will be paid for every transaction once the 5000 threshold has been reached, this is monthly not annually.

Cllrs discussed that it would be unlikely to hit the 5,000 transactions given the historical transactions recorded. Cllr Johnson felt there needed to be some guarantee thar a withdrawal fee would not be added to the fee in time, and they needed to guarantee the machine would be kept filled and maintained properly. Cllr Gregg highlighted that all ATMs at some point will incur a charge, Cllrs agreed the Clerk should ask how long they could guarantee a no withdraw; fee and to keep the machine refilled and maintained and if the response was satisfactory, to proceed, but to circulate the response to Cllrs before officially approving. **Action: CLERK.**

**10. REPORT OF FALL ON THE MARKET PLACE**

10.1 Further to the report of the fall in January the MoP insurers had stated they had submitted a claim form, however, this had not been received by MPC. The Clerk had let MPC’s insurers, Aviva, know this and in turn they had requested all communication over the matter now be carried out by them. Cllrs asked for Cllr Barker to be reminded of the repair still to be made. **Action: CLLRS BARKER & CLERK.**

**11. MASHAM MARKET**

11.1 Cllr Grainger advised the Market Superintendent was now managing the card machine payments on his own and it was confirmed the Sunday markets would be starting up again in April. The Clerk was awaiting the exact dates from the organisers to publicise on the website. **Action: CLERK.**

**12. MARKET SQUARE BLOCKING DRAIN**

12.1 Cllr Johnson advised E Leathley & Son, along with Masham Fire Brigade had helped unblock the recently blocked drain as a matter of urgency. He advised the drain grill is a good size however, the pipe is too narrow to take much flow and debris. Cllr Johnson suggested the pipe was dug out and replaced with a wider pipe with a silt trap before the resurfacing works were carried out so would obtain a price for this. The Clerk would clarify the pricing thresholds for the Council to ascertain if a second quote would be needed. **Action: CLLR JOHNSON & CLERK.**

**8.00PM - PUBLIC INTERVAL**

1. A MoP thanked MPC for the recent sandbagging teams’ efforts. Cllr Grainger also thanked Cllr Broadley and the team on the amount of work they did during the recent flooding.
2. A MoP thanked MPC for chasing and HBC for carrying out the recent works to tidy up Tittybottle Park.
3. A MoP advised of the road surface crumbling away and a channel forming near the property next to the fire station on Red Lane to report to Highways. **Action: CLERK.**
4. A MoP advised the bridge on Fearby Road was rotting and needed attention. **Action: CLERK.**

**13. ELECTRIC VEHICLE CHARGING POINTS**

13.1 The Clerk had circulated communication to Cllrs prior to the meeting from HBC’s Economy & Transport Office stating they were now ready to start working on proposals for EVCs for the market square. They were about to sign a contract with supplier ‘Connected Kerb’ so were keen to arrange a virtual meeting with MPC. As the Chair had previously been the point of contact over proposals, the Clerk had requested HBC to await his return to make arrangements, but Cllrs Greensit and Johnson also offered to join the meeting. Cllrs discussed if the long stay parking could be pushed as an additional location now the electric supply was being reinstated. It was also clarified a three-phase supply was required as HBC had previously said this would need to be run from Chapman Lane. Cllrs asked the Clerk to double check with Swinton Estate that they gave their permission for the scheme. **Action: CHAIR, CLLRS GREENSIT & JOHNSON & CLERK.**

**14. MARKET SQUARE RESURFACING**

14.1 Cllr Grainger confirmed having heard from the third contractor, JMS Roads, requested to quote that he could not meet anywhere near the two prices already quoted. The second quote from CCL Surfacing was circulated to Cllrs prior to the meeting which was for £50k plus VAT but included remarking of lines and traffic management. Cllr Gregg explained the second quote was more as it was a lot more extensive as they intended removing 40mm of the whole area and relaying 40mm. They had advised the work would take approximately a week and would do it in two halves. Cllrs discussed they really needed to two quotes to be revised for the same works. A local contractor present as a MoP recommended the whole surface needed to be grades, suggesting to 40mm and another 50 or 60mm be relayed and that the quote should include the traffic management required. Cllr Grainger would return to both contractors to revise quotes accordingly and the Clerk would resend the contact provided by Swinton Estate for a suggestion to obtain the third quote. It was reported another pothole had appeared and asked for Cllr Barker to address this one urgently too. **Action: CLLRS BARKER & GRAINGER & CLERK.**

**15. MARKET RULES & TARIFFS**

15.1 Cllrs did not have any suggestions to amend the existing set of Market Rules and it was clarified that the current tariffs standing since April 2020 were £9 for regular traders and £12 for casual traders in winter, and £15 for regulars and £19 for casuals in summer, with extra for additional footage. It was **proposed** by Cllr Ellis and **seconded** by Cllr Vickery to add £1 onto each tariff from 1st April. All those present voted in favour. It was **RESOLVED** for the Clerk to confirm to the Market Superintendent accordingly and Cllr Johnson to assist work out the tariffs for additional footage. Cllr Johnson also suggested it could be considered to abolish the regular and casual categories and just give the 6th week free-of-charge each time. **Action: CLLR JOHNSON & CLERK.**

**16. BORDAR HOUSE TEAS’ RENT & AGREEMENT REVIEW**

16.1 Further to Cllrs looking at the site at the previous meeting, a draft plan of the cobbles was provided to the Clerk to show the area within the existing troughs and planters, and 3m in from the building walls. Cllr discussed that the provision and deduction for water was no longer required and that MPC needed to reserve the right to alter terms as required. It was suggested and agreed to make the agreement for 350 days of the year at £5 per day for a 1-year term, for review annually. This would depict the current day use of the area better than the 1989 agreement which was 18 weeks use of the year only. It was agreed terms should include the right for MPC to request the area to be cleared for maintenance with 1 months’ notice outside of the high season, unless in an emergency. It was suggested and agreed the market tariffs for the casual season rate should be applied for temporary catering held and that V-boards, bins, etc should be removed outside of opening hours. It was agreed for the Clerk to provide a draft plan and agreement outlining these terms to circulate amongst Cllrs to check before sending it to Bordar House Teas for signing.  **Action: ALL CLLRS & CLERK.**

**17. PARISH COUNCIL ELECTIONS**

17.1 The Clerk had circulated correspondence and guidance to Cllrs prior to the meeting from HBC and YLCA. The Notice of Election for 5th May had been displayed on the noticeboards from 7th March and Nomination Papers were circulated to Cllrs which needed to be completed and delivered to HBC by 4pm Tuesday 5th April. **Action: ALL CLLRS & CLERK.**

**18. QUEEN’S PLATINUM ANNIVERSARY**

18. Cllr Johnson explained the event would clash with the travellers being in the town and that he had requested the local police to attend on the Friday night and a PCSO should be present for traffic control for the floats. A MoP was doing a detailed itinerary handout for residents and the MCO had offered to apply for the HBC grant. Cllr Johnson asked the Clerk for MPCs insurance policy to be sent to RF Broadley Insurance Brokers to establish if further cover was required for the fireworks. **Action: CLLRS GRAINGER & JOHNSON &** **CLERK.**

**19. POTENTIAL LIGHTING TO DRIVEWAY TO RECREATION GROUND**

19. The Clerk clarified that Northern Powergrid had responded and that it was looking likely the meter had been disconnected rather than the actual supply. Northern Powergrid will issue a new MPAN number which may take a few weeks and then a supplier could be instructed. Cllrs agreed for the Clerk to instruct Green Energy once the number was issued. **Action: CLERK.**

**20. HONESTY BOXES**

20.1 The Clerk was awaiting the revised price from D & M Fabrication Ltd for a new box for the market square less installation and without the chute they had added to the design.  **Action: CLERK.**

**21. ADDITIONAL DEFIBRILLATORS**

21.1 The MCO had provided the Clerk a recommended Tech Specialist to get advice from on a purchase, maintenance and training as they were currently sourcing a replacement unit via this person. **Action: CLLR GRAINGER & CLERK.**

**22. MASHAMSHIRE LITTER BUSTERS POSTER REQUEST**

22.1 The group had requested a further six laminate ‘Stick & Flick’ posters. It was **proposed** by Cllr Broadley and **seconded** by Cllr Johnson to agree to make an S137 donation for the cost. All those present voted in favour. It was **RESOLVED** for the Clerk to request the group action this in order for a reimbursement to be issued, and also to obtain quotes to purchase some professional, longer lasting signs. **Action: CLERK.**

**23. COMMUNITY SPEED WATCH**

23.1 The Clerk advised the police had confirmed both The Avenue and Leyburn Road had qualified to be covered by the Community Speed Watch scheme and would be arranging a site visit to establish the suitable points for the team to cover. Cllrs asked that for Leyburn Road a point was chosen as close to the allotments as possible. **Action: CLERK.**

**24. HIGHWAYS MATTERS**

24.1 Cllr Atkinson advised there were 30 damaged bridges in the area and that works were being pushed to get done asap. NYCC were too short staffed to be able to check the lights at Masham bridge daily. Cllr Greensit asked about Fibre Broadband and Cllr Atkinson advised that all locations should be connected by 2024 including the 3% still awaiting connection.

24.2 Matters to report and existing issues to chase were as follows;

a) The pothole between the Old Station and Masham bridge has been patched but the ends of the potholes were still bad and a patch appearing at the same place at the side of the road. **Action: CLLR ATKINSON & CLERK.**

b) Cllr Grainger explained when the field at Low Burton floods the drain under the road where the metal fencing meets the hedge needs rodding and the road needs work at the lowest section where it is sinking. **Action: CLLR ATKINSON & CLERK.**

c) Cllr Vickery reported the road was badly potholed at the Red Lane junction with Park Street. **Action: CLLR ATKINSON & CLERK.**

**25. BLOCKED PAVEMENT TO THORPE ROAD**

25.1 Cllr Weatherill advised having spoken to the Landlord at the property with the mobility scooter which had now been removed but that the planters still remained. **Action: CLERK.**

**26. WESTHOLME COURT PLAY AREA**

26.1 Cllr Grainger advised work on obtaining estimates for refurbishment was in progress. **Action: CLLR GRAINGER.**

**27. GRASS CUTTING CONTRACT**

27.1 The Clerk had circulated amongst Cllrs pricing from MFJ Land Management and Greensphere R&C but the third price requested was still awaited.MFJ had priced for High and Low Ellington greens to be cut at £80 plus VAT, the riverside walk to be cut at £40 plus VAT, or a more extensive cut including the rivers edge at £55 plus VAT and mole control at £15 plus VAT per visit. Greensphere had priced for 16 fortnightly cuts of the greens at £95 each and semi-annual riverside walk clearance at £175 each and did not cover mole control.It was **proposed** by Cllr Broadley and **seconded** by Cllr Vickery to proceed with a 3-year contract with MFJ Land Management. All those present voted in favour. It was **RESOLVED** for the Clerk to confirm this accordingly. **Action: CLERK.**

**28. PARISH CARETAKERS WORK**

28.1 Cllr Johnson felt a number of the benches needed painting and Cllr Vickery had a contact to approach to see if they would be interested in pricing for the work. Cllr Ellis advised he would apply another coat tot eh Turner board and may do the sign at Masham bridge. Ut was asked for Cllr Atkinson to bring up the cleaning of the Masham sign on Leyburn Road and Cllr Grainger asked if they could clean the signs for all the regular routes. Cllrs discussed there were a few cast iron road signs needed to be checked in the Parish which could be included in the painting works itinerary for the benches. **Action: CLLRS ATKINSON, ELLIS & VICKERY & CLERK.**

**29. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

29.1 Neighbourhood Policing Team – Monthly Parish report was noted as follows;

Ripon and Pateley Bridge NPT: Town and Parish Council Report

|  |  |
| --- | --- |
| Town or Parish | Masham Town Council |
| Report Completed By: | PCSO Alison Swan |
| Data Reporting Period: | 01/02/2022 to 28/02/2022 |

Crime and ASB Data

|  |  |  |
| --- | --- | --- |
| Qualifier | No of Incidents |  |
| Anti-social behaviour | X3 ASB nuisance | Of note one of these reported incidents relates to 26/02/22 the Abba night at town hall, persons trying to gate crash |
| Environmental anti-social behaviour | 1 | 03/02/22 persons involved in local litter pick found taxidermy wall mounted leopard (area Leyburn to Bedale road |
| Auto crime | 0 |  |
| Burglary: | 0 |  |
| Criminal Damage | 1 | 11/02/22 Masham allotments Leyburn road damage caused to poly tunnel |
| Theft | 1 | 15/02/22 theft of fuel from I’Anson Ltd, Masham |
| Violence | 4 | All within the month of February relate to domestic issues between the same couple residing in Masham |
| Public Order Incident | 0 |  |
| Fraud | 0 |  |
| Suspect Circumstances | 3 |  |
| Alarm | 0 |  |
| Highway Disruption | 4 | Traffic light fault reported at Masham bridge on the 8th,17th and 19th on the 18th large pothole reported in road just over Masham bridge towards Ripon |
| Road Related Offence |  |  |
| Road Traffic Collision | 3 | All three relate to minor RTC where slight damage occurred |
| Natural Disaster | 1 | 20/02/22 flood warning |
| Wildlife | 1 | 2 possible poachers with dogs seen on farmland off the Leyburn Road |
| COVID |  |  |
| TOTAL THIS PERIOD | 22 |  |

* 1. Green Lanes Environment Movement (GLEAM) – Notification of the online consultation which addresses the problem of recreational motor vehicles driving on green lanes was given and Cllr Broadley offered to respond to this on behalf of MPC. **Action: CLLR BROADLEY.**
  2. NYCC Public Health – Request to complete survey to review local community pharmaceutical services to help make recommendations and shape the development of services as part of the 2022 Pharmaceutical Needs Assessment refresh was advised of and Cllrs agreed the Clerk should complete on behalf of MPC. **Action: CLERK.**
  3. Ripon Runners – Notification they are hosting The Burn Valley Half Marathon Race on Sunday 10th July with the race to start at 10:00am from the marker square was given. Cllrs discussed that it was a Sunday market day so it needed to be asked how much space they needed and requested they park at the long stay car park. **Action: CLERK.**

**UPDATE FROM COUNTY CLLR ATKINSON**

Cllr Atkinson advised most focus was being given to the devolution and there was a big issue with jobs as there was a 1k shortage of care workers. HBC were also low on staff and NYCC were struggling too as employees could earn more in the Northeast as the cost of living was lower. They were trying to get in line for the elections and although there were going to be less Cllrs, there were plans to open more offices in more towns to make things more accessible.

**30. ANY OTHER BUSINESS**

30.1 Cllr Broadley advised the sandbags had been left out as it seemed sensible due to the forecast and Cllr Broadley and Cllr Johnson agreed to review again in another fortnight and publicise plans then for them to be brought back in. **Action: CLLRS BROADLEY & JOHNSON.**

30.2 Cllr Ellis had already reported a hole eroded near the new bench at Sandy Bay which was obstructing the footpath and it was agreed the Clerk should report this to Swinton Estate asap. **Action: CLERK.**

30.3 Cllrs discussed the earthworks previously reported at 5 Swinburn Court had been washed away and needed to be reported again to the Environment Agency using the original reference. **Action: CLERK.**

30.4 Cllr Johnson advised the Market Superintendent needed some more cones of better quality than the last ones and would get an estimate for 15 to 20 more for the next meeting. **Action: CLLR JOHNSON.**

30.5 Cllr Vickery advised the cones and trolley to the rear of Masham Town Hall were untidy and the old trolley abandoned. Cllr Greensit offered to take this away to dispose of. **Action: CLLR GREENSIT.**

30.6 Cllr Vickery advised of a new pothole in the market square near the finger post and Cllrs asked the Clerk to ask Cllr Barker to fill this one too.  **Action: CLLR BARKER & CLERK.**

30.7 Cllr Vickery advised the scaffolding boards at the property on Park Square had come lose and some were hanging so Joplings needed to be chased to request removal again urgently. **Action: CLERK.**

30.8 Cllr Vickery advised the surface to the new footpath at the Co-op to the Black Bull Yard was breaking up and needed reporting to NYCC Pathways and would supply the Clerk with photos. **Action: CLLR VICKERY & CLERK.**

**31. DATE OF NEXT MEETING**

31.1 Monday 4th April 2022.

**CLOSURE:** The Meeting closed at 21:41pm.

Dated 03/04/2022

*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 MATTERS TO 7th MARCH 2022**

**PLANNING APPLICATIONS FROM HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE** |
| Site Of Masham Auction Mart, Leyburn Road, Masham | Application No.: 21/04470/FULMAJ  Proposal: Erection of 26no. Dwellinghouses with associated access and landscaping.  Applicant: Mr J Kitching | 14th February extension agreed to 8th March |
| 15 Swinton Terrace, Masham To Swinton Bridge Masham, HG4 4HS | Application No.: 22/00405/FUL  Proposal: Demolition of existing rear conservatory, erection of replacement oak framed sunroom and alterations to fenestration.  Applicant: Mr & Mrs Sean Macgill | 14th March |
| Chapel House, 8 Morton Row, Masham, HG4 4HR | Application No.: 22/00592/FUL  Proposal: Proposed single storey rear extension, replacement roof and insertion of roof windows.  Applicant: Mr & Mrs Pritchard | 24th March |
| Land Comprising Field At 420560 481047, Fearby Road, Masham | Application No.: 22/00670/FUL  Proposal: Replace existing dome shed with steel frame building.  Applicant: Mr John Marsden | 27th March |
| Stone Close, Black Bull Yard, Red Lane, Masham, HG4 4HD | Application No.: 22/00780/FUL  Proposal: Vertical extension to form a new dwelling.  Applicant: Katie Drabkin | 27th March |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICATION | ACTION |
| Silverdale, 25 College Lane, Masham, HG4 4HE | Erection of outbuilding and installation of electric gates | Notification of a communication received on 24 June 2021 which reports a possible breach of planning control. (Cardinal Court is the same property a Silverdale, College Lane). Update 3rd February - Negotiations are still ongoing regarding this gate. The owner applied but the application remained invalid and was returned back to him. However, Officers feel that this gate is inappropriate due to its height, and design. HBC have suggested to the owner that it needs to be amended, or an enforcement notice will be served. The owner has engaged with a local architect who has started to advise him and we have discussed the prospect of the gate being altered. I shall see what happens but if nothing does happen then HBC will serve a notice by the summer. |
| The Cottage, 26 Park Street, Masham, HG4 4HN | Unauthorised tree works in a conservation area. | Notification of a communication received on 26 November 2021 which reports a possible breach of planning control. Update 26th January - an investigation has been carried out. The outcome of the investigation is as follows:- Please note that this case is still under investigation. The Councils arborist has been requested to make an assessment of the works and make a recommendation on any action if necessary. March – update requested & awaited. |
| 2 Leyburn Close/Site Of Masham Auction Mart, Leyburn Road, Masham | Erection of a garage in the front garden with the doors opening over the foot way and new access on to the road adjacent to the A6108 | Notification of a communication received on 12 January 2022 which reports a possible breach of planning control. 8th February – HBC confirmed the outcome of the investigation is as follows:- After further consideration of this case I conclude that the building is permitted development as per schedule 2, Part 1 , Class A of the  GPDO 2015. No further action can be taken. |
| Black Bull Garage, Black Bull Yard, Red Lane, Masham, HG4 4HD | Change of use and subdivision of building | Notification of a communication received on 10 February 2022 which reports a possible breach of planning control at the above location. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **FINANCE SCHEDULE** | |  |  | **APPENDIX B (1/2)** | |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 8th February to 7th March 2022** | | | |  |  |  |  |
| Market Rents |  |  |  |  |  | £1,071.00 |  |
| Honesty Box |  |  |  |  |  | £940.00 |  |
| Clerk - McAfee Discount for Laptop Antivirus Sub | | | |  |  | £12.00 |  |
| NoteMachine - Bus Shelter Rent 1st Nov 2020 to 31st Oct 2021 | | | | |  | £5,000.00 |  |
|  |  | **Total receipts for the month** | | |  | **£7,023.00** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
| **(ii) Payments by cheque on 7th March 2022 for approval from Barclays - Masham Parish Council Account** | | | | | | | |
|  |  |  |  |  |  |  | **Cheque No.** |
| Eric Wilkinson, Litter Picker - February Salary (Tax £34.20) | | | |  |  |  | 101161 |
| Jen Hurford, Parish Clerk - February Salary (Tax £2.20) | | | |  |  |  | 101162 |
|  |  |  | **Staff Salaries Total** | |  | **£1,158.73** |  |
| HMRC - PAYE |  |  |  |  |  | £36.40 | 101163 |
| Masham Town Hall - Meeting Room March (VAT £4.20) | | | |  |  | £25.20 | 101164 |
| J D Gregg Agricultural Services - MCLA Spire Lights Removal | | | |  |  | £96.00 | 101165 |
| Cllr Jane Vickery - Reimburse summer 2021 & Winter/Spring 2021/22 bedding plants | | | | | | £152.89 | 101166 |
| Mashamshire Community Office - S137 Donation 2021-22 Running Costs | | | | |  | £3,500.00 | 101167 |
| D3 Office Group Ltd - Ink cartridges & vinyl gloves (VAT £7.32) | | | | |  | £43.92 | 101168 |
| Clerk - Reimburse stamps | |  |  |  |  | £8.88 | 101169 |
| **Direct Debits** |  |  |  |  |  |  |  |
| Barclaycard |  |  |  |  |  | £30.27 |  |
| Green Energy - Electricity (VAT £2.02) | | |  |  |  | £42.35 |  |
|  |  | **Total Payments** | |  |  | **£5,094.64** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account Ending 7717 | | | | |  |  |  |
|  | Balance as at 24 February 2022 | | |  | £40,410.10 | Cr |  |
| Barclays - Masham Parish Council - Current Account Ending 2096 | | | | |  |  |  |
|  | Balance as at 24 February 2022 | | |  | £5,015.73 | Cr |  |
| CCLA Public Deposit Sector Fund Account | | |  |  |  |  |  |
|  | Balance as at 28 February 2022 | | |  | £45,316.84 | Cr |  |
|  |  |  | Overall Total |  | £90,742.67 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 7th MARCH 2022**

Correspondence for information/consideration etc

1. Neighbourhood Policing Team – Monthly Parish report.
2. Green Lanes Environment Movement (GLEAM) – Notification of the online consultation which addresses the problem of recreational motor vehicles driving on green lanes.
3. NYCC Public Health – Request to complete survey to review local community pharmaceutical services to help make recommendations and shape the development of services as part of the 2022 Pharmaceutical Needs Assessment refresh.
4. Ripon Runners – Notification they are hosting The Burn Valley Half Marathon Race on Sunday 10th July with the race to start at 10am from the marker square.

**MINUTES 4th APRIL 2022**

**PRESENT:**

**Parish Council**: Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Flo Grainger (Vice-chairman), Cllr Robert Greensit, Cllr James Gregg (present from Item 5), Cllr Ian Johnson, Cllr Neil Pickard (Chairman), Cllr Nigel Simms (present from 9.2), Cllr Jane Vickery (present until Item 28) and Cllr Peter Weatherill, with County Cllr Margaret Atkinson (present from Item 17) and Jen Hurford (Parish Clerk).

**Present:** 9 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Colin Barker.

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

2.1 Minutes of the Monthly Meeting held 7th March 2022. It was **proposed** by Cllr Ellis and **seconded** by Cllr Greensit that the Minutes of the 7th March 2022 meeting be formally approved as a true and accurate record. All those who attended the 7th March 2022 meeting and who were present voted in favour. It was **RESOLVED** that the Chair of the meeting on 7th March 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 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 cheque was **proposed** by Cllr Ellis and **seconded** by Cllr Grainger. 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. **Action: CLERK.**

5.2 Internal & External Audits. The internal auditor had been in touch to make arrangements for the internal audit at an increased cost of £150 and it was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis for the Council to proceed with this. All those present voted in favour. It was **RESOLVED** for the Clerk to make arrangements and to prepare for the internal audit in readiness then for external audit, with a submission date of 1st July. **Action: CLERK.**

5.3 Budget 2022-23. The Clerk apologised that this was still being worked on and would circulate to Cllrs prior to the next meeting. **Action: CLERK.**

5.4 Cheque to cancel & online banking. The Clerk clarified cheque 101125 still needed cancelling from November’s meeting as a replacement was ready to be sent for the original one never received for Greensphere R & C. Cllr Johnson noted the number to cancel the cheque with Barclays. The Clerk advised the online payment for the finger post emblem had been set for some time but still required a second signatory to authorise the payment out, which Cllr Ellis agreed to carry out that week. **Action: CLLRS ELLIS & JOHNSON.**

**NEIGHBOURHOOD POLICING TEAM REPORT**

The below report was circulated to Cllrs by PCSO Swan at the meeting.

Ripon and Pateley Bridge NPT: Town and Parish Council Report

|  |  |
| --- | --- |
| Town or Parish | Masham Town Council |
| Report Completed By: | PCSO Alison Swan |
| Data Reporting Period: | 01/03/22– 31/03/22 |

Crime and ASB Data

|  |  |  |
| --- | --- | --- |
| Qualifier | No of Incidents |  |
| Anti-social behaviour | 1x ASB nuisance | Motorbikes at the Wetlands |
| Environmental anti-social behaviour | 0 |  |
| Auto crime | 0 |  |
| Burglary | 1 | Burglary of farm building. £3500 of equipment stolen |
| Criminal Damage | 1 | Following a domestic within a dwelling |
| Theft | 0 |  |
| Violence | 6 | All of a domestic nature |
| Public Order Incident | 0 |  |
| Fraud | 0 |  |
| Suspect Circumstances | 0 |  |
| Alarm | 0 |  |
| Highway Disruption | 1 | Traffic lights on Masham Bridge |
| Road Related Offence | 0 |  |
| Road Traffic Collision | 3 | Not serious |
| Natural Disaster | 0 |  |
| Wildlife | 0 |  |
| COVID | 0 |  |
| TOTAL THIS PERIOD | 13 |  |

PSCO Swan explained the violence incidences had increased but were all within dwellings and should been seen to reduce within the next month or so. She explained a secure shed on a local farm had had a lot of equipment taken so people needed to be mindful of travelling criminals. The Chair advised fuel and fertilisers stock should be secured following the increase in value. PCSO Swan introduced Pateley Bridges’ area’s PCSO La’Borde. The fuel stolen from I’Anson Bros Ltd was discussed and it had been established to have been taken by a Scania and seemed to be of an organised crime being repeated in other areas. The similar sort of crimes are looked closely by police analysts but with the changing of plates, this makes things more difficult. PCSO advised of a WhatsApp group for farmers, gamekeepers and those in rural areas, for MoP to post suspicious occurrences and behaviours. The police do monitor it and information is shared amongst the whole group. Anyone interested in joining should give their details to the Clerk to pass on to PCSO Swan, including their name, area and telephone number. The area covered from Middlesmoor to Dishforth with 90 people from Masham and Pateley bridge, which Cllr Gregg confirmed to be part of. The Chair thanked both PCSO Swan and La’Borde for coming to the meeting and for the information and advice given. **Action: CLERK.**

**6. MASHAMSHIRE COMMUNITY OFFICE UPDATE & S137 DONATION REQUEST**

6.1 The following report was circulated to Cllrs prior to the meeting;

Mashamshire Community Office (MCO) Update to Masham Parish Council 31st March 2022 Updates: • MCO current opening hours are Monday-Saturday 10am-3pm. The library is open Monday-Friday 10am-3pm (4pm on Thursdays) and Saturdays 10am-12:30pm. • Amongst our usual activities, the new Masham Strollers walking group is now up and running, meeting every Friday at 10am outside MCO. Wellbeing walks are short (approximately 30-40 minutes), accessible, friendly, free walks around Masham suitable for those that are new or returning to activity. They are circular and end with tea/coffee and a chat with fellow walkers. If you would like to join us on a walk or would like further information, please contact Sarah on 01765 680200 or email sarah@visitmasham.com. • Our telephone befriending service is in development. We are seeking volunteers. If you are a chatty and empathetic person and could spare an hour a week to make a difference to someone’s day please contact Sarah on 01765 680200 or email sarah@visitmasham.com • MCO was identified by North Yorkshire County Council as a Community Support Organisation (CSO) and we have worked with the county council and our army of incredible volunteers since the beginning of 2020 to provide shopping deliveries, prescription collections, jigsaw lending, library lending, tailored craft packs to isolated people and much more over the last 2 years. As life returns to some form of “normal” and Government restrictions have eased, the CSO volunteer role is officially coming to an end. We will of course continue to be there for the people of Mashamshire and are constantly seeking new ways to work with our volunteers and various partners to support residents, businesses and visitors alike and we are always open to ideas on how we can do this better. For now, we extend a huge thank you to everyone that has volunteered their time to support the CSO function at MCO – thank you! • We continue to provide content for the Parish Magazine, D&S, Ripon Gazette and posters in the market square. Online we are active on Instagram and Facebook (@visitmasham and @mashamshirecommunity) and circulate a weekly e-newsletter which reaches over 600 local people. Please encourage people to sign up: https://www.visitmasham.com/signup/ - they just need to tick to state whether they are a visitor or a local to make sure they get the relevant newsletter. Partnership work: • We liaise with the local community to address gaps in knowledge and partner with organisations to bring relevant training to Masham. This year MCO has arranged the following so far, upskilling local people: o Dementia Awareness Training delivered in partnership with Masham Methodist Church, 06/01/22 (15 attendees) o Emergency First Aid in the Workplace delivered in partnership with British Red Cross, 11/02/22 (10 attendees) o Adult Mental Health First Aid (England) 2 day Adult First Aid course, 21/03/22 & 28/03/22 delivered in partnership with MIND in Harrogate, Wellspring and The White Bear (16 attendees) o Community First Aid Training delivered in partnership with British Red Cross and Masham Methodist Church, planned for 07/04/22 (15 places) o Tackling Loneliness delivered in partnership with British Red Cross and St Marys Church, planned for 26/04/22 (15 places) o We are also working with Nidderdale Plus to improve people’s digital skills • MIND in Harrogate now also operate from our upstairs meeting room every Wednesday. The purpose of their outreach service is to provide a mental health hub in the market towns in Harrogate District to help improve and facilitate local access to mental health support, information, advice and training opportunities. They are also keen to identify any gaps in mental health provision and to help develop ways to fill these gaps where possible, such as by developing additional groups and activities to take place locally. Individual appointments with Kirsty, the Community Development Worker are available at the Community Office between 10am and 12 noon each week and pre-booking is required. Contact Kirsty for more information on 07305 049296 or via email kirsty@mindinharrogate.org.uk. • The Citizens Advice function continues to be delivered as a telephone and virtual drop-in service the first Thursday morning each month and appointments can be made by contacting MCO on 01765 680200 or via email info@visitmasham.com • Our Health and Wellbeing event on 19th March was a huge success, bringing over 20 organisations together to network and assist residents. o 50% of attendees provided feedback of which 92% said that they found the event useful. o As a result of this event, 82% of exhibitors and attending agencies have an improved knowledge of health and wellbeing provision in Mashamshire o 88% say they have improved connections with other organisations and found it beneficial to their organisation to exhibit at the event. o 41% of exhibitors and attending agencies received increased referrals which means local people directly benefited and 76% are more likely to refer clients to other support organisations. • We’ve held 2 Business Connections meetings this year, kindly hosted by The Kings Head and Swinton Estate which have proven incredibly useful with new projects in the midst to improve cross referrals and draw tourists into local businesses. • We have also been supporting the Jubilee Committee to put together a programme of activity and encourage local participation. • NYCC are accepting nominations for their Community Awards at the moment: https://www.northyorks.gov.uk/community-awards. It’d be great if we could encourage people to nominate MCO if they’ve had a good experience connecting with us, or perhaps you’d like to nominate another volunteer that you know does a lot for the community, or even a different organisation you know of. Issues: • Continual monitoring of the Unitary Authority changes and how this will impact on our operations and finances. We are updating our Strategic Plan to prepare for the uncertain future regarding our building lease and anticipate significant funding challenges for 2022/2023 and beyond. • We are a small charity and rely on our many volunteers and a small team of paid staff to do what we do as well as donations. Choose us as your cause to support when shopping on Amazon via AmazonSmile and by shopping via Easyfundraising and we benefit financially without it costing you a penny! o www.smile.amazon.co.uk o www.easyfundraising.org.uk/support-a-good-cause/ • MCO has inherited responsibility for maintaining the defib machine at the back of Bordar House and has been checking it regularly for the past 12 months+. 01/02/2022 the defib was found to be faulty. The same day MCO removed it from “The Circuit” (https://www.thecircuit.uk/). MCO have arranged for it to be repaired but the cabinet also needs replacing as it is letting water into the unit causing damage. MCO is obtaining quotes for a replacement cabinet and will report back to MPC upon receipt of quote to seek assistance with sourcing funds. FUTURE PLANNING: • Finalising the MCO Strategic Plan (SP) and review of internal frameworks to focus our future aims and build capacity for the coming 12-18 months. The SP will be shared with MPC once finalised. • Focus on fundraising initiatives including our charity jazz concert, The Great American Songbook taking place on 6th August – tickets available from MCO; please support us! MCO Trustees for your information: Paul Theakston (Chair), Susan Briggs, Marie-Christine Brummel, Judith Fuller, Prue Keigwin, Tim Klemz, Douglas Marr, Sue Palin, Gaynor Pearson, Hazel Wade

6.2 Cllr Blades advised the MCO had asked if they could have and use the town map without the key. Cllr Johnson offered to liaise over this as Cllrs were reluctant for the businesses to be excluded as the intention was to promote businesses to visitors. **Action: CLLR JOHNSON.**

**7. NOTEMACHINE ATM**

7.1 Following the proposal circulated at the last meeting, despite being asked, NoteMachine could still not guarantee the machine would remain free to use for any length or time nor give any security to the 5-year timescale outlined in their proposal. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Greensit to agree to the terms of the agreement on the basis that there is no charge to users and that MPC will seek to review this agreement if otherwise. All those present voted in favour. It was **RESOLVED** for the Clerk to relay this accordingly. Cllr Vickery advised the cash machine had been empty again that weekend and Cllr Pickard highlighted the difficulty was that no other provider was willing to provide the ATM service here. **Action: CLERK.**

**8. REPORT OF FALL ON THE MARKET PLACE**

8.1 Cllr Broadley confirmed she, Cllr Grainger and the Clerk had met with the claim investigator that day to give all the information he needed to report back to the insurer, Aviva. Cllrs discussed the pothole had since been filled in as it had continued to deteriorate.

**9. MASHAM MARKET**

9.1 Cllr Grainger explained how rents were down slightly due to high winds and that problems had been experienced with the cash machine as the internet in the area had been crashing. The card machine was very difficult to read, and Cllr Johnson explained the contract was for 1 year. Some Cllrs suggested obtaining some anti-glare equipment so Cllr Johnson would enquire with Barclaycard. **Action: CLLR JOHNSON.**

9.2 Market Cones. A local business had raised an issue with the cones being put out too early and the Chair advised this would be discussed with the Market Superintendent at the next staff appraisal. Cllr Greensit mentioned a Trader had reported not receiving a receipt which Cllr Grainger had already acknowledged and advised on Saturday’s two people were still needed to collect the rents and operate the machine. Cllr Johnson clarified more cones were needed and the ones from JSP were the best quality at around £7 each and the market needed 15-20. It was **proposed** by Cllr Ellis and **seconded** by Cllr Grainger to the purchase of 20 new cones. All those present voted in favour. It was **RESOLVED** for Cllr Johnson to arrange the purchase from JSP. Cllr Weatherill highlighted there were a lot of the cones left around the town and being used by others and Cllr Vickery offered to spray ‘MPC’ on all the new cones rather than the handwritten markers used currently. **Action: CHAIR & CLLRS GRAINGER, JOHNSON & VICKERY.**

**10. MARKET SQUARE BLOCKING DRAIN**

10.1 Cllr Johnson explained again that E Leathley & Sons had recommended a wider drain with a trap be put in where the blockage was reoccurring. Cllr Johnson would source an estimate and Cllrs agreed the issue needed to be monitored around the time of the sheep fair. **Action: CLLR JOHNSON.**

**12. MARKET SQUARE RESURFACING**

12.1 Cllr Grainger explained there were two quotes already in and a third awaited from G Robinson. She had spoken to local firm Ken Rodney Construction Ltd for a better guide as to the specification for the work and it had been recommended to take off 10cm and replace with 4cm of filler and 6cm of tarmac. Cllr Grainger explained the difference in specification for the two quotes already in. Cllr Broadley expressed concern for the underlying cobbles limiting how deep they could go down, but Cllrs Ellis & Johnson explained they were not rounded cobbles but a base layer. Cllr Gregg explained they would need to take off a substantial amount to get a good base to adhere to. **Action: CLLR GRAINGER.**

**11. ELECTRIC VEHICLE CHARGING POINTS**

11.1 HBC had been put in touch with the Chair and Cllrs Greensit and Johnson who were keen to join the meeting. Cllrs agreed it should be asked if points could be put in at the long stay car park so that the market square spaces were not used up. Cllr Johnson suggested near the flagpole would be a good location so that more cars could be fitted around. **Action: CHAIR, CLLRS GREENSIT & JOHNSON.**

**13. TOUR DE YORKSHIRE MEMORIL CAIRN**

13.1 The Chair explained Abbotts of Leeming had been in touch over the damage and were prepared to have it fixed. The quote they had obtained was a lot less than the £1k estimate provided by the original manufacturer Winship Walling. Cllr Vickery who had met the contractor explained the extent of the detail of work and that £1k was a worst-case scenario and that he was a skilled workman and would be concerned over the other contractor’s skill. The Chair explained it would delay things if MPC pushed for the more expensive quote as it would need to go through their insurance. Cllr Simms advised MPC should give the specification outlined by Winship Walling for what needs doing to make sure a correct job was done. The Chair would liaise further with Abbotts of Leeming for a like for like job. Cllr Vickery explained Winship Walling was very keen to put their own workmanship right. **Action: CHAIR.**

**14. MASHAM MARKET**

14.1 The Clerk advised the organisers of the extra markets had asked for the Christmas market to be held 6th November. Cllrs agreed they should go ahead with this if they felt it was the best date. **Action: CLERK.**

**15. PATH FROM THE KINGS HEAD YARD**

15. The Clerk was in progress of drawing up the plan for the route with Cllr Vickery. **Action: CLLR VICKERY & CLERK.**

**16. PARISH COUNCIL ELECTIONS**

16.1 Cllrs had passed their completed Nomination Papers to Cllr Broadley to delivered to HBC by 4pm on Tuesday 5th April. Cllr Simms confirmed he would not be standing for MPC again and the Chair thanked him for all the years he had put in and Cllr Simms advised in had been a pleasure working for the town. Cllr Barker was not present to complete his uncollected form. **Action: CLLR BROADLEY.**

**17. BORDAR HOUSE TEAS’ RENT & AGREEMENT REVIEW**

17.1 The Clerk had sent the new rental agreement and plans to Bordar House Teas prior to the meeting and their subsequent points raised in their response back had been circulated amongst Cllrs. They were present at the meeting and went through the key points made, which was the questioning of the large increase in percentage to the rent and their wish to the return to a 3year agreement. They explained that the original agreement was drawn up when the café was only opened certain months of the year and that they had never removed the tables. MPC clarified the request for tables to be removed was if maintenance were ever needed in the future, it gave this opportunity. They explained the new rent was nearly three times as much and felt this unfair when the business was quiet, that they employ a lot of locals and had got though the difficult climate during Covid-19. The Chair advised 230days would account for the busy summer months and winter weekends. A MoP present, also a shop owner, explained the 42% increase in utilities when other utilities were also rising, and businesses had difficult times ahead. Cllrs discussed that the votes and decision made at the last meeting could not be revoked for 6 months so there was no alternative. Cllr Grainger explained that the income from the market and parking meant the town does not precept, so this does benefit the whole of Masham in that it saves residents money. Bordar House Teas explained other residents, visitors and customers used their tables and argued the point as to why their V-boards needed to be brought in when their public liability insurance covered them in the event of a trip hazard. Cllr Vickery suggested a review with Bordar House Teas being held in 6 months and they agreed to settle the monies for the initial 6-month period from 1st May. They also reiterated the point of the water supply no longer being required and the lack of thanks for this as it had been installed for the Council and others to use. The Clerk apologised for the wording of this, and the Chair thanked for the provision and for allowing the defibrillator being installed upon their wall. The Chair explained MPC could not dictate to other businesses over their boards as these were being placed on NYCC Highways land. It was scheduled to review the matter in September. **Action: CLERK.**

**8.00PM - PUBLIC INTERVAL**

1. A member of Masham’s branch of the Women’s Institute asked permission to have a stone trough in the square or bench with a plaque to commemorate the group’s 95th year, being particularly nice for the older members to see. Cllrs advised a bench would need maintaining by the group and suggested looking at locations on the square with Cllr Vickery. The group also asked if the town’s telephone box came up for adoption, they would be very interested in taking it over. Cllrs explained it was still in use and classified as a listed building. The WI also wished to plant some daffodils, so Cllr Vickery suggested liaising over this in Autumn. **Action: CLLR VICKERY.**
2. A MoP reminded of the potholes on Red Lane approaching Park Street which Cllr Atkinson noted. She advised NYCC had just got two new pothole machines. **Action: CLLR ATKINSON.**
3. A MoP reported the road sweeper had been this week.

**18. COMMEMORATIVE TROUGH**

18.1 Cllr Grainger and Cllr Johnson suggested a new trough for on the market square cobbles at the empty line of them nearer the pharmacy and would discuss it further at the forthcoming meeting for the planning for the Queen’s Platinum Anniversary. **Action: CLLRS GRAINGER & JOHNSON.**

**19. QUEEN’S PLATINUM ANNIVERSARY**

19. The WI asked if they could dress the well for the event but advised it was full of branches, weeds and mud. Cllrs supported this and would organise a clean before the 31st, the date requested by the WI. Cllr Johnson reiterated the plan of events with Thursday as a sporting day including five aside football, a bowls competition, a snooker club competition, possibly quoits and a tug of war. This would be followed by the proclamation by the town crier and the lighting of the beacon in the evening. Friday would see the parade of floats led by the Reeth Brass Band and fancy dress and leaflets had gone out to businesses and social groups, with the town crier to judge these. A BBQ with bring your own food was planned with group ‘Doubtful Bottle’ booked from 7.30pm on the square. A firework display was planned in the churchyard from 10pm. Saturday was market day, and the church were doing crafts for children and an afternoon tea and choral concert. ‘Masham’s Got Talent’ was planned for the Saturday night. Sunday would see the church service, bell ringing and street party. Promotional leaflets were in progress and the budget of £5k being worked within.  **Action: CLLRS GRAINGER & JOHNSON.**

**20. POTENTIAL LIGHTING TO DRIVEWAY TO RECREATION GROUND**

20. The Clerk clarified having recently chased Northern Powergrid for the new MPAN number applied for as several weeks had passed since they confirmed this, which was their estimated timescale for it to have been issued. **Action: CLERK.**

**21. HONESTY BOXES**

21.1 The Clerk had circulated the revised price from D & M Fabrication Ltd of £1,904.50 for a new box for the market square less installation and without the chute they had added to the design. They had advised they would need input from the builder working on the cairn to finalise fitting attachments. It was agreed for the Clerk to resend the design to the Chair for he and Cllr Weatherill to look at and liaise with an additional contractor for a comparable price. **Action: CHAIR & CLLR WEATHERILL.**

**22. ADDITIONAL DEFIBRILLATORS**

22.1 The Clerk was liaising with a recommended, from the MCO, Tech Specialist to get advice from on a purchase, maintenance and training. Cllrs discussed whilst the town one was out of action there were also units at the fire station and golf course. **Action: CLLR GRAINGER & CLERK.**

**23. HIGHWAYS MATTERS**

23.1 Matters to report and existing issues to chase were as follows;

a) Cllr Vickery advised the yellow lines agreed up the hill of Leyburn Road towards the Co-op were still outstanding. The Chair advised having chased this two months ago, but NYCC were having staffing issues, so this was awaited.

b) Several kerb stones were still loose and outstanding repair along the pavement in front of the Kings Head which Cllr Atkinson noted. **Action: CLLR ATKINSON.**

c) There was a drain blocked at Low Burton near the Old Station and the uneven surface was causing lorries to bounce onto the drain too. **Action: CLLR ATKINSON & CLERK.**

d) Cllr Grainger reported a number of potholes on Gunn Bank from Marfield Terrace to Black Sheep Brewery. **Action: CLLR ATKINSON & CLERK.**

e) Cllr Simms questioned when works would commence at Masham bridge and Cllr Atkinson advised she was chasing this.

f) Cllr Atkinson advised work was supposed to start on the church wall at Kirkby Malzeard at Easter.

g) Cllr Greensit enquired about fibre broadband having heard the contract had been cancelled but Cllr Atkinson advised not having heard this.

h) The pavement at Low Burton was covered in mud after the flooding, from the bridge to the Old Station. **Action: CLLR ATKINSON & CLERK.**

**24. BLOCKED PAVEMENT TO THORPE ROAD**

24.1 The Clerk advised having recently chased Highways to take action over the remaining large, barrel planters. Cllr Vickery had also noticed a rogue wheelie bin which the Chair offered to move back off the pavement. **Action: CHAIR & CLERK.**

**25. WESTHOLME COURT PLAY AREA**

25.1 Cllr Grainger advised work on obtaining estimates for refurbishment was in progress and would be taking plans already obtained to the forthcoming meeting with Marfield Quarry on 18th April. **Action: CLLR GRAINGER.**

**26. PARISH CARETAKERS WORK**

26.1 Cllrs did not have any new works to request. Cllr Weatherill enquired what had happened about the stile at Low Burton needing pushing back and Cllr Grainger advised the landowner and NYCC Pathways department still needed to agree on a plan for this.

**27. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

27.1 There were not items to report.

**28. ANY OTHER BUSINESS**

28.1 Cllr Broadley advised very few sandbags had been returned on the organised date, but two volunteers were kindly going round the town collecting them. It was discussed the Christmas lights were getting in the way of getting them back in and a pallet trolley was really needed. The Chair thanked Cllr Broadley and the sandbagging team for their work.

28.2 Cllr Grainger advised the Steam Rally were having difficulty in getting coal for the steam engines and asked if 10 ton could be stored in the storage building but Cllr Broadley advised it was getting too full. It was discussed the picnic tables could come out and some of the rally items moved. **Action: CLLR GRAINGER.**

28.3 It was reported Traders had had some issues with the Kings Head over parking in the square. Cllrs discussed the pub was helping raise money and it was up to the Market Superintendent to deal with any issues.

28.4 Cllr Gregg pointed out the light was flickering in the bus shelter. **Action: CLERK.**

28.5 It was advised the two lights in High Ellington on Haregill Bank were not working. **Action: CLERK.**

**29. DATE OF NEXT MEETING**

29.1 Tuesday 3rd May 2022. Cllrs discussed this may need to be rearranged due to the elections and agreed to reschedule to Monday 16th May if this were the case.

(Item 30 was then held in private due to the nature of the content).

**CLOSURE:** The Meeting closed at 21:24pm.

Dated 21/04/2022

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**APPENDIX A - MASHAM PARISH COUNCIL PLANNING MATTERS TO 4th APRIL 2022**

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| 7 Park Square, Masham, HG4 4HF | Application No.: 22/00202/FUL  Proposal: Demolition of existing lean-to Porch/front extension to be replaced with an Entrance Porch. Alteration to existing windows on front elevation. Demolition of existing single storey rear projection forming Kitchen and the provision of a two storey rear extension to form a Kitchen with Bedroom over.  Applicant: Dr & Ms James & Laura Malcolm & Payne | Granted subject to conditions |
| Land Comprising Field At 422023 480727, Foxholme Lane, Masham | Application No.: 21/01632/REMMAJ  Proposal: Reserved Matters application for the construction of three blocks of commercial units (7 units) only with Layout, scale, appearance and landscaping considered of 17/01057/OUTMAJ : Outline planning permission with access into the site considered for up to 60 houses, demolition of existing buildings, construction of commercial units (Use Class B1/B2/ B8/D2) and informal public open space.  Applicant: The Graham Edward Jameson Trust 2017 | Granted subject to conditions |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICATION | ACTION |
| Silverdale, 25 College Lane, Masham, HG4 4HE | Erection of outbuilding and installation of electric gates | Notification of a communication received on 24 June 2021 which reports a possible breach of planning control. (Cardinal Court is the same property a Silverdale, College Lane). Update 3rd February - Negotiations are still ongoing regarding this gate. The owner applied but the application remained invalid and was returned back to him. However, Officers feel that this gate is inappropriate due to its height, and design. HBC have suggested to the owner that it needs to be amended, or an enforcement notice will be served. The owner has engaged with a local architect who has started to advise him and we have discussed the prospect of the gate being altered. I shall see what happens but if nothing does happen then HBC will serve a notice by the summer. April – update requested & awaited. |
| The Cottage, 26 Park Street, Masham, HG4 4HN | Unauthorised tree works in a conservation area. | Notification of a communication received on 26 November 2021 which reports a possible breach of planning control. Update 26th January - an investigation has been carried out. The outcome of the investigation is as follows:- Please note that this case is still under investigation. The Councils arborist has been requested to make an assessment of the works and make a recommendation on any action if necessary. March & April – update requested & awaited. |
| Black Bull Garage, Black Bull Yard, Red Lane, Masham, HG4 4HD | Change of use and subdivision of building | Notification of a communication received on 10 February 2022 which reports a possible breach of planning control. Update 10th March - The outcome of the investigation is as follows:- HBC have requested that a planning application is submitted in respect of the change of use to a domestic garage/storage and a butchers. |
| Field East Of Swinton Bridge, Swinton | Potential conversion of barn | Notification of a communication received on 10 March 2022 which reports a possible breach of planning control. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **FINANCE SCHEDULE** | |  |  | **APPENDIX B (1/2)** | |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 8th March to 4th April 2022** | | | |  |  |  |  |
| Market Rents |  |  |  |  |  | £766.00 |  |
| Honesty Box |  |  |  |  |  | £1,290.00 |  |
|  |  | **Total receipts for the month** | | |  | **£2,056.00** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
| **(ii) Payments by cheque on 7th March 2022 for approval from Barclays - Masham Parish Council Account** | | | | | | | |
|  |  |  |  |  |  |  | **Cheque No.** |
| Eric Wilkinson, Litter Picker - March Salary (Tax £34.40) | | | |  |  |  | 101170 |
| John Todd, Market Superintendent - Quarterly Salary Jan/Feb/Mar (£111.60) | | | | | |  | 101171 |
| Jen Hurford, Parish Clerk - March Salary (Tax £4.40) | | | |  |  |  | 101172 |
|  |  |  | **Staff Salaries Total** | |  | **£1,855.54** |  |
| HMRC - PAYE |  |  |  |  |  | £150.40 | 101173 |
| John Todd, Market Superintendent - Quarterly Phone Allowance Jan/Feb/Mar | | | | | | £30.00 | 101174 |
| Jen Hurford, Parish Clerk - Quarterly Home Allowance 6th January to 5th April | | | | | | £65.00 | 101175 |
| Gregg Electrical - MCLA Tree Lights (VAT £101.40) | | | |  |  | £608.40 | 101176 |
| Greensphere R & C - Clear vegetation at Dixon Keld steps | | | |  |  | £115.00 | 101177 |
| YLCA - Membership 2022-23 | |  |  |  |  | £443.00 | 101178 |
| NABMA - Subscription 2022-23 | |  |  |  |  | £384.00 | 101179 |
| **Direct Debits** |  |  |  |  |  |  |  |
| Barclaycard |  |  |  |  |  | Awaited |  |
| Green Energy - Electricity (VAT £1.79) | | |  |  |  | £37.62 |  |
|  |  | **Total Payments** | |  |  | **£3,688.96** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account Ending 7717 | | | | |  |  |  |
|  | Balance as at 24 March 2022 | | |  | £36,876.72 | Cr |  |
| Barclays - Masham Parish Council - Current Account Ending 2096 | | | | |  |  |  |
|  | Balance as at 24 March 2022 | | |  | £6,480.46 | Cr |  |
| CCLA Public Deposit Sector Fund Account | | |  |  |  |  |  |
|  | Balance as at 28 February 2022 | | |  | £45,316.84 | Cr |  |
|  |  |  | Overall Total |  | £88,674.02 | Cr |  |

**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 & Thursday, 13:00–17:00 E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Chairman: Councillor Neil Pickard Clerk to the Council: Jen Hurford

**MINUTES 16th MAY 2022 ORDINARY MEETING**

**PRESENT:**

**Parish Council**: Cllr Rosemary Blades, Cllr Robert Greensit, Cllr James Gregg, Cllr Neil Pickard (Chairman), Cllr Jane Vickery and Cllr Peter Weatherill, with Jen Hurford (Parish Clerk).

**Present:** 8 Members of Public (MoP)

**1. WELCOME & APOLOGIES**

* 1. Councillors appointed for the next 5 years following the uncontested elections on 5th May 2022 were confirmed as Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr Robert Greensit, Cllr James Gregg, Cllr Jane Vickery and Cllr Peter Weatherill. Apologies had been received from Cllr Valerie Broadley and County Cllr Margaret Atkinson.

**2. CO-OPTION OF COUNCILLORS**

2.1 Seven applicants had been put forward for the six positions available. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Blades that Flo Grainger be co-opted as Councillor for Burton On Yore. All those present voted in favour and the **RESOLUTION** was carried. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Vickery that Ian Johnson be co-opted as Councillor for Swinton With Wathermarske. All those present voted in favour and the **RESOLUTION** was carried. Four positions remained for Masham so elected Cllrs were given a voting card to vote for 4 of the 5 applicants. The Chair and Clerk counted these, and it was confirmed that all those present had been in favour of co-opting Colin Barker, John Ellis, Neil Pickard and Ben Rodney on to the Council.

**3. DECLARATIONS OF ACCEPTANCE OF OFFICE**

3.1 Forms were distributed to Cllrs for completion.

**CLOSURE:** The Meeting closed at 18:27pm.

Dated 04/06/2022

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**MASHAM PARISH COUNCIL**

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

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

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

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

**MINUTES ANNUAL PARISH MEETING 16th MAY 2022**

**PRESENT:**

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

**Present:** 4 Members of Public (MoP)

**1. WELCOME**

* 1. The Chair welcomed all to the meeting.

**2. APOLOGIES**

2.1 Cllr Valerie Broadley and County Cllr Margaret Atkinson.

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

3.1 Minutes of the Annual Meeting held on 10th May 2021. It was **proposed** by Cllr Grainger and **seconded** by Cllr Johnson that the Minutes of the 10th May 2021 meeting be formally approved as a true and accurate record. All those who attended the 10th May 2021 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 his report to Parishioners as follows;

I would like to start by thanking all of the parish councillors for their support during the last 12 months. Attendance at our monthly meetings has been very good and I thank you all for your commitment. I would like to take this opportunity to place in writing our thanks for the contribution that Nigel Simms has made during his many years on Masham Parish Council. Nigel opted not to stand for election for the 22/23 year and as many of you will know he is currently unwell in hospital and I am sure that you will join me in wishing him well in his recovery.

I believe that Masham Parish Council should be prudent in the way that we manage the public money and we are pleased to report that it was again unnecessary to burden our residents with a parish precept on their council tax bills. Whilst I remain on this council I am committed to seeking to maintain this record.

In order to achieve this we have two major sources of income. Firstly the market which had rents of £31,780 a figure that was over £15k higher than in 20/21 and secondly the honesty box receipts which were approximately £24k which was double the previous year. Clearly 20/21 receipts were much lower than normal due to the impacts of covid, lockdowns and the encouragement by government to stay at home.

Regarding the market I would like to record my thanks to John Todd for his continuing input as market super intendant and for the way in which he has helped move stall holders from paying in cash to paying electronically by card during the year. My thanks also go to Cllr Grainger for her support to John during this transition. Our Saturday market stall numbers appear to have gone from strength to strength since the pandemic and for this I must also thank Cllr Johnson who helps to promote our market through social media whenever possible.

Regarding the honesty box income thanks to our parish clerk for diligently collecting, counting and banking the proceeds. During the year we felt that it was prudent for one of the councillors to accompany Jen when handling these large amounts of cash and I thank those councillors that have given their time to assist with the collections. However receiving these takings also means that we have the responsibility for the upkeep of the market place, within the roadway, including snow clearance in the winter months and also resurfacing when necessary. For the past 3 months we have been obtaining quotations to resurface all of the church end of the market with costs quoted at between £35-£55k. We hope to action this within the next few months. One addition during the last year within the market has been the erection of the finger post. I would like to thank Cllr Johnson for both managing and delivering this project and also to those businesses that chose to support their inclusion which helped to make the project approximately break-even. I feel that it is a positive addition and even at my age I do not have to put my glasses on to read the writing!

For the future we are investigating a method where car parkers will be able to contribute to the honesty box through a card payment machine as in this day and age there are an increasing number of people that do not carry cash with them. Harrogate BC are also looking to fund the installation of 4 electric car charging points in the flag pole end of the market place and they have indicated a target date of August, this summer, for these works.

I would like to take this opportunity to record my thanks to our litter picker, Eric Wilkinson, who is diligent in his approach and takes pride in seeing our town kept tidy. Eric is always willing to go beyond his job description and one example last year was when the travellers arrived on the Shooting Holme Eric was prepared to move their rubbish to the Town Hall bins thus saving us the cost of hiring in skips. We have also recruited a new relief litter picker during the year who you may have seen covering Eric’s holiday period, Dave Smith. Thanks to you both.

Last year traffic speed and parking were issues raised as causing concern in our town. You will have seen that we followed through on our promise to contribute to the purchase of two automatic illuminated warning signs on the main entrances to the town, one on Leyburn Road and the other on Thorpe Road. They still both flash regularly but I do feel they are having a positive impact. To support this we have also implemented a Community Speed Watch traffic calming scheme manned by a group of local volunteers. Many thanks to each of them for giving up your time to help with this initiative. In relation to our parking congestion, particularly in relation to Silver Street, Church Street and Park Street we remain in discussions with NYCC Highways Area 6 and hope to have additional double yellow lines for some areas but unfortunately it appears to be a long process, a little similar to bridge repairs.

The possible flooding within the town is never too far away as our climate changes more dramatically. The emergency flood committee are responsible for issuing and collecting the council’s sand bags and for monitoring the river levels both day and night and I thank them all for helping to protect properties as far as possible. We continue to have discussions with the EA, NYCC, Tarmac, Swinton Estate and other interested bodies to seek a long term solution to the Swinney Beck issues and during the year raised the issue with our MP, Julian Smith, who is now also taking an interest. Thanks to Cllr Broadley for leading this important work. It was pleasing to see Harrogate BC undertake some major drainage works within the recreation ground play park last summer which appears to have had the desired effect this winter.

Several contractors have helped during the year on parish caretaker works, keeping the grass mown, shrubs cut back, Dixon Keld steps mended etc. so thanks to these individuals and to Cllr Vickery for helping in managing these works and also for her help in maintaining the planters in the market square. Cllr Gregg certainly helped by saving us money during the year by offering his time to fix the bridge over the Swinney near the Fire Station and also some of the equipment in the old tennis courts play area.

There are a few others in our community that I would like to take this opportunity to thank:

* Masham Community Office which we are pleased to support and who have maintained many of their valuable services and in particular the weekly newsletter which is excellent.
* The travelling Post Office van continues to visit Masham, most weeks, in the absence of a suitable premises in which to operate in the town. Hopefully Peacock & Verity may be able to fulfil this role in the future as this is included in their plans if they are successful with their funding applications.
* Masham Litter Busters led by David Scruton who pick litter from the surrounding countryside on a weekly basis. And also thanks to those individuals who collect litter of their own accord, not as part of the group, but just because they do not wish to see an untidy mess.
* Our local police led by PCSO Swan who has provided us with monthly criminal reports and attended the vast majority of our meetings.
* Our local fire service who are there when they are required to help in emergency situations.
* Margaret Atkinson who speaks up at NYCC meetings about issues in and around Masham and I take this opportunity to congratulate her on her recent election victory to represent our area on the new North Yorkshire Council for the next 5 years.

Finally, thank you to our dutiful and diligent Clerk, Jen, and for her tenacity and thoroughness in dealing with all issues, including the prudent handling of financial matters. For the reasons I mentioned earlier I finish with the fact that our receipts for the 21/22 year were £19,350 higher than our expenses. This resulted in our total reserves climbing to £89,495 but please remember that a good proportion of this may be required to resurface half of the market place. Thank you for listening.

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

* 1. A MoP thanked Cllrs and the Clerk for their hard work and reiterated appreciation for the term of Cllr Simms.

**6. CLOSE OF MEETING**

6.1 The Chair declared the Meeting closed 7.12pm

Dated 04/06/2022

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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)

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

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

Chairman: Councillor Neil Pickard Clerk to the Council: Jen Hurford

**MINUTES ANNUAL MEETING OF THE PARISH COUNCIL 16th MAY 2022**

**PRESENT:**

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

**Present:** 4 Members of Public (MoP)

1. **ELECTION OF CHAIRMAN**

1.1 It was **proposed** by Cllr Grainger and **seconded** by Cllr Ellis to nominate and elect Cllr Neil Pickard as Chair. All those present voted in favour. It was **RESOLVED** that Cllr Neil Pickard should stand as Chair until the next election in 2023.

1. **DECLARATION OF ACCEPTANCE OF OFFICE**

2.1 The elected Chair was provided the document for signature accordingly provided by the Clerk.

1. **APOLOGIES**

3.1 Cllr Valerie Broadley and County Cllr Margaret Atkinson.

**4.ELECTION OF VICE CHAIRMAN**

4.1 It was **proposed** by Cllr Ellis and **seconded** by Cllr Greensit to nominate and elect Cllr Flo Grainger as Vice Chair. All those present voted in favour. It was **RESOLVED** that Cllr Flo Grainger should stand as Vice Chair for the following year.

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

5.1 Minutes of the Annual Meeting held on 10th May 2021. It was **proposed** by Cllr Johnson and **seconded** by Cllr Greensit that the Minutes of the 10th May 2021 meeting be formally approved as a true and accurate record. All those who attended the 10th May 2021 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 appointed as follows;

* Emergency Planning – Cllrs Broadley, Grainger, Gregg & Johnson were agreed to be continued with Cllr Ellis to stand down and Cllr Rodney to be elected.
* Mashamshire Community Office – It was **proposed** by Cllr Greensit and **seconded** by Cllr Johnson for representative Cllr Johnson to continue and Cllr Vickery to be elected. All those present voted in favour.
* Ripon CAB – It was **proposed** by Cllr Greensit and **seconded** by Cllr Johnson for representative Cllr Greensit to stand down and Cllr Vickery to be elected. All those present voted in favour.
* Masham Sports Association – It was **proposed** by Cllr Weatherill and **seconded** by Cllr Greensit for representative of The Chair to continue. All those present voted in favour.
* Rural Housing – It was **proposed** by Cllr Pickard and **seconded** by Cllr Barker for previous representative Cllr Simms to be replaced by Cllr Ellis. All those present voted in favour.
* Market Working Group – It was **proposed** by Cllr Greensit and **seconded** by Cllr Barker for Cllrs Ellis, Grainger & Johnson, and the Chair to continue as representatives. All those present voted in favour.
* Masham Christmas Lights Working Group – It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis for Cllrs Blades, Grainger & Gregg to continue as representatives. All those present voted in favour.
* Marfield Quarry Liaison Group – All those present voted in favour. Of the continued representatives of Cllrs Broadley, Ellis, Grainger & Greensit
* YLCA Representatives – It was agreed for The Chair to replace Cllr Simms.
* Peacock & Verity Community Spaces – It was **proposed** by Cllr Ellis and **seconded** by Cllr Greensit for Cllr Broadley to continue. All those present voted in favour.

**7. AGREE THE CHAIRMAN’S ALLOWANCE FOR 2022/23**

7.1 It was confirmed there was nil spend of the £300 for the previous year and Cllrs agreed for the allowance to increase to £325.

**8. ANY OTHER BUSINESS**

8.1 There were no matters raised.

**9. CLOSE OF MEETING**

9.1 The Chair declared the Meeting closed 7.23pm

Dated 04/06/2022

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**MASHAM PARISH COUNCIL**

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Chairman: Councillor Neil Pickard Clerk to the Council: Jen Hurford

**MINUTES 16th MAY 2022**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr Rosemary Blades, Cllr John Ellis, Cllr Flo Grainger (Vice-chairman), Cllr Robert Greensit, Cllr James Gregg (present to Item 9 and again from Item 23), Cllr Ian Johnson, Cllr Neil Pickard (Chairman), Cllr Ben Rodney, Cllr Jane Vickery and Cllr Peter Weatherill, with Jen Hurford (Parish Clerk).

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

**1. APOLOGIES**

* 1. Cllr Valerie Broadley and County Cllr Margaret Atkinson.

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

2.1 Minutes of the Monthly Meeting held 4th April 2022. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that the Minutes of the 4th April 2022 meeting be formally approved as a true and accurate record. All those who attended the 4th April 2022 meeting and who were present voted in favour. It was **RESOLVED** that the Chair of the meeting on 4th April 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 APPLICATIONS:**

* 1. 22/00848/FUL - Manor Farm, Low Ellington - Conversion of 3 no. agricultural buildings into 3 no. residential units with ancillary parking and garden area. Following discussion, it was **proposed** by Cllr Greensit and **seconded** by Cllr Vickery that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried. **Action: CLERK.**
  2. 22/01296/FUL - High Barn, North Cote, Masham - Formation of new access and farm track and closure of existing access on to the highway. (Revised Retrospective Application). Following discussion, it was **proposed** by Cllr Weatherill and **seconded** by Cllr Greensit that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried. **Action: CLERK.**
  3. 22/01442/LB – Masham Church of England Primary School, Market Place, Masham - Refurbishment of the existing WC facilities. Following discussion, it was **proposed** by Cllr Blades and **seconded** by Cllr Greensit that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried. **Action: CLERK.**
  4. Additional Planning Matters -A list of approvals & enforcements appears 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 cheque was **proposed** by Cllr Barker and **seconded** by Cllr Weatherill. 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. **Action: CLERK.**

5.1.2 Cllrs Grainger and Johnson explained various payments to be made in preparation for the Queens Jubilee that needed to be actioned by bank transfer.

5.2 Internal Financial Checks. Cllr Ellis confirmed these had been undertaken for the period October 2021 to March 2022. Points raised were the missing cheque from November’s meeting to Greensphere R&C and bank statements for the new account receiving the card machine payments were needed. Cllr Johnson had since actioned the statements to be sent and spoken to Barclays regarding the cheque and suggested a letter signed by all signatories was the best option. Cllr Gregg confirmed the cheque for JD Gregg Agricultural Services from March’s meeting was also missing and required cancelling and reissue. **Action: CLLRS BLADES, ELLIS, GRAINGER & JOHNSON & CLERK.**

5.3 Budget 2022-23. Acceptance of the draft document prepared by the Clerk, circulated to Cllrs prior to the meeting and included within Appendix B, was **proposed** by Cllr Ellis and **seconded** by Cllr Greensit. All those present voted in favour. It was **RESOLVED** that the Budget 2022-23 be approved and published on the website. **Action: CLERK.**

**6. AUDIT MATTERS FOR 2021/22:**

6.1. Note the outcome of the Annual Internal Audit Report for 2021/22. The internal auditor had recommended the Standing Orders and Financial Regulations be reviewed, the play area checks be reinstated and continued and to inform the insurers of the Vehicle Activated Signs purchased, all matters for the Clerk to action. It was recommended the card machine monies were paid into the main current account rather than the new account to simplify matters, which Cllrs Grainger and Johnson agreed to discuss further. **Action: CLLRS GRAINGER & JOHNSON & CLERK.**

6.2. Approve Sections 1 & 2 of the AGAR 2021/22 and the Explanation of Variances documents. Acceptance of the documents, prepared by the Clerk and circulated to Cllrs prior to the meeting, was **proposed** by Cllr Vickery and **seconded** by Cllr Gregg. All those present voted in favour. It was **RESOLVED** that the documents be signed by the Chair and Clerk to then be sent for external audit. **Action: CHAIR & CLERK.**

6.3. Approval of the publication of the internal & external audit documents as required. Cllrs were in agreement to required documents and noticed publication on the website and noticeboards. **Action: CLERK.**

6.4. Approval of the Accounts for the Year Ended 31st March 2022. Acceptance of the documents, prepared by the Clerk and circulated to Cllrs at the meeting, was **proposed** by Cllr Greensit and **seconded** by Cllr Grainger. All those present voted in favour. It was **RESOLVED** that the documents be signed by the Chair and Clerk to then be sent for external audit. **Action: CHAIR & CLERK.**

**7. MASHAMSHIRE COMMUNITY OFFICE UPDATE**

7.1 The following correspondence from MCO Trustee Sue Palin was circulated to Cllrs prior to the meeting;

MCO Tenure of Masham Police House:

The Community Office has occupied the Police House for the last twenty years under lease from North Yorkshire Police, which comes to an end in February 2023. Over the last couple of months, we have been in dialogue with the North Yorkshire Police, Fire and Crime Commissioner as to our future occupation of the Police House.

Early in these discussions, the Commissioner made clear that unfortunately simply renewing the lease would not be an option because of the overarching strategic objective for police and fire to join up their estate. In the case of Masham, this means they will move the Police base from the Community Office to the Fire Station on Red Lane and put the old police house up for sale.

So saying, the Commissioner has recognised the multi-faceted and extremely valuable services that the Community Office delivers into the community from its central base at the heart of Masham. We have effectively been given first refusal on the purchase of the building at a price aligned to the Community Right to Bid Scheme. We have security of tenure under the present lease until the end of February 2023, and the Commissioner is contractually giving us a further six months beyond that if necessary to raise the necessary purchase funds. We are very confident that within that timescale we will succeed in purchasing the freehold of the Police House.

In the meanwhile, it is very much business as usual! Nothing will change in the day to day, including our normal two-way relationship with the Police. We expect the range of services provided by MCO to continue growing, especially as the effects of change to the new Unitary Authority make themselves felt.

Trustees Paul Theakston and Sue Palin present at the meeting then recapped this and confirmed a fundraising strategy was underway. The Chair wished them well in their fund raising activities and the Council will support them where possible.

**8. NEIGHBOURHOOD POLICING TEAM REPORT**

8.1 The below report was circulated to Cllrs by PCSO Swan prior to the meeting.

Ripon and Pateley Bridge NPT: Town and Parish Council Report

|  |  |
| --- | --- |
| Town or Parish | Masham Town Council |
| Report Completed By: | PCSO Alison Swan |
| Data Reporting Period: | 01/04/22 to 30/04/2022 |

Crime and ASB Data

|  |  |  |
| --- | --- | --- |
| Qualifier | No of Incidents |  |
| Anti-social behaviour | 1 | This incident relates to a civil dispute between neighbours |
| Environmental anti-social behaviour | 0 |  |
| Auto crime | 0 |  |
| Burglary |  |  |
| Criminal Damage | 1 | Car damaged appeared to have been keyed |
| Theft | 1 | Identity theft persons using an individual’s identity other than their own |
| Violence | 1 | Of a domestic nature within the home |
| Public Order Incident | 0 |  |
| Fraud | 0 |  |
| Suspect Circumstances | 0 |  |
| Alarm | 0 |  |
| Highway Disruption | 2 | Masham bridge report of traffic lights not working, report of parked cars being hazardous near Hackfall beauty spot |
| Road Related Offence | 0 |  |
| Road Traffic Collision | 2 | Both car v car |
| Natural Disaster | 0 |  |
| Wildlife | 1 | Dead buzzard recovered |
| TOTAL THIS PERIOD | 9 |  |

8.2 Communication from local Sgt Hannah Davies had been circulated to Cllrs prior to the meeting explaining that North Yorkshire Police are having to review their estates in order to make the best use of our resources.  Because Masham has low levels of crime and anti-social Behaviour in comparison with other areas within North Yorkshire, there has been a suggestion that the Police no longer use the community office and move to another location in the area and MPC views and opinions had been requested on this. Cllrs discussed and agreed to relay that the low levels of crime were due to a police presence, and they would want to see it continue regardless of the police base, therefore would want to see the police at the fire station and about the town, as the base should make no difference and the rates and numbers need to be helped kept down. **Action: CLERK.**

**8.00PM - PUBLIC INTERVAL**

1. A MoP questioned the need to resurface the market square. Cllr Grainger also noted the trench required near Bordar House Teas to help prevent flooding.
2. A MoP suggested the provider Zettle was worth looking into for a card machine provider.
3. A MoP advised of issues with getting cash from the towns cash machines when the internet went down so customers were having to get cash back at the Co-op.
4. A MoP questioned the options of quotes to resurface the market square which Cllr Grainger Explained. Cllr Barker offered to seek further advice from a reliable tarmac expert as there are so many variations of grades and warranties available. **Action: CLLR BARKER.**
5. A MoP advised of the alterations at a Swinton Terrace property affecting Highway visibility splays with hedge and Environmental Agency issues with work alongside Swinney Beck. Cllrs discussed and the Chair advised the first issue had already been raised with NYCC so would chase and the Clerk would relay the second issue to Cllr Broadley to continue to pursue with the EA. Cllr Vickery also highlighted children had been throwing branches in at Maple Creek bridge. **Action: CLLRS BROADLEY & PICKARD & CLERK.**

**9. NOTEMACHINE ATM**

9.1 Cllrs were advised prior to the meeting that Notemachine may be able to offer a 3-year term but would not agree to terminate if they changed terms in relation to access being free to the user. It was **proposed** by Cllr Vickery and **seconded** by Cllr Greensit to accept a 3-year term and reiterate the machine needs filling more regularly. All those present voted in favour. It was **RESOLVED** for the Clerk to relay this accordingly. MPC encouraged MoP and the MCO to report when the machine was out of action more regularly to the Clerk and via the phone number supplied on the ATM. **Action: CLERK.**

**10. MASHAM MARKET**

10.1 Cllr Grainger relayed the success of the recent Sunday market. The Clerk advised of Acorns Preschool request for a free-of-charge cake stall on a Saturday to fundraise. It was **proposed** by Cllr Vickery and **seconded** by Cllr Ellis to agree to the request on the basis the correct insurance was held. All those present voted in favour. It was **RESOLVED** for Clerk to relay this to Acorns and the Market Superintendent. Cllr Grainger advised of a local selection of scouts’ request for a free-of-charge stall to fundraise with a craft stall with tombola for a Korean 2023 event. It was **proposed** by Cllr Greensit and **seconded** by Cllr Johnson to agree to the request. All those present voted in favour. It was **RESOLVED** for Cllr Grainger to relay this to the group and the Market Superintendent. **Action: CLLR GRAINGER & CLERK.**

**11. REPORT OF FALL ON THE MARKET PLACE**

11.1 The BHIB insurance brokers had indicated a settlement had been reached, however, there was no confirmation of this from the insurer Aviva of this, so the Clerk advised of having requested further details.

**12. PLAYGROUND & MARKET SQUARE CHECKS**

12.1 Following discussion, it was agreed for the Clerk to draft a basic form to complete and distribute for monthly checks of the play areas and fortnightly checks of the market square. It was agreed for Cllr Rodney to undertake those at Westholme Court Play Area and the MUGA, and the Clerk to undertake the Market Square with a Cllr whilst emptying the honesty box. Cllrs Ellis, Grainger and Johnson also offered to undertake some. Cllrs also requested sight of the lease to check responsibility of the cobbled border. **Action: CLLRS ELLIS, GRAINGER, JOHNSON, RODNEY & CLERK.**

**13. MARKET SQUARE BLOCKING DRAIN**

13.1 Cllr Johnson advised of liaising with E Leathley & Sons for the wider drain with a trap and Cllr Barker also offered to put in a specification with quote for the work. **Action: CLLRS BARKER & JOHNSON.**

**14. MARKET SQUARE RESURFACING**

14.1 As covered in the Public Interval, Cllr Barker would be obtaining a recommended specification and possible quote. The Chair reiterated the road planings would be needed for the Bowling Club car park. **Action: CLLR BARKER.**

**15. WI MEMORIAL TROUGH**

15.1 Cllr Vickery confirmed a space on the cobbles had been agreed with the WI with installation date awaited and maintenance and bedding responsibility confirmed as theirs.

**16. ELECTRIC VEHICLE CHARGING POINTS**

16.1 The Chair advised HBC were hoping to install 4 points near the flagpole by the end of August. They would charge for use and give MPC a proportion They may consider additional points by the Recreation Ground and were looking into finances and dates were awaited to discuss further. **Action: CHAIR, CLLRS GREENSIT & JOHNSON.**

**17. HANGING BASKET & FLORAL DISPLAY COMPETITION**

17.1 It was **proposed** by Cllr Vickery and **seconded** by Cllr Grainger to run the competition as per last year with a maximum spend on prizes of £100. All those present voted in favour. It was **RESOLVED** for the competition to be planned and a judge found. **Action: ALL CLLRS & CLERK.**

**18. TOUR DE YORKSHIRE MEMORIAL CAIRN**

18.1 Abbotts of Leeming had organised for this to be repaired and Cllrs were satisfied with the work.

**19. INSURANCE RENEWAL**

19.1 The Clerk clarified receiving no response for a quote for renewal of cover from 1st June from Norris & Fisher Insurance Broker and Clifford Lane Insurance Brokers were declining bespoke schemes. BHIB Insurance Brokers had confirmed the current cover was on a 3-year term and requested clarification on checks of the Market Square which the Clerk had replied with the plans covered in Item 12. The new premium offered had increased to £902.28. It was **proposed** by Cllr Ellis and **seconded** by Cllr Grainger to proceed with the cover offered by BHIB. It was **RESOLVED** for the Clerk to action accordingly. **Action: CLERK.**

**20. PATH FROM THE KINGS HEAD YARD**

20.1 Further to the submission of a draft plan for the route, NYCC had responded the route needed to be from Highway to Highway so it was agreed for Cllr Vickery and the Clerk to work on a route that would suffice. **Action: CLLR VICKERY & CLERK.**

**21. QUEEN’S PLATINUM ANNIVERSARY**

21.1 Cllr Johnson update on the sports organisation, the businesses and people involved, with children’s sports to be incorporated. Insurance was being looked into and lots of prizes acquired. Coffee and food stalls were being encouraged to the Friday evening and the beacon was being resurrected and a new one going in at Roomer Common. **Action: CLLRS GRAINGER & JOHNSON.**

**22. TRAVELLERS**

22.1 The Chair and Cllr Johnson had drafted a letter for the Chief Constable for the Clerk to send. Cllrs discussed options and agreed to continue as normal with the height barrier so as not to discriminate against anyone. **Action: CLRR JOHNSON & CLERK.**

**23. POTENTIAL LIGHTING TO DRIVEWAY TO RECREATION GROUND**

23.1 The Clerk clarified having received the new MPAN to now instruct Green Energy to connect their supply. **Action: CLERK.**

**24. HONESTY BOXES**

24.1 The Chair advised having liaised with another firm for an alternative quote, however they too used D & M Fabrication Ltd, so were looking into comparable prices. It was asked for the Clerk to chase up a price for housing for an electronic honesty box and asked all Cllrs to look out for manufacturer details on similar units. **Action: CHAIR & CLERK.**

**25. ADDITIONAL DEFIBRILLATORS**

25.1 The Clerk advised having multiple responses from various sources to forward to Cllrs in readiness for the next meeting. **Action: CLLR GRAINGER & CLERK.**

**26. HIGHWAYS MATTERS**

26.1 There were no matters raised and it was clarified work on Masham bridge was due to start on 25th May.

**27. THORPE ROAD BLOCKED PAVEMENT**

27.1 Highways had responded to the request to take action over the remaining large, barrel planters advising an officer would revisit and take action as necessary. With the pavement accessible since the removal of the mobility scooter it was agreed to remove the matter from the agenda.

**28. WESTHOLME COURT PLAY AREA**

28.1 Cllr Grainger confirmed a site meeting was arranged with Playscape at 4pm Tuesday 17th May, and the Chair and Cllr Rodney offered to join. The previous quote had been presented at the recent meeting with Tarmac Ltd and they may look at funding. **Action: CHAIR, CLLRS GRAINGER & RODNEY.**

**29. PARISH CARETAKERS WORK**

29.1 Greensphere R & C had notified of being slightly behind with the schedule of works and that the spraying costs would need to increase slightly due to the inflation of weed killer prices, so would be a minimum extra charge of £4.80 per visit and maximum £9.60 which Cllrs agreed to. Cllrs discussed a suitable person needed to be found to sweep the cobbles and Cllr Gregg relayed trying to find a push sweeper but was struggling to find one in the area. **Action: CLERK.**

**30. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. Masham Young Farmers – Request to start their charity tractor run from the marketplace on Sunday 29th May, to arrive at around 9am, to leave around 10.30am and take care of coning an area themselves was agreed to by Cllrs prior to the meeting due to a decision being required sooner.
  2. Masham Primary School – Request to use the market square on the afternoon of Thursday 26th May for their traditional maypole celebration was agreed to and the Clerk would inform the Market Superintendent. **Action: CLERK.**
  3. Black Sheep Brewery – Request to use the Shooting Holme for parking for their annual bike ride on Sunday 12th June was agreed to and was recommended to advise of the possible Traveller presence. Cllrs also asked for the human circus dates and visit to be checked. **Action: CLERK.**

**31. ANY OTHER BUSINESS**

31.1 Cllr Weatherill advised of social media photos showing cannabis use evidence at the Fisherman’s and similar congregations were occurring at the Bowling Club. It was agreed Sgt Davies and PCSO Swan should be notified. **Action: CLERK.**

31.2 Cllr Johnson advised the new cones agreed for the market were actually in the region of £7ea plus £4ea carriage. It was **proposed** by Cllr Ellis and **seconded** by Cllr Barker to proceed with the revised costs. It was **RESOLVED** for Cllr Johnson to action accordingly. **Action: CLLR JOHNSON.**

31.3 It was reported the 30mph sign coming into Masham from Fearby was being obscured by the hedge and Cllr Rodney offered to trim to improve its visibility. **Action: CLLR RODNEY.**

31.4 Cllr Blades reported the ‘Little Market Place’ sign had still not been put back up. **Action: CLERK.**

31.5 Cllr Blades advised the downpipe on the bus shelter was getting worse and still needed fixing, so Cllr Johnson offered to chase. **Action: CLLR JOHNSON.**

31.6 Cllr Blades asked if progress on Reahs old shop on Silver Street could be chased as the exterior was looking messy, but Cllrs discussed MPC held no powers in this regard**.**

**32. DATE OF NEXT MEETING**

32.1 Monday 6th June 2022.

(Item 33 was then held in private due to the nature of the content).

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

Dated 04/06/2022

*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 MATTERS TO 16th MAY 2022**

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| 15 Swinton Terrace, Masham To Swinton Bridge Masham, HG4 4HS | Application No.: 22/00405/FUL  Proposal: Demolition of existing rear conservatory, erection of replacement oak framed sunroom and alterations to fenestration.  Applicant: Mr & Mrs Sean Macgill | Granted subject to conditions |
| Chapel House, 8 Morton Row, Masham, HG4 4HR | Application No.: 22/00592/FUL  Proposal: Proposed single storey rear extension, replacement roof and insertion of roof windows.  Applicant: Mr & Mrs Pritchard | Approved subject to conditions |
| Land Comprising Field At 422023 480727, Foxholme Lane, Masham | Application No.: 21/01414/REMMAJ  Proposal: Reserved Matters pursuant to Outline application (17/01057/OUTMAJ) for the residential development of 48 dwellings, demolition of existing buildings, construction of commercial units and informal public space. Reserved matters relating to appearance, landscaping, layout and scale for the residential aspect of the site (Amended Plans).  Applicant: Stonebridge Homes Ltd | Granted subject to conditions |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICATION | ACTION |
| Silverdale, 25 College Lane, Masham, HG4 4HE | Erection of outbuilding and installation of electric gates | Notification of a communication received on 24 June 2021 which reports a possible breach of planning control. (Cardinal Court is the same property a Silverdale, College Lane). Update 3rd February - Negotiations are still ongoing regarding this gate. The owner applied but the application remained invalid and was returned back to him. However, Officers feel that this gate is inappropriate due to its height, and design. HBC have suggested to the owner that it needs to be amended, or an enforcement notice will be served. The owner has engaged with a local architect who has started to advise him and we have discussed the prospect of the gate being altered. I shall see what happens but if nothing does happen then HBC will serve a notice by the summer. April – update requested & awaited. |
| The Cottage, 26 Park Street, Masham, HG4 4HN | Unauthorised tree works in a conservation area. | Notification of a communication received on 26 November 2021 which reports a possible breach of planning control. Update 26th January - an investigation has been carried out. The outcome of the investigation is as follows:- Please note that this case is still under investigation. The Councils arborist has been requested to make an assessment of the works and make a recommendation on any action if necessary. March & April – update requested & awaited. |
| Black Bull Garage, Black Bull Yard, Red Lane, Masham, HG4 4HD | Change of use and subdivision of building | Notification of a communication received on 10 February 2022 which reports a possible breach of planning control. Update 10th March - The outcome of the investigation is as follows:- HBC have requested that a planning application is submitted in respect of the change of use to a domestic garage/storage and a butchers. |
| Field East Of Swinton Bridge, Swinton | Potential conversion of barn | Notification of a communication received on 10 March 2022 which reports a possible breach of planning control. |
| The Cottage, 26 Park Street, Masham, HG4 4HN | Removed walls within the curtilage of the property which were over a metre high | Notification of a communication received on 22 April 2022 which reports a possible breach of planning control. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **FINANCE SCHEDULE** | |  |  | **APPENDIX B (1/2)** | |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 5th April to 16th May 2022** | | | |  |  |  |  |
| Market Rents |  |  |  |  |  | £5,890.00 |  |
| Honesty Box |  |  |  |  |  | £2,467.00 |  |
| MCLA - Net of Gregg Electrical invoice | | |  |  |  | £507.00 |  |
|  |  | **Total receipts for the month** | | |  | **£8,864.00** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
| **(ii) Payments by cheque on 7th March 2022 for approval from Barclays - Masham Parish Council Account** | | | | | | | |
|  |  |  |  |  |  |  | **Cheque No.** |
| Eric Wilkinson, Litter Picker - April Salary (Tax £45.00) | | | |  |  |  | 101185 |
| Jen Hurford, Parish Clerk - April Salary (Tax £12.20) | | | |  |  |  | 101186 |
|  |  |  | **Staff Salaries Total** | |  | **£1,216.80** |  |
| HMRC - PAYE |  |  |  |  |  | £57.20 | 101173 |
| E Leathley & Son Ltd - Unblock market drain &fill 2x potholes | | | | |  | £234.25 | 101180 |
| Swinton Estate - Recreation ground 2022-23 rent (VAT £0.20) | | | | |  | £1.20 | 101181 |
| Swinton Estate - Market place 2022-23 rent (VAT £10.00) | | | |  |  | £60.00 | 101181 |
| Cllr Grainger - Reimburse pothole filling materials (VAT £3.34) | | | | |  | £45.48 | 101182 |
| Masham Town Hall - April meeting room hire (VAT £4.20) | | | |  |  | £25.20 | 101183 |
| Cllr Blades - Reimburse paint for well (VAT £6.00) | | | |  |  | £35.98 | 101184 |
| Ian Smithson CPFA - Internal audit 2021-22 | | |  |  |  | £150.00 | 101188 |
| Greensphere R & C - Clearing play areas & strim 1m of Park Drive bank | | | | |  | £125.00 | 101189 |
| Greensphere R & C - Spraying MUGA | | |  |  |  | £83.44 | 101190 |
| Greensphere R & C - Moss removed & spraying Westholme Ct play area | | | | | | £109.50 | 101191 |
| **Bank Transfers** |  |  |  |  |  |  |  |
| Mrs Jean Jones - Reimburse well dressing materials for Queens Platinum Jubilee | | | | | | £251.00 |  |
| **Direct Debits** |  |  |  |  |  |  |  |
| Barclaycard (VAT £3.00) | |  |  |  |  | £84.39 |  |
| Green Energy - Electricity (VAT £1.89) | | |  |  |  | £39.59 |  |
|  |  | **Total Payments** | |  |  | **£2,519.03** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account Ending 7717 | | | | |  |  |  |
|  | Balance as at 30 March 2022 | | |  | £37,362.52 | Cr |  |
| Barclays - Masham Parish Council - Current Account Ending 2096 | | | | |  |  |  |
|  | Balance as at 30 April 2022 | | |  | £10,335.57 | Cr |  |
| CCLA Public Deposit Sector Fund Account | | |  |  |  |  |  |
|  | Balance as at 30 April 2022 | | |  | £45,346.44 | Cr |  |
|  |  |  | Overall Total |  | £93,044.53 | Cr |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Month** | **Market Rents** | | | **Honesty Box** | | |
|  | 2021/22 | 2022/23 | +/- | 2021/22 | 2022/23 | +/- |
| April | £2,242.00 | £4,339.00 | £2,097.00 | £1,195.00 | £1,960.00 | £765.00 |
| May | £3,470.00 | £2,106.00 | -£1,364.00 | £2,225.00 | £1,145.00 | -£1,080.00 |
| June | £5,911.00 |  | -£5,911.00 | £3,620.00 |  | -£3,620.00 |
| July | £3,790.00 |  | -£3,790.00 | £2,866.00 |  | -£2,866.00 |
| August | £4,294.00 |  | -£4,294.00 | £3,468.00 |  | -£3,468.00 |
| September | £3,445.00 |  | -£3,445.00 | £2,625.50 |  | -£2,625.50 |
| October | £2,439.00 |  | -£2,439.00 | £2,090.00 |  | -£2,090.00 |
| November | £1,458.00 |  | -£1,458.00 | £1,700.00 |  | -£1,700.00 |
| December | £1,302.00 |  | -£1,302.00 | £385.00 |  | -£385.00 |
| January | £934.00 |  | -£934.00 | £1,205.00 |  | -£1,205.00 |
| February | £820.00 |  | -£820.00 | £910.00 |  | -£910.00 |
| March | £1,670.00 |  | -£1,670.00 | £1,775.00 |  | -£1,775.00 |
|  |  |  |  |  |  |  |
| **8 Month Totals** | £31,775.00 | £6,445.00 | -£25,330.00 | £19,789.50 | £3,105.00 | -£16,684.50 |
| **Year Totals** | £31,775.00 | £6,445.00 |  | £24,064.50 | £3,105.00 |  |
| **FY Budget** | £19,000.00 | TBC |  | £21,000.00 | TBC |  |
| **FY Budget to date** | £19,000.00 | TBC | #VALUE! | £21,000.00 | TBC | #VALUE! |
| **Market Rents:** |  |  |  |  |  |  |
| **Honesty Box:** variations in paying in times account for some of the + or - figures recorded. | | | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Actual 2020-21** | **Budget 2021-22** | **Actual 2021-22** | **Budget 2022-23** |
| **Receipts** |  |  |  |  |
| Market Rents | £16,729.50 | £17,500.00 | £31,780.00 | £25,000.00 |
| Honesty Box | £11,525.27 | £18,000.00 | £24,064.50 | £22,000.00 |
| Christmas Lights | £3,244.73 | £5,000.00 | £1,810.55 | £3,000.00 |
| Grants & Other Income | £17,302.00 | £15,000.00 | £6,585.00 | £10,000.00 |
| Sundry Income | £4,755.18 | £1,000.00 | £175.47 | £2,000.00 |
| VAT Refunds | £1,883.12 | £4,500.00 | £1,939.76 | £2,250.00 |
| Dividends Reinvested | £79.72 | £100.00 | £31.10 | £80.00 |
| **TOTAL RECEIPTS:** | **£55,519.52** | **£61,100.00** | **£66,386.38** | **£64,330.00** |
|  |  |  |  |  |
| **Payments** |  |  |  |  |
| Market Place - Non Domestic Rates | £50.00 | £95.00 | £121.00 | £150.00 |
| Market Place - Other Payments | £1,219.07 | £1,000.00 | £2,211.00 | £42,000.00 |
| Grass Cutting | £1,070.00 | £1,200.00 | £650.00 | £1,100.00 |
| Electricity | £322.33 | £350.00 | £376.45 | £500.00 |
| Tree Maintenance | £500.00 | £2,500.00 | £0.00 | £2,000.00 |
| Drainage Maintenance | £-00 | £500.00 | £0.00 | £250.00 |
| Parish Caretaker & Other Maintenance | £2,486.28 | £13,000.00 | £10,325.69 | £11,500.00 |
| Christmas Lights | £5,056.00 | £6,000.00 | £3,810.17 | £4,500.00 |
| Staff Salaries | £16,233.35 | £19,500.00 | £17,622.56 | £20,500.00 |
| Insurances | £392.54 | £450.00 | £396.58 | £425.00 |
| Other Payments Inc Admin & Room Hire | £2,638.04 | £14,000.00 | £2,515.68 | £3,500.00 |
| Subscriptions | £951.95 | £1,050.00 | £818.99 | £1,000.00 |
| S137 Payments | £6,133.36 | £6,400.00 | £4,281.23 | £5,500.00 |
| Sundry Payments | £-00 | £100.00 | £850.00 | £500.00 |
| VAT | £1,882.95 | £3,000.00 | £3,057.05 | £3,200.00 |
| **TOTAL PAYMENTS:** | **£38,935.87** | **£69,145.00** | **£47,036.40** | **£96,625.00** |
|  |  |  |  |  |
| **PROFIT+ or LOSS-** | **£16,583.65** | **-£8,045.00** | **£19,349.98** | **-£32,295.00** |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 16th MAY 2022**

Correspondence for information/consideration etc

1. Masham Young Farmers – Request to start their charity tractor run from the market place on Sunday 29th May, to arrive at around 9am, to leave around 10.30am and take care of coning an area themselves.
2. Masham Primary School – Request to use the market square on the afternoon of Thursday 26th May for their traditional maypole celebration.
3. Black Sheep Brewery – Request to use the Shooting Holme for parking for their annual bike ride on Sunday 12th 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)

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

Chairman: Councillor Neil Pickard Clerk to the Council: Jen Hurford

**MINUTES 6th JUNE 2022**

**PRESENT:**

**Parish Council**: Cllr Colin Barker (from Item 5), Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Flo Grainger (Vice-chairman), Cllr Robert Greensit, Cllr James Gregg, Cllr Ian Johnson, Cllr Neil Pickard (Chairman), Cllr Ben Rodney, Cllr Jane Vickery and Cllr Peter Weatherill, with Jen Hurford (Parish Clerk).

**Present:** 19 Members of Public (MoP)

**1. APOLOGIES**

* 1. County Cllr Margaret Atkinson.

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

2.1 Minutes of the Ordinary Meeting and Monthly Meeting both held 16th May 2022. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that both the Minutes of the 16th May 2022 meeting be formally approved as a true and accurate record. All those who attended the 16th May 2022 meetings and who were present voted in favour. It was **RESOLVED** that the Chair of the meetings on 16th May 2022 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 APPLICATIONS:**

* 1. 22/01941/LB - Bay Horse Inn, 5 Silver Street, Masham - Listed Building Consent for display of 1no. externally-illuminated projecting hanging sign, 1no. internally-illuminated written sign, 1no. internally-illuminated sign, 1no. externally-illuminated sign, 4no. flood lights and 1no. brass lantern. Following discussion, it was **proposed** by Cllr Ellis and **seconded** by Cllr Greensit that MPC supported the application. The majority of those present voted in favour and the **RESOLUTION** was carried. **Action: CLERK.**
  2. 22/01840/FUL - The Mill House, Millgate, Masham - Erection of a stable and field store. Following discussion, it was **proposed** by Cllr Broadley and **seconded** by Cllr Johnson that MPC had no objections to the application. All those present voted in favour and the **RESOLUTION** was carried. **Action: CLERK.**
  3. 22/02006/FUL – The Estate Office, Swinton, Ripon - Alterations to existing office building and construction of a single storey extension to the existing building. 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. **Action: CLERK.**
  4. 22/01576/FUL - 9 Park Street, Masham - Erection of single storey extension and alterations to existing outbuilding to form annex. 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. **Action: CLERK.**
  5. 22/02003/LB - College House, 9 College Lane, Masham - Blocking up opening at ground floor, works to chimney breast at first floor, replacement window to ground floor side elevation (as previously approved), internal insulation to rear wall, structural improvements to timber ends, replace plasterboard with breathable insulation and lime plaster, rebuild brick chimney in stone. Following discussion, it was **proposed** by Cllr Weatherill and **seconded** by Cllr Johnson that MPC had no objections to the application. All those present voted in favour and the **RESOLUTION** was carried. **Action: CLERK.**
  6. Additional Planning Matters -A list of approvals & enforcements appears at Appendix A.

4.6.1 Cllrs had no further evidence to provide on the Planning Enforcement matter at the field East of Swinton Bridge.

**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 notification from Barclays that the Ripon branch would be closing on 25th August 2022.

5.1.2 Acceptance of the Advice of Receipts and Payments via cheque was **proposed** by Cllr Grainger 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. **Action: CLERK.**

**6. MASHAMSHIRE COMMUNITY OFFICE UPDATE**

6.1 There was no formal report to circulate but the MCO had issued an invite to Cllrs and MoP to their Public Fundraising Task Force meeting to brainstorm on how to plan to raise funds to purchase the police building. Anyone with ideas or skills was welcome to the meeting 2 to 4pm Tuesday 14th June in the small hall at the Town Hall. Cllr Johnson confirmed he would attend. **Action: CLLR JOHNSON.**

**7. NEIGHBOURHOOD POLICING TEAM REPORT**

7.1 PCSO Swan advised a report was not available due to a particularly busy period for them with the traveller community in the area, but one would be circulated in due course.

**8. NEIGHBOURHOOD POLICING TEAM REPORT**

8.1 PCSO Swan and her colleague were in attendance to obtain feedback from Cllrs and MoP. Cllr Ellis advised sight of the remaining Travellers in one group travelling by convoy. The Chair reported there had been issues for Masham Sports Association, the Tennis Club, vandalism in Park Street, threatening behaviours in the play area and early closing and a security guard required for the Co-op, with under 18s appearing to be the issue. Cllr Weatherill questioned what the police had done for the town and PCSO Swan responded that PCSOs could not work bank holidays to visit the Thursday and Friday, but that issues reported to the police were attended, with PCSOs on foot to the days prior. The issue was that they had a wide area with a number of incidents to cover. It was discussed that PC Mike Spittlehouse’s suggestion from last year of mediation with the heads of the Traveller community and MPC had never come to fruition. There had been two groups of travellers of which the Manchester origin had intimidated the regulars and that a regular family had bagged up the rubbish on the Shooting Holme with the help of the PCSOs and the Chair was grateful for this clean up team. Discussion was then opened up to MoP. One MoP felt the way the travellers got treated by the locals was inappropriate and that they were getting wrongly accused of offence. Another felt it was a minority of the traveller community that spoilt things and that the police were not fit for purpose, especially considering the rates Masham residents pay for their support. PCSO Swan trying to attend the town every market day where possible but that a wide area had to be covered. Another MoP expressed this had been the worst year for the town and some victims of the crimes had been too worried to report them. MoP discussed rapport could be built to avoid shop lifting but that the Manchester originated community had spoilt this and PCSO hoped they would not return next year. A MoP offered to help the police make contact with a traveller from Appleby to liaise with PC Mike Spittlehouse as previously suggested. It was clarified it was up to the landowner of the Shooting Holme, Swinton Estate, to take legal action to move on the Travellers. Swinton Estate’s Rural Estate Manger confirmed a skip would be ordered for the rubbish to be delivered the following day and advised they would like to be included in any meetings or liaisons set up in the future. Cllr Broadley reiterated all offences needed to be reported to the police in order to give a true history and statistics for the year. The Chair thanked all those in attendance for their input on the matter.

**9. JAMES RICHARDS CIRCUS**

9.1 The Clerk circulated the organisers paperwork to Cllrs prior to the meeting which they had approved in order for plans to go ahead with the event on Tuesday 28th and Wednesday 29th June. Cllr Gregg had been organised as a point of contact to move the boundary boulders to the entrance to the Shooting Holme if the ground was wet or to relieve congestion and it was reiterated the team must not undertake to trim away low-lying branches to the trees due to their TPOs. Publishing material had been circulated for social media. **Action: CLLR GREGG.**

**10. NOTEMACHINE ATM**

10.1 The Clerk advised a response was awaited from Notemachine to see if their offer of a 3-year term could be confirmed in order to proceed

**11. MASHAM MARKET**

11.1 Mashamshire Swift Community Conservation Group had requested a free-of-charge stall on 9th July, during Swift Awareness Week, near the electric supply to show videos of the swifts nesting in the church tower. It was **proposed** by Cllr Johnson and **seconded** by Cllr Broadley to agree to the request. All those present voted in favour. **Action: CLERK.**

11.2 This Is Cow had requested to set up a food sampling truck somewhere in the town for one of the UK’s leading supermarkets on 11th June for a couple of hours around lunch time, to include some filming. Cllrs discussed they needed more information to make a decision on this so was asked for the Clerk to ask further questions and pass to Cllr Johnson if it was suitable to proceed with. **Action: CLERK.**

11.3 Correspondence from a MoP had been circulated to Cllrs prior to the meeting raising issue with the ‘No Motorhomes’ signs to the market square. Cllrs noted the comments and would monitor the situation.

11.4 Correspondence from a trader expressing concern for the decreased activity at the market had been circulated amongst Cllrs. They felt the issue was the increased market rent and difficulty getting a response by phone from the Market Superintendent. It was highlighted all traders need to know changes to rates in advance and suggested tariffs would be preferring to be as just one, rather than for the separate casuals and regulars. The Chair apologised for the late notice of the rent rise this year. Cllr Grainger advised MPC do try to listen to traders and be fair and Cllr Johnson apologised for not doing as much on social media. Worries were that traders were going to other markets and Cllr Grainger did highlight a number of shows and events cancelled during Covid were now back on and the Chair suspected the rise in petrol may deter people to travel.

**8.00PM - PUBLIC INTERVAL**

1. A MoP asked the incomplete pavement at Maple creek be chased. **Action: CLERK.**
2. The Managing Director, Graham Jameson, of WE Jameson & Son, explained of expansion plans at the back of the mill involving relocating the site for the Councils storage building, giving a secure compound, more parking and unloading space. Outline planning was to be put in within the next couple of weeks. Cllrs discussed the various options for the allocated 377sqm of allocated land for MPC to request. The Chair thanked Graham Jameson for keeping the Council informed.
3. A MoP representing the WI thanked MPC for the £251 given to fund the dressing of the well for the Queens Jubilee and returned £185 of this in cash to the Clerk as only £66 of it had been required.
4. A MoP chased the agreed lineage up Leyburn Road to the Co-op entrance. **Action: CLERK.**
5. A MoP relayed their experience at Masham Play Area involving knife crime by a traveller. The police had attended but the offenders had not been caught. Worry was for repeat scenarios and that young children were being threatened.
6. A MoP relayed information acquired on the old auction mart site that drain blockages could be the cause of flooding of the site. Cllr Broadley advised of her recent meeting with Yorkshire Water over the drainage plans and explained the engineering of this, with the blow out point at Silver Street being an issue and that the fire station had been provided copies of the plans.

**12. REPORT OF FALL ON THE MARKET PLACE**

12.1 The BHIB insurance brokers had advised the insurers had stated liability would attach to the Council and they are awaiting medical evidence from the third party.

**13. MARKET SQUARE BLOCKING DRAIN**

13.1 Cllr Johnson was awaiting a quote from E Leathley & Sons the work required and Cllr Rodney agreed to prepare a quote too. **Action: CLLRS JOHNSON & RODNEY.**

**14. MARKET SQUARE RESURFACING**

14.1 Cllr Barker was awaiting a recommended specification and possible quote. Correspondence from a visitor was also noted for the request for white lining to help more strategic parking to allow for more spaces. It was also suggested visitors opt to use the long-term parking facility too. **Action: CLLR BARKER.**

**15. ELECTRIC VEHICLE CHARGING POINTS**

15.1 The Chair advised dates were awaited from HBC to discuss further. **Action: CHAIR, CLLRS GREENSIT & JOHNSON.**

**16. MASHAM CHRISTMAS LIGHT ASSOCIATION 2022/23**

16.1 Plans from the group had been circulated to Cllrs requesting for another year for payments to be made via MPC and for MPC to fund the putting up and taking down of the lights. It was **proposed** by Cllr Broadley and **seconded** by Cllr Ellis to agree to the request. It was **RESOLVED** for the Clerk to relay this but to also request all the lights be taken down at one time, rather than delaying the spire. **Action: CLERK.**

**17. HANGING BASKET & FLORAL DISPLAY COMPETITION**

17.1 Cllrs agreed to the total £100 prizes to be obtained by way of vouchers from Ashland Nursery again, to be held on 1st August Yorkshire day and the Chair offered to approach a suggested potential judge. **Action: CHAIR & CLERK.**

**18. PATH FROM THE KINGS HEAD YARD**

18.1 Cllr Vickery advised of obtaining historical plans being located showing the route in use to get to the old tennis court and cricket pitch. Cllrs agreed for Cllrs Vickery to continue working on looking into this, alongside the derelict and rerouted paths to that area. **Action: CLLR VICKERY & CLERK.**

**19. QUEEN’S PLATINUM ANNIVERSARY**

19.1 Cllr Johnson advised there was just the commemorative coins to distribute and the committee to do a final summary of the finances. Cllr Blades reminded of the plans to purchase a tree for the occasion as a permanent remembrance. The beacon needed removing off the square too. Cllr Grainger thanked Cllr Johnson and the head of the bonfire committee for all their hard work and the Chair relayed there had been lots of praise from the community following the events. **Action: CLLRS GRAINGER & JOHNSON.**

**20. POTENTIAL LIGHTING TO DRIVEWAY TO RECREATION GROUND**

20.1 The Clerk advised Green Energy were now awaited to connect their supply.

**21. HONESTY BOXES**

21.1 The Chair had obtained an alternative quote from Q-laser Ltd for 2 new honesty boxes at £1,807.34 including VAT. It was **proposed** by Cllr Ellis and **seconded** by Johnson to proceed with the quote. It was **RESOLVED** for the Chair to action accordingly. **Action: CHAIR.**

**22. ADDITIONAL DEFIBRILLATOR**

22.1 The Clerk had circulated responses from various sources, and it was agreed for Cllr Grainger to look at these more closely and put together a proposition. **Action: CLLR GRAINGER.**

**23. HIGHWAYS MATTERS**

23.1 Matters to raise or chase with NYCC Highways department were as follows;

a) Chase the yellow lines for Leyburn Road. **Action: CLERK.**

b) A MoP complaint over the works to Masham bridge had been sent to Highways and Cllrs were in agreement with the complaint.

c) Cllr Greensit advised the new ‘blind summit’ and ‘hidden dip’ signs had gone missing near to Mile House Farm on the A6108. **Action: CLERK.**

**24. WESTHOLME COURT PLAY AREA**

24.1 Cllr Grainger and the Chair had met with Playscape and had received a quote £37,080 plus VAT to replace the majority of the play area to put forward to one of the quarries to help fund. **Action: CLLR GRAINGER.**

**25. PARISH CARETAKERS WORK**

25.1 Cllr Vickery advised Greensphere R & C was going to pick up some of the missed strimming tasks from D Harley. Cllr Broadley asked for the strimming around the trough at High Ellington to be done by MFJ Land Management and it was asked for the green at Low Ellington to be chased too. Cllrs agreed the entrance to Masham was being cut less by HBC as was Maple Creek and it was agreed for a complaint to be put in. It was asked to chase the spraying of the pavements, particularly the end of The Avenue nearer the town and up Silver Street. **Action: CLERK.**

**26. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. St Wilfrids Classic Rally - Request to have use of the left hand side of the market square during lunch break or the Rally Competitors between 11.30 and 15.00 hrs (as you face the Kings Head) Historic car rally on Sunday 7th August. 65 cars are expected over the 3-hour period all of these will have been manufactured before 1986 and some might even be pre-war vehicles so there will be a good deal of interest for the general public to take advantage of. They will have a marshal on duty to ensure vehicle are parked properly on the day and are proposing £80 with the organisers to cone off the area on the morning of the event. It was **proposed** by Cllr Johnson and **seconded** by Cllr Vickery to approve the request. It was **RESOLVED** for the Clerk to relay this accordingly. **Action: CLERK.**
  2. UK Sepsis Trust - We have been chosen as the Charity of the Year by Masham Young Farmers, after the tragic death of a local young farmer Hannah Brown last year. We are visiting Masham on 9th and 10th June to talk to the young farmers and to help them maximise the impact of their year supporting our charity, in terms of both awareness of sepsis in the local community and with their fundraising efforts. It would be fantastic if we could visit you at some point during our stay in Masham and discuss possible ideas to collaborate with the UK Sepsis Trust (UKST) and the young farmers, which will be from mid-afternoon on Thursday 9th June until our last meeting finishes on 10th June. At present, we only have commitments from 6pm on Thursday 9th, so can work around your availability at any other times. It would also be fantastic to get Yorkshire Trike Tours registered as a Sepsis Savvy business via <https://sepsistrust.org/savvy> The campaign aims for businesses to raise awareness with their staff about the dangers of sepsis, by either sharing the video in the resources you can download once you register, or by having me or one of my colleagues deliver a staff awareness session to staff. Finally, the Young Farmers are holding a Tractor Run on Sunday 29th May as their first event support UKST. They have asked us to try and help them find some raffle prizes to aid their fundraising efforts. Is this something that you may be able to support? Cllrs noted the content and Cllr Gregg highlighted the £2k raised at the recent tractor run to which the chair thanked for all their efforts.
  3. YLCA - Notification NYCC is conducting a survey for those who live or work in North Yorkshire about the Local Flood Risk Strategy which sets out how it aims to protect communities from flooding. Please see the link to the consultation below, which ends on Sunday 12 June: [Local Flood Risk Strategy consultation | North Yorkshire County Council](https://www.northyorks.gov.uk/local-flood-risk-strategy-consultation) . Cllr Broadley had read this, and no action was required. The Chair offered to support Cllr Broadley at any further meetings.
  4. North Yorkshire Police, Fire & Crime Commissioner - encouraging members of the public to have their say on the proposed changes to Fire and Rescue Services by completing an online [www.smartsurvey.co.uk/s/RRMProposals/](http://www.smartsurvey.co.uk/s/RRMProposals/) The proposed changes to Fire and Rescue resource across North Yorkshire and York based on an extensive assessment of risk, undertaken by the Fire and Rescue Service at <http://www.northyorkshire-pfcc.gov.uk/rrm/> This was noted with some Cllrs already having completed as individuals.

**27. ANY OTHER BUSINESS**

27.1 Cllr Barker felt the issues raised by traders at the market were a combination of Covid subsiding, the cost of living going up, less business and the change back from Cllr Johnson volunteering as Market Superintendent.

27.2 Cllr Vickery advised the WI new trough for the cobbles was due 7th July.

27.3 Cllr Blades asked for the ‘Little Market Place’ sign to be chased. **Action: CLERK.**

27.4 Cllr Blades suggested the police, fire and crime commissioner be asked to meet to discuss the travellers and felt it needed reiterating that Swinton Estate have the powers to have them moved. The sale of the police house could also be included. The Chair would invite Zoe Metcalfe accordingly. Cllr Johnson felt issues need to be relayed to Appleby Town Council and encourage Bainbridge too. **Action: CHAIR.**

27.5 Cllr Johnson relayed of positive comment on the cobbles now they had been sprayed.

27. 6 Cllr Johnson advised the Victoria fountain was deteriorating and detected water coming through so would look into heritage groups for funding to help renovate it. **Action: CLLR JOHNSON.**

27. 7 Cllr Ellis advised the eroded bay near the new bench at Sandy Bay had lost its tape so needed relaying to Swinton Estate. **Action: CLERK.**

27.8 The Chair advised the Litter Picker had reported the Bowling Club car park needed attention. It was agreed for the Clerk to request MFJ Land Management to quote for temporary repairs levelling 5 tons of planeings or hardcore.  **Action: CLERK.**

27.9 The Chair advised of acquiring a new volunteer for the Neighbourhood Plan committee and works would be starting up in due course.

27.10 The Clerk advised on the recent fortnightly inspection of the market square of two slight potholes near to 15 Market Place. The Chair suggested a possible material for filing and would look in to further. **Action: CHAIR.**

27.11 Cllr Weatherill advised of another tractor run involving Yorkshire Air Ambulance that may use the market square. The Chair encouraged them to put their request in writing. **Action: CLLR WEATHERILL.**

27.12 Cllr Weatherill asked if the market square could be used for the Steam Rally road run at 6pm Saturday 16th July. It was agreed traders needed to be informed by letter and to include tariffs for the various stall sizes. **Action: CLLR JOHNSON & CLERK.**

27.13 Cllrs discussed the issues raised over the market and it was agreed to diarise for 6mths from the new tariffs been set to review them. **Action: CLERK.**

**28. DATE OF NEXT MEETING**

28.1 Monday 4th July 2022.

**CLOSURE:** The Meeting closed at 21:40pm.

Dated 23/06/2022

*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 MATTERS TO 6th JUNE 2022**

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| High Barn, North Cote, Masham, HG4 4DH | Application No.: 22/01296/FUL  Proposal: Formation of new access and farm track and closure of existing access on to the highway. (Revised Application)  Applicant: Aldburgh Estate c/o Sanderson Associates | Granted subject to conditions |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICATION | ACTION |
| Silverdale, 25 College Lane, Masham, HG4 4HE | Erection of outbuilding and installation of electric gates | 6th June update – Negotiations have failed to resolve this breach of planning, An Enforcement notice is to be served – pending. |
| The Cottage, 26 Park Street, Masham, HG4 4HN | Unauthorised tree works in a conservation area. | 6th June update - Discussions with owners. Owners claiming only trees less than 7.5cm cut – Site Meeting on 15th June. |
| Black Bull Garage, Black Bull Yard, Red Lane, Masham, HG4 4HD | Change of use and subdivision of building | 6th June update - Contact with the owner and they say that they have used the building temporarily for storage of domestic items which has now ceased.  Site visit on 15th June to check. |
| Field East Of Swinton Bridge, Swinton | Potential conversion of barn | 6th June update - No evidence of change of use. Close unless any evidence provided by Parish Council. |
| The Cottage, 26 Park Street, Masham, HG4 4HN | Removed walls within the curtilage of the property which were over a metre high | 23rd May - outcome of the investigation is as follows:- Contact has been made with the owner and a site meeting is being prepared to discuss the allegations. In the meantime, if MPC have any photos of what the walls used to look like before they were removed, please forward them to HBC. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **FINANCE SCHEDULE** | |  | **APPENDIX B (1/2)** | |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 17th May to 6th June 2022** | | | |  |  |  |  |
| Market Rents |  |  |  |  |  | £2,113.00 |  |
| Honesty Box |  |  |  |  |  | £1,540.00 |  |
| Bordar House Tea - Rent | |  |  |  |  | £900.00 |  |
| Black Sheep Brewery - Finger post | | |  |  |  | £85.00 |  |
| Café On The Square - Finger Post | |  |  |  |  | £81.00 |  |
| HMRC - VAT return |  |  |  |  |  | £1,133.69 |  |
|  |  | **Total receipts for the month** | | |  | **£5,852.69** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
| **(ii) Payments by cheque on 6th June 2022 for approval from Barclays - Masham Parish Council Account** | | | | | | | |
|  |  |  |  |  |  |  | **Cheque No.** |
| John Todd, Market Superintendent - 2021-22 2% bonus (Tax £94.00) | | | | |  |  | 101194 |
| Eric Wilkinson, Litter Picker - May Salary & 2021-22 bonus (Tax £145.00) | | | | |  |  | 101195 |
| David Smith, Relief Litter Picker - Salary 2 weeks cover April (Tax £0.00) | | | | |  |  | 101197 |
| Jen Hurford, Parish Clerk - May Salary (Tax £12.20) | | | |  |  |  | 101198 |
|  |  |  | **Staff Salaries Total** | |  | **£2,454.72** |  |
| HMRC - PAYE |  |  |  |  |  | £251.40 | 101199 |
| BHIB Ltd - Insurance premium from 1st June | | |  |  |  | £902.28 | 101200 |
| Masham Town Hall - April committee room & June meeting room hire (VAT £5.40) | | | | | | £32.40 | 101201 |
| MFJ Land Management Ltd - grass cutting, | | | | | | £1,412.40 | 101202 |
| strimming, gritting, grit bins, moles (VAT £235.40) | | | | | |  |  |
| Clerk - Reimburse stamps & postage | | |  |  |  | £11.59 | 101203 |
| **Bank Transfers** |  |  |  |  |  |  |  |
| Pains Fireworks - Jubilee fireworks | | |  |  |  | £847.20 |  |
| Chris Clarke Weathervanes - Finger post emblem | | | |  |  | £205.00 |  |
| **Direct Debits** |  |  |  |  |  |  |  |
| Barclaycard |  |  |  |  |  | Awaited |  |
| Green Energy - Electricity (VAT £1.64) | | |  |  |  | £39.59 |  |
|  |  | **Total Payments** | |  |  | **£6,156.58** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account Ending 7717 | | | | |  |  |  |
|  | Balance as at 26 May 2022 | |  |  | £37,323.18 | Cr |  |
| Barclays - Masham Parish Council - Current Account Ending 2096 | | | | |  |  |  |
|  | Balance as at 26 May 2022 | |  |  | £13,715.18 | Cr |  |
| CCLA Public Deposit Sector Fund Account | | |  |  |  |  |  |
|  | Balance as at 30 April 2022 | | |  | £45,346.44 | Cr |  |
|  |  |  | Overall Total |  | £96,384.80 | Cr |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Month** | **Market Rents** | | | **Honesty Box** | | |
|  | 2021/22 | 2022/23 | +/- | 2021/22 | 2022/23 | +/- |
| April | £2,242.00 | £4,339.00 | £2,097.00 | £1,195.00 | £1,960.00 | £765.00 |
| May | £3,470.00 | £3,474.00 | £4.00 | £2,225.00 | £2,685.00 | £460.00 |
| June | £5,911.00 | £745.00 | -£5,166.00 | £3,620.00 |  | -£3,620.00 |
| July | £3,790.00 |  | -£3,790.00 | £2,866.00 |  | -£2,866.00 |
| August | £4,294.00 |  | -£4,294.00 | £3,468.00 |  | -£3,468.00 |
| September | £3,445.00 |  | -£3,445.00 | £2,625.50 |  | -£2,625.50 |
| October | £2,439.00 |  | -£2,439.00 | £2,090.00 |  | -£2,090.00 |
| November | £1,458.00 |  | -£1,458.00 | £1,700.00 |  | -£1,700.00 |
| December | £1,302.00 |  | -£1,302.00 | £385.00 |  | -£385.00 |
| January | £934.00 |  | -£934.00 | £1,205.00 |  | -£1,205.00 |
| February | £820.00 |  | -£820.00 | £910.00 |  | -£910.00 |
| March | £1,670.00 |  | -£1,670.00 | £1,775.00 |  | -£1,775.00 |
|  |  |  |  |  |  |  |
| **8 Month Totals** | £31,775.00 | £8,558.00 | -£23,217.00 | £19,789.50 | £4,645.00 | -£15,144.50 |
| **Year Totals** | £31,775.00 | £8,558.00 |  | £24,064.50 | £4,645.00 |  |
| **FY Budget** | £19,000.00 | £25,000.00 | -£16,442.00 | £21,000.00 | £22,000.00 | -£17,355.00 |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 6th JUNE 2022**

Correspondence for information/consideration etc

1. St Wilfrids Classic Rally - Request to have use of the left hand side of the market square during lunch break or the Rally Competitors between 11.30 and 15.00 hrs (as you face the Kings Head) Historic car rally on Sunday 7th August. 65 cars are expected over the 3-hour period all of these will have been manufactured before 1986 and some might even be pre-war vehicles so there will be a good deal of interest for the general public to take advantage of. They will have a marshal on duty to ensure vehicle are parked properly on the day and are proposing £80 with the organisers to cone off the area on the morning of the event.
2. UK Sepsis Trust - We have been chosen as the Charity of the Year by Masham Young Farmers, after the tragic death of a local young farmer Hannah Brown last year. We are visiting Masham on 9th and 10th June to talk to the young farmers and to help them maximise the impact of their year supporting our charity, in terms of both awareness of sepsis in the local community and with their fundraising efforts. It would be fantastic if we could visit you at some point during our stay in Masham and discuss possible ideas to collaborate with the UK Sepsis Trust (UKST) and the young farmers, which will be from mid-afternoon on Thursday 9th June until our last meeting finishes on 10th June. At present, we only have commitments from 6pm on Thursday 9th, so can work around your availability at any other times. It would also be fantastic to get Yorkshire Trike Tours registered as a Sepsis Savvy business via <https://sepsistrust.org/savvy> The campaign aims for businesses to raise awareness with their staff about the dangers of sepsis, by either sharing the video in the resources you can download once you register, or by having me or one of my colleagues deliver a staff awareness session to staff. Finally, the Young Farmers are holding a Tractor Run on Sunday 29th May as their first event support UKST. They have asked us to try and help them find some raffle prizes to aid their fundraising efforts. Is this something that you may be able to support?
3. YLCA - Notification NYCC is conducting a survey for those who live or work in North Yorkshire about the Local Flood Risk Strategy which sets out how it aims to protect communities from flooding. Please see the link to the consultation below, which ends on Sunday 12 June: [Local Flood Risk Strategy consultation | North Yorkshire County Council](https://www.northyorks.gov.uk/local-flood-risk-strategy-consultation)
4. North Yorkshire Police, Fire & Crime Commissioner - encouraging members of the public to have their say on the proposed changes to Fire and Rescue Services by completing an online [www.smartsurvey.co.uk/s/RRMProposals/](http://www.smartsurvey.co.uk/s/RRMProposals/) The proposed changes to Fire and Rescue resource across North Yorkshire and York based on an extensive assessment of risk, undertaken by the Fire and Rescue Service at <http://www.northyorkshire-pfcc.gov.uk/rrm/>

**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 & Thursday, 13:00–17:00 E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Chairman: Councillor Neil Pickard Clerk to the Council: Jen Hurford

**MINUTES 4th JULY 2022**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr Rosemary Blades, Cllr John Ellis, Cllr Flo Grainger (Vice-chairman), Cllr Robert Greensit, Cllr Ian Johnson (present from Item 21), Cllr Jane Vickery, Cllr Peter Weatherill and County Cllr Margaret Atkinson (present from Item 20), with Jen Hurford (Parish Clerk).

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

**1. APOLOGIES**

* 1. Cllr Valerie Broadley, Cllr James Gregg, Cllr Neil Pickard (Chairman) and Cllr Ben Rodney.

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

2.1 Minutes of the Meeting held 6th June 2022. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Vickery that the Minutes of the 6th June 2022 meeting be formally approved as a true and accurate record that the Chair should sign the Minutes. All those who attended the 6th June 2022 meeting and who were present voted in favour. **Action: CLERK.**

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

3.1 Cllr Barker declared an interest in Item 4.3.7.

**4. PLANNING APPLICATIONS:**

* 1. 22/02143/FUL - Lamb Hill Farm, Masham, HG4 4DJ - Change of use of agricultural land to domestic curtilage to be used in association with farmhouse garden and extension to existing access track. Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Greensit that MPC had no objections to the application. All those present voted in favour. **Action: CLERK.**
  2. 22/02460/PBR - Lamb Hill Farm, Masham, HG4 4DJ - Prior notification for conversion of agricultural building agricultural building "A" to form a two-storey dwelling comprising 79m2. Following discussion, it was **proposed** by Cllr Weatherill and **seconded** by Cllr Greensit that MPC had no objections to the application. All those present voted in favour. **Action: CLERK.**
  3. Additional Planning Matters -A list of approvals & enforcements appears 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.

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

5.2 Consideration S137 for Mashamshire Litters Busters Insurance. The group had requested a donation of £94.34 to cover their premium and this was **proposed** by Cllr Ellis and **seconded** by Cllr Weatherill. All those present voted in favour and the payment was approved. **Action: CLERK.**

5.3 The Clerk had circulated communication from James Richards Circus to Cllrs prior to the meeting requesting account details to make a payment for their recent visit. Following discussion, it was **proposed** by Cllr Weatherill and **seconded** by Cllr Blades not to request a payment on this occasion and to advise the town greatly enjoyed their performances and hoped to see them return. All those present voted in favour. **Action: CLERK.**

5.4 Cllr Grainger circulated the spend for the Queens Platinum Jubilee celebrations as below. With the final spend being just over the originally approved £5k budget, it was agreed to itemise on the next Agenda for formal approval. **Action: CLERK.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Jubilee Expenses - Summary | |  |  |  |  |  |  |  |  |
| **Date** | **Name** | **Net** | **Vat** | **Total** | **Paid** | **Unpaid** |  |  |  |
| 28/04/2022 | Mrs Jean Jones - WI | 251 | 0 | 251 | 251 |  | Some to reclaim | |  |
| May-22 | Pains Fireworks | 706 | 141.2 | 847.2 | 847.2 |  |  | BACS |  |
| 06/06/2022 | John Gillies - Band | 500 | 0 | 500 | 500 |  |  | BACS |  |
| 30/05/2022 | Pains Fireworks | 150 | 30 | 180 | 150 |  |  | BACS |  |
| 06/06/2022 | Masham Snooker Club | 90 | 0 | 90 |  | 90 |  | Cheque |  |
| 02/06/2022 | John Todd | 50 | 0 | 50 |  | 50 |  | Cheque |  |
| 21/06/2022 | Flo G Jubilee Merch | 69.36 | 13.87 | 83.23 |  | 83.23 |  | Cheque |  |
|  | Gas Ian | 85.71 | 4.29 | 90 |  | 90 |  | Cheque |  |
|  | Church Flowers | 391.9 | 4.85 | 396.75 | 396.75 |  |  | BACS |  |
|  | Reeth Brass Band | 300 | 0 | 300 | 300 |  |  | BACS |  |
|  | Children’s Coins | 1810 | 0 | 1810 |  | 1810 |  |  |  |
|  | Insurance | 794 | 0 | 794 |  | 794 |  |  |  |
|  | Crafts | 39.66 | 7.94 | 47.6 | 47.96 |  |  | BACS |  |
|  | Radios | 50 | 0 | 50 | 50 |  |  | BACS |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | **5287.63** | **202.15** | **5489.78** |  |  |  |  |  |
|  | Refund WI | -185 |  | -202.15 |  |  |  |  |  |
|  |  | **5102.63** | 202.15 | **5287.63** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Cllr Grainger Expenses | |  |  |  |  |  |  |  |  |
| 30/04/2022 | Amazon -Hand Flags 100 | 11.17 | 2.24 | 13.41 |  |  |  |  |  |
|  | Amazon -Hand Flags 100 | 11.17 | 2.24 | 13.41 |  |  |  |  |  |
| 27/04/2022 | Jubilee Napkins | 6.04 | 1.2 | 7.24 |  |  |  |  |  |
| 27/05/2022 | Table covers | 16.82 | 3.36 | 20.18 |  |  |  |  |  |
| 30/05/2022 | 100pcs Medals for Sports | 24.16 | 4.83 | 28.99 |  | Surplus given to Masham Jnr sports for use in future, in lieu of their | | | |
|  |  | **69.36** | **13.87** | **83.23** |  | arranging. | | | |
|  |  |  |  |  |  |  |  |  |  |

**6. MASHAMSHIRE COMMUNITY OFFICE UPDATE**

6.1 There was normal formal report provided but Cllr Vickery update that the Police were being very fair treating the property as a Community Asset. The MCO were aiming to raise £230 to £230k to cover the asking price of £215k and conveyancing costs. A rolling lease had been given to give them opportunity to raise the funds and they were currently liaising with the local larger businesses and organisations over funding and researching grant options.

**7. NEIGHBOURHOOD POLICING TEAM REPORT**

7.1 The report following the previous meeting had been circulated as follows;

Ripon and Pateley Bridge NPT: Town and Parish Council Report

|  |  |
| --- | --- |
| Town or Parish | Masham Town Council |
| Report Completed By: | PCSO Alison Swan |
| Data Reporting Period: | 01/05/22 to 31/05/2022 |

Crime and ASB Data

|  |  |  |
| --- | --- | --- |
| Qualifier | No of Incidents |  |
| Anti-social behaviour | 4 | Local female resident drunk in public house causing problems officers attended  Traveller children causing ASB in co-op store responded to by police  X2 kids banging on doors both occasions officers attended |
| Environmental anti-social behaviour | 1 | Travellers riding horses on the road into market place officers attended |
| Auto crime | 0 |  |
| Burglary | 1 | Theft from garden shed officers attended |
| Criminal Damage | 1?  1 | Pcso on foot reported damage to vehicle awaiting contact from owner may be old damage no confirmation from owner yet.  Damage caused to crops Ilton moor by quad bikes |
| Theft | 1  1? | Co-op Masham reported theft under investigation  Theft of fuel from filling station believed to be genuine mistake awaiting contact from vehicle keeper |
| Violence | 2 | Child scratched by dog belonging to traveller responded to by police  Domestic within dwelling, officers attended |
| Public Order Incident | 0 |  |
| Fraud | 1 | Fraudsters make contact via email requesting money transfer |
| Suspect Circumstances | 0 |  |
| Alarm | 0 |  |
| Highway Disruption | 4 | Masham bridge report of traffic lights not working, |
| Road Related Offence | 0 |  |
| Road Traffic Collision | 1 | Damage caused to parked vehicle other driver left note details exchanged |
| Natural Disaster | 0 |  |
| Wildlife | 1 | Persons fishing Leighton reservoir no licence, believed to be travellers. officers attended |
| TOTAL THIS PERIOD | 19 |  |

**8. NOTEMACHINE ATM**

8.1 The new agreement had been received and Cllrs agreed the Chair should be asked to check through the detail on his return and ask for the MCO to keep a tally of how many times the cash machine was reported as empty, with a Facebook post requesting MoP to make sure they report this too. **Action: CHAIR & CLERK.**

**9. MASHAM MARKET**

9.1 It was reported there had been less stalls with traders on holidays and going to shows. There had been slight issues amongst traders and the rates at the Sunday markets, but MPC were following the tariffs and terms originally proposed and agreed. The traders were suggesting the downfall was due to the Council, however Cllrs felt it was an issue with the economy, with fuel prices and the cost of living increasing, and the show’s opening up again following the covid restrictions which had aided the market to thrive. The MCO had again been trying to encourage the introduction of Little Bird to organise some artisan markets, but Cllrs were still in agreement this option should be declined.

**10. MARKET SQUARE BLOCKING DRAIN**

10.1 Cllr Johnson was still awaiting a quote from E Leathley & Sons for the work required and another via Cllr Rodney. **Action: CLLRS JOHNSON & RODNEY.**

**11. MARKET SQUARE RESURFACING**

11.1 Cllr Barker had circulated the third quote of £47,970.18 from Til-ex and advised that La Farge would not price for the job as it was too small. Cllrs agreed for Cllr Grainger to request Duffields to come back out to revise their quote with a deeper amount of tarmac used and Cllr Barker agreed to meet them. Cllrs questioned the responsibility of the cobbled perimeter as there was no clear definition in the lease and it was causing issues making vehicles ground when crossing. **Action: CLLRS BARKER & GRAINGER.**

**12. BOWLING CLUB CAR PARK SURFACE.**

12.1 The Clerk advised a quote for requested works was awaited from MFJ Land Management Ltd.

**13. ELECTRIC VEHICLE CHARGING POINTS**

13.1 Dates were awaited from HBC still to discuss further. **Action: CHAIR, CLLRS GREENSIT & JOHNSON.**

**14. HANGING BASKET & FLORAL DISPLAY COMPETITION**

14.1 It was confirmed the Chair had sourced the judge and posters were being distributed within the town. Cllrs agreed to the £125 budget for prizes as per last year.

**15. PATH FROM THE KINGS HEAD YARD**

15.1 Cllr Vickery advised of having completed collating the historical plans and input of use over the years from local residents. This would be passed on to the Clerk to forward to Pathways but was felt a strong case was looking likely. **Action: CLLR VICKERY & CLERK.**

**16. TITTYBOTTLE PARK & THE RECREATION GROUND HBC DUTIES**

16.1 Correspondence from HBC had been circulated to Cllrs stating again they had no legal obligation for the grounds maintenance they were undertaking, so would like to pass responsibility to MPC. Cllrs agreed this should not be taken on as HBC had claimed ownership of the task for many years, since the 1974 reorganisation and also since the installation of the play area. MPC could not take on the financial implication of this and it seemed a small contribution to Masham from HBC in comparison to what the other towns and cities were entitled to. Cllrs agreed this be relayed in writing by the Clerk to HBC. **Action: CLERK.**

**17. POTENTIAL LIGHTING TO DRIVEWAY TO RECREATION GROUND**

Green Energy had offered to install a single-phase metre at a cost of £150 or a three phase at £175. Gregg Electrical had clarified that the single phase would be fine to power new lighting and a camera, but three phase would allow for the option of car charging points in. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Greensit to proceed with the order of the three phase meter and for the Clerk to complete the direct debit form. All those present voted in favour. **Action: CLERK.**

**18. HONESTY BOXES**

18.1 The new boxes were on order and the quote for installation and work to the cairns was awaited from E Leathley & Son. The Clerk advised that ECL Plastics were still working on the prototype for the outer housing for an electronic honesty box and was anticipated to hear more around October. **Action: CLLR JOHNSON.**

**10. MARKET SQUARE BLOCKING DRAIN (continued)**

10.2 Cllrs suggested getting a professional camera to look down the drain to the blocking drain on the market square and it was agreed for the Clerk to obtain a quote for the firm that carried this out at Masham Play Area. **Action: CLERK.**

**19. ADDITIONAL DEFIBRILLATOR**

19.1 Cllr Grainger was working on a proposition for a new unit to put forward to Cllrs in due course. **Action: CLLRS GRAINGER.**

**20. HIGHWAYS MATTERS**

20.1 Matters to raise or chase with NYCC Highways department were as follows;

a) The new ‘blind summit’ and ‘hidden dip’ signs missing near to Mile House Farm on the A6108 still needed replacing urgently. **Action: CLLR ATKINSON & CLERK.**

b) The drains on Fearby Road and also along the castle walls down from Warthermarske were blocked.Highways had not returned to finish unblocking the drain near the charity shop on Silver Street**. Action: CLERK.**

c) More kerb stones were breaking up along the pavement in front of the Kings Head. **Action: CLERK.**

d) The drains from Red Lane entrance onto Park Street were foul smelling and Cllrs agreed this should be reported to both Highways and Yorkshire Water, including the mention of the possible smell of methane gas. **Action: CLERK.**

e) Parked vehicles on Thorpe Road were still causing blockages and Cllrs asked for the suggestion of yellow lines be requested again. **Action: CLERK.**

**UPDATE FROM COUNCILLOR ATKINSON**

1. Cllr Grainger queried Cllr Atkinson on the rural housing issue as she felt Masham had an acute problem, but this was not getting voiced at meetings. It was agreed for this to be included on the next Agenda to prepare correspondence to send to MP Julian Smith and Cllr Atkinson agreed to relay the concern too. **Action: CLLR ATKINSON & CLERK.**
2. Cllr Grainger relayed not agreeing with what the Police Fire & Crime Commissioner was doing in relation to changes within the fire brigade and that cutting back was a worry for rural areas. Cllr Atkinson advised the elected Mayor was expected to take over the matter. Cllrs discussed that the previously introduced TRVs have now been demoted and the loss of revenue through this.
3. Cllr Atkinson advised HBC was spending £1.8million on the decarbonising scheme, refurbing the hydro, replacing gas boilers ad installing solar panels. They had already undertaken the council tax rebate to help with energy cost for 34k of people.
4. NYCC had advertised for a new Chief Executive and were interviewing at the end of July. Volunteers aged 13 to 24yo were helping at local libraries and they were also helping recycle electrical items. The authority was also testing a new pot holing machine.

**21. WESTHOLME COURT PLAY AREA**

21.1 Cllr Grainger advised the Chair had the quote to replace the majority of the play area to put forward in due course to one of the quarries to request funding. **Action: CHAIR.**

**22. PARISH CARETAKERS WORK**

22.1 Cllr Vickery advised Greensphere R & C was going to pick up some of the missed strimming tasks from D Harley and asked the Clerk to email confirmation of this. Greensphere R & C had recommended another contractor to pass works on to due to being busy which Cllrs agreed Cllr Vickery to pursue. Cllr Johnson volunteered to paint the snakes head benches if MPC could buy the paint and the rest just needed a coat of stain. A MoP had complained about Dixon Keld steps becoming overgrown, but this was scheduled on the Parish Caretaker list. **Action: CLLR VICKERY & CLERK.**

**23. REVIEW OF STANDING ORDERS & FINANCIAL REGULATIONS**

23.1 The Clerk had updated the Standing Orders as per the recommendation of the internal auditor and YLCA. It was **proposed** by Cllr Greensit and **seconded** by Cllr Weatherill to adopt the document for use and publication on the website. All those present voted in favour. **Action: CLERK.**

**24. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. Dales Bus – Notification was given of new timetables at the bus shelter yesterday for the Mon – Sat services, as well as the Sunday DalesBus service. Details online at [www.dalesbus.org/825](http://www.dalesbus.org/825)
  2. The Seafarers’ Charity – Cllrs agreed to partake following the invitation to join their ‘Fly the Red Ensign for Merchant Navy Day’ campaign on 3 September in aid of the Merchant Navy Fund, which this year celebrates its ten-year anniversary. **Action: CLERK.**
  3. MoP – Correspondence questioning MPC’s stance over various current and past political views and changes was noted with interest.

**25. ANY OTHER BUSINESS**

25.1 Cllr Blades advised Swinney Beck was full of weeds at The Oaks bridge and silting up near the bridge at the fire station. Cllrs agreed for the clerk to report this to Highways and the Environment Agency and concern was given this was done before winter. **Action: CLERK.**

25.2 Cllr Blades advised the tub on Swinton Terrace had fallen apart and needed taking away and replacing. A new half barrel was required for the market square too, so it was agreed for the Clerk to get a price of a local contractor. **Action: CLERK.**

25.3 Cllr Vickery advised all the old and new cones had been stencilled ‘MPC’.

25.4 Cllr Weatherill advised the tractor run raising money for Yorkshire Air Ambulance was starting at R&J Catering, Kirkby Malzeard and coming through Masham the afternoon of Saturday 9th July.

25.5 Cllr Weatherill asked if the market square could be used for the Steam Rally road run at 6pm Saturday 16th July. It was agreed traders needed to be informed by letter and to include tariffs for the various stall sizes. **Action: CLLR JOHNSON & CLERK.**

**28. DATE OF NEXT MEETING**

28.1 Monday 1st August 2022. Cllrs agreed to meet in the Committee Room.

**CLOSURE:** The Meeting closed at 21:22pm.

Dated 31/07/2022

*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 MATTERS TO 4th JULY 2022**

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| 9 Park Street, Masham | Application No.: 22/01576/FUL  Proposal: Erection of single storey extension and alterations to existing outbuilding to form annex. | Granted subject to conditions |
| Stone Close, Black Bull Yard, Red Lane, Masham | Application No.: 22/00780/FUL  Proposal: Vertical extension to form a new dwelling. | Refused |
| The Mill House, Millgate, Masham | Application No.: 22/01840/FUL  Proposal: Erection of a stable and field store. | Approved subject to conditions |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICATION | ACTION |
| Silverdale, 25 College Lane, Masham, HG4 4HE | Erection of outbuilding and installation of electric gates | 6th June update – Negotiations have failed to resolve this breach of planning, An Enforcement notice is to be served – pending.  July update awaited. |
| The Cottage, 26 Park Street, Masham, HG4 4HN | Unauthorised tree works in a conservation area. | 6th June update - Discussions with owners. Owners claiming only trees less than 7.5cm cut – Site Meeting on 15th June.  July update awaited. |
| Black Bull Garage, Black Bull Yard, Red Lane, Masham, HG4 4HD | Change of use and subdivision of building | 6th June update - Contact with the owner and they say that they have used the building temporarily for storage of domestic items which has now ceased.  Site visit on 15th June to check.  July update awaited. |
| The Cottage, 26 Park Street, Masham, HG4 4HN | Removed walls within the curtilage of the property which were over a metre high | 23rd May - outcome of the investigation is as follows:- Contact has been made with the owner and a site meeting is being prepared to discuss the allegations. In the meantime, if MPC have any photos of what the walls used to look like before they were removed, please forward them to HBC.  July update awaited. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **FINANCE SCHEDULE** | |  | **APPENDIX B (1/2)** | |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 7th June to 4th July 2022** | | | |  |  |  |  |
| Market Rents |  |  |  |  |  | £3,135.00 |  |
| Honesty Box |  |  |  |  |  | £2,428.00 |  |
| Masham WI - Return of part Well Dressing S137 Donation | | | |  |  | £185.00 |  |
|  |  | **Total receipts for the month** | | |  | **£5,748.00** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
| **(ii) Payments by cheque on 4th July 2022 for approval from Barclays - Masham Parish Council Account** | | | | | | | |
|  |  |  |  |  |  |  | **Cheque No.** |
| John Todd, Market Superintendent - Quarterly salary (Tax £194.80) | | | | |  |  | 101205 |
| Eric Wilkinson, Litter Picker - June salary (Tax £45.00) | | | |  |  |  | 101204 |
| Jen Hurford, Parish Clerk - June Salary (Tax £12.20) | | | |  |  |  | 101206 |
|  |  |  | **Staff Salaries Total** | |  | **£1,995.75** |  |
| HMRC - PAYE |  |  |  |  |  | £252.00 | 101207 |
| Clerk - Home working allowance 6th Apr to 5th July | | | |  |  | £65.00 | 101208 |
| Market Superintendent - Phone allowance Apr/May/June | | | | |  | £30.00 | 101209 |
| Cllr Blades - Reimburse bedding plants | | |  |  |  | £25.00 | 101210 |
| Cllr Johnson - Reimburse 20 market cones & delivery (VAT £36.71) | | | | |  | £220.26 | 101211 |
| Marshall Wooldridge Ltd - Jubilee firework insurance | | | |  |  | £794.00 | 101212 |
| David Broadley - Reimburse jubilee coins | | |  |  |  | £1,810.00 | 101213 |
| Masham Town Hall - May committee room & June meeting room hire (VAT £7.92) | | | | | | £47.52 | 101214 |
| Mr A N Reed - Reimburse website domain renewal (VAT £3.40) | | | | |  | £20.39 | 101215 |
| D3 Office Group Ltd - Ink cartridges (VAT £5.98) | | | |  |  | £35.90 | 101216 |
| Harrogate Borough Council - Annual premises license fee for market place | | | | | | £70.00 | 101217 |
| Mashamshire Community Office - Office rent & business services Apr to Jun | | | | | | £238.60 | 101218 |
| Ashlands Nursery - Floral display competition prize vouchers | | | | |  | £125.00 | 101219 |
| **Bank Transfers** |  |  |  |  |  |  |  |
| John Gillies- Jubilee live music | | |  |  |  | £500.00 |  |
| **Direct Debits** |  |  |  |  |  |  |  |
| Barclaycard - Card machine charges (VAT £3.00) | | | |  |  | £71.45 |  |
| Green Energy - Electricity (VAT £1.67) | | |  |  |  | £35.02 |  |
|  |  | **Total Payments** | |  |  | **£6,335.89** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account Ending 7717 | | | | |  |  |  |
|  | Balance as at 23 June 2022 | | |  | £35,221.52 | Cr |  |
| Barclays - Masham Parish Council - Current Account Ending 2096 | | | | |  |  |  |
|  | Balance as at 23 June 2022 | | |  | £16,821.73 | Cr |  |
| CCLA Public Deposit Sector Fund Account | | |  |  |  |  |  |
|  | Balance as at 31 May 2022 | |  |  | £45,369.52 | Cr |  |
|  |  |  | Overall Total |  | £97,412.77 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 4th JULY 2022**

Correspondence for information/consideration etc

1. Dales Bus – Notification new timetables at the bus shelter yesterday for the Mon – Sat services, as well as the Sunday DalesBus service. Details online at [www.dalesbus.org/825](http://www.dalesbus.org/825)
2. The Seafarers’ Charity – Invitation to join their ‘Fly the Red Ensign for Merchant Navy Day’ campaign on 3 September in aid of the Merchant Navy Fund, which this year celebrates its ten-year anniversary.
3. MoP – Correspondence questioning MPC’s stance over various current and past political views and changes.

**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 & Thursday, 13:00–17:00 E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Chairman: Councillor Neil Pickard Clerk to the Council: Jen Hurford

**MINUTES 1st AUGUST 2022**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr John Ellis, Cllr Flo Grainger (Vice-chairman), Cllr James Gregg (present from Item 7), Cllr Ian Johnson, Cllr Neil Pickard (Chairman), Cllr Ben Rodney, Cllr Jane Vickery and County Cllr Margaret Atkinson (present from Item 14), with Jen Hurford (Parish Clerk).

**Present:** 2 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr Robert Greensit and Cllr Peter Weatherill.

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

2.1 Minutes of the Meeting held 4th July 2022. It was **proposed** by Cllr Ellis and **seconded** by Cllr Vickery that the Minutes of the 4th July 2022 meeting be formally approved as a true and accurate record that the Chair should sign the Minutes. All those who attended the 4th July 2022 meeting and who were present voted in favour. **Action: CLERK.**

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

3.1 There were no declarations made.

**4. PLANNING APPLICATIONS:**

* 1. 22/02547/PBR - Lamb Hill Farm, Masham, HG4 4DJ - Prior notification for conversion of agricultural building "B" to form a single storey dwelling comprising 90m2. Following discussion, it was **proposed** by Cllr Ellis and **seconded** by Cllr Grainger that MPC supported the application. All those present voted in favour. **Action: CLERK.**
  2. 22/02556/FULMAJ - The Mill, Foxholme Lane, Masham, HG4 4EL - Erection of two no. grain stores and replacement general store; Erection of feed mill extension; formation of HGV and car parking and landscaping in connection with the existing mill business. Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Ellis that MPC supported the application. All those present voted in favour. **Action: CLERK.**
  3. Addressing Consultation for 22/06772/STNAME - Amenity Land South of Maple Creek At 422282 480567, Red Lane, Masham - Application to name one new street as Swinney Beck Garth/Court or Brookside Garth/Court with four dwellings following a numbering scheme. Following discussion, it was **proposed** by Cllr Grainger and **seconded** by Cllr Ellis that MPC were in favour of ‘Swinney Beck Garth’. All those present voted in favour. **Action: CLERK.**
  4. Additional Planning Matters -A list of approvals & enforcements appears 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.

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

5.2 Queens Platinum Jubilee S137 Expenditure. It was **proposed** by Cllr Ellis and **seconded** by Cllr Barker to approve the £5,287.63 spend summarised at the last meeting by Cllr Grainger. All those present voted in favour and the payments were approved. **Action: CLERK.**

**6. MASHAMSHIRE COMMUNITY OFFICE UPDATE**

6.1 The Treasurer, Sue Palin, explained the MCO was busy, working with the church to look into bereavement support from a non-religious source following the recent tragic car accident. The Service Delivery Co-ordinator’s role was becoming available and would be shortly advertised within the office and their newsletter. Community fundraising was underway for the intended building purchase, grants and application being processed but some delays had been encountered with the need to incorporate consultation and they were liaising with the police to look at flexibility for the timeframe. The Chair advised having met with the Chair of the Trustees and had suggested the possibility of offering a loan of MPC’s reserves and had approached the YLCA to enquire if this could be carried out with a repayment plan and if a donation could be made. **Action: CHAIR.**

**7. NEIGHBOURHOOD POLICING TEAM REPORT**

7.1 A report had not been provided.

**8. RURAL HOUSING CONCERNS**

8.1 Cllr Grainger advised of a committee in Ripon working on the matter but that there had been no mention of an invitation to Masham. Due to the lack of affordable housing for households on a lower wage, Cllr Grainger felt MPC needed to express the need of housing for local, younger people. Following concern of a MoP, the development to the Jamesons’ site did appear to have a lack of one/two-bedroom housing and expected that the housing association will market these in due course. The Chair felt the Neighbourhood Plan could incorporate this issue. Cllr Vickery felt it needed to be voiced at every planning application decision applicable and that the community was slowly being diluted. **Action: CHAIR.**

**9. NEIGHBOURHOOD PLAN**

9.1 The Chair advised the committee had met around 3 weeks ago and had questioned whether to halt proceedings due to the amount of development in the town, but the group had decided to fast track the plan instead. The next meeting was scheduled for Monday 8th August with other organisations in order to produce a questionnaire and then the next stage would be to appoint a planning consultant. **Action: CHAIR.**

**10. NOTEMACHINE ATM**

10.1 The Chair had proofread the new agreement and relayed it was very much in Notemachine’s favour and had not been drafted in a format suitable for MPC but rather for an individual. The Chair had contacted Notemachine for confirmation of how to proceed with this and also if this could be signed beyond the initial 30-day period they had given, and a response was awaited. Cllrs questioned what MPC’s insurance covered with regards to the bus shelter and ATM, and it was agreed for the Clerk to look into this and for the Asset Register to be looked at and reviewed. Cllr Johnson also reported the bus shelter smelt strongly of urine. **Action: CHAIR & CLERK.**

**11. MASHAM MARKET**

11.1 Cllr Grainger updated that the market was going well currently. J Musgrave Groundworks & Maintenance had quoted £65 for 2 new half barrel planters for the square by the honesty box and by the bench on Park Street, plus an extra £5 each to remove the old. It was **proposed** by Cllr Ellis and **seconded** by Cllr Grainger to proceed with the order via Cllr Gregg and agree the extra for removal. All those present voted in favour. Cllr Johnson advised he would be doing a speech on Masham Market at NABMA’s annual AGM in Harrogate which Cllrs commended. The Chair queried when the beacon would be removed, and Cllrs discussed Jamesons may need to be asked to help. **Action: CLLRS GREGG & JOHNSON.**

**12. MASHAM SHEEP FAIR**

12.1 Cllrs discussed issues from last year including the increased electricity bill at that time of year, the blocking drain after the washing down of the square and the broken seats and planters after being moved. Cllrs agreed for the Clerk to draft communication for the Chair to check to send to the event’s organiser outlining the request for £50 contribution for the use of electric and explanation of the difficulties experienced in the bottom drain being blocked and that any damage to planters or benches must be made good or replaced. **Action: CHAIR & CLERK.**

**13. MARKET SQUARE BLOCKING DRAIN**

13.1 Cllr Johnson was still awaiting a quote from E Leathley & Sons for the work required and another via Cllr Rodney. The Clerk also still had to make contact to enquire about getting cameras down to look at the chambers and was given Jet Aire as a contact. Cllr Grainger also reported recent cameras down the drains at The Avenue showing some had collapsed. **Action: CLLRS JOHNSON & RODNEY & CLERK.**

**14. MARKET SQUARE RESURFACING**

14.1 Cllr Grainger had requested Duffields to return and a date was awaited to meet Cllr Barker. Cllr Grainger had also carried out an inspection of the square and reported a new pothole and felt the works were becoming urgent before winter caused more deterioration. **Action: CLLRS BARKER & GRAINGER.**

**15. BOWLING CLUB CAR PARK SURFACE.**

15.1 MFJ Land Management Ltd had quoted £210 including VAT to have ordered and spread 5 tonnes of hardcore to the surface. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis to proceed with the works and all those present voted in favour. **Action: CLERK.**

**16. ELECTRIC VEHICLE CHARGING POINTS**

16.1 The Chair advised HBC thought they now had the funds in place and similar points had been installed at Sainsbury’s car park in Ripon and that they had advised planning permission was not required. The location would be on the Kings Head side of the square between the two entrances in line with the flagpole to allow for a longer vehicle. Cllrs would be invited to meet after the meeting awaited with HBC to discuss and agree the final terms, for the rent and percentage of profit to be requested. The Chair suggested along the lines of £4 rent per day at 365 days per year plus 25% share of profits. Cllr Vickery suggested a stepped profit system too. HBC had not been able to source funding for anything for the long stay car park yet. **Action: CHAIR, CLLRS GREENSIT & JOHNSON.**

**PUBLIC INTERVAL**

1. A MoP advised the drain covers on Leyburn Road were level with water near the garage and old mart entrance. Cllr Johnson advised the drain near the charity shop on Silver Street was also blocked. **Action: CLERK.**
2. A MoP on the speed watch team of volunteers requested feedback from the police on the outcome of their finding and also for the new locations to monitor be organised. The Chair thanked the team of volunteers for all their work too. **Action: CLERK.**
3. Cllr Atkinson relayed reporting and chasing Highways on the various matters raised at MPCs meetings on a regular basis and would help look into the missing warning signs on the Leyburn Road. She had also been liaising with a resident at Maple Creek experiencing significant shadowing of their property from the adjacent trees. The devolution deal was being signed that day and Richard Flinton had been appointed the new Chief Executive at NYCC.

**17. HANGING BASKET & FLORAL DISPLAY COMPETITION**

17.1 The Chair confirmed the winning business was The White Bear, the winning residential property 10 The Oaks and second place 22 Gun Bank. The Chair would distribute the vouchers and thanked the judges and asked Cllr Johnson to publicise this via Facebook and to the local newsletter. **Action: CHAIR, CLLR JOHNSON & CLERK.**

**18. PATH FROM THE KINGS HEAD YARD**

18.1 Cllr Vickery and the Clerk had collated the evidential maps with an explanatory, covering letter which had been sent to Pathways and a response awaited. Cllr Vickery felt there was significant evidence and a lot of potential residents for witness statements. The Chair thanked her for her work on this.

**19. TITTYBOTTLE PARK & THE RECREATION GROUND HBC DUTIES**

19.1 Correspondence had been sent to HBC declining acceptance of the maintenance as agreed at the last meeting and a response awaited.

**20. POTENTIAL LIGHTING TO DRIVEWAY TO RECREATION GROUND**

20.1 The Clerk advised the forms to install the meter just required a few final points clarifying and then would be ready to send off for connection to be completed so Cllrs agreed now would be the time from Gregg Electrical to revise the original quote for the two lights with some sort of movement sensors, so they were not on all night. **Action: CLERK.**

**21. HONESTY BOXES**

21.1 The Chair advised the two new honesty boxes were ready for collection and Cllr Vickery kindly offered to undertake this. It was agreed the boxes could be stored in the storage building until requited and Cllr Johnson could arrange for access. Cllr Ellis agreed to chase E Leathley & Sons for the quote for the work to the cairns. **Action: CLLR ELLIS.**

**22. ADDITIONAL DEFIBRILLATOR**

22.1 Cllr Grainger work was ongoing for the proposition for a new unit to put forward to Cllrs in due course. **Action: CLLR GRAINGER.**

**23. HIGHWAYS MATTERS**

23.1 Matters to raise or chase with NYCC Highways department were as follows;

a) Potholes were reported up Silver Street from the fountain end. The Chair also suggested MPC should have their own supply of composite to do repairs to the market square and would look into this. **Action: CHAIR & CLERK.**

b) The Chair had chased regarding issues with the bollards and requests for yellow lines.

c) Cllr Johnson advised his own access had been recently blocked on Park Street. **Action: CLERK.**

**24. WESTHOLME COURT PLAY AREA**

24.1 The Chair and Cllr Grainger agreed Cllr Grainger should put forward the quote to replace the majority of the play area to La Farge in due course to request funding. **Action: CLLR GRAINGER.**

**25. PARISH CARETAKERS WORK**

25.1 Cllr Vickery advised having got Lumley Groundcare started and catching up on works, with appropriate insurance documents having been provided. The Chair queries if the grass bank on Thorpe Road needed cutting earlier than September as it could be a fire hazard in the drier weather and Cllrs agreed this should be done mid-July instead. The works complained about needing doing at Dixon Keld had now been done and Cllr Vickery suggested planting options. **Action: CLLR VICKERY.**

**26. REVIEW OF FINANCIAL REGULATIONS**

26.1 The Clerk had been unable to pinpoint any changes needing making to the Financial Regulations as recommended by the internal auditor, so the Chair agreed to examine them for any changes required. **Action: CHAIR & CLERK.**

**27. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. GXO – Request to park their coach in the market square overnight on 30/09 and 01/10 for their annual company team building event in Masham this year, or an alternative location was discussed, and Cllrs agreed the option of the coach park should be given. **Action: CLERK.**
  2. MoP – Notification of the specification and prices for the proposed Oakland Park development were discussed by Cllrs and thanked for making them aware of this and advised HBC would be pursued over the matter in due course if required.
  3. YLCA – Notification of the policy consultation regarding short term holiday lets available at <https://www.gov.uk/government/consultations/developing-a-tourist-accommodation-registration-scheme-in-england/developing-a-tourist-accommodation-registration-scheme-in-england-call-for-evidence> NALC is requesting that all responses to the consultation are sent directly to: [chris.borg@nalc.gov.uk](mailto:chris.borg@nalc.gov.uk) by 5 pm on Tuesday 30 August and Cllrs agreed for the Chair to respond to this on behalf of MPC. **Action: CHAIR.**
  4. MoP – Information sent to Harrogate Borough Council surrounding a harassment matter at a Masham residence were noted by Cllrs who asked the Clerk to relay thanks the MoP for the information, would monitor the situation and offered their support if required moving forward. **Action: CLERK.**

**28. ANY OTHER BUSINESS**

28.1 Cllr Gregg advised a MoP had requested a bench at Westholme Court Play Area and it was agreed for Cllr Rodney to locate one of the picnic tables in storage there. **Action: CLLR RODNEY.**

28.2 Cllr Johnson advised one of the benches on the square was loose and another required repair, however they all would soon be moved and resecured by the sheep fair anyhow.

28.3 Cllr Vickery advised there was a short stump remaining in the grass near the entrance to the bowling club car park that may be a trip hazard.

28.4 Cllr Grainger asked Cllr Atkinson about the new housing development and how it can be checked that affordable housing requirements could be met, and it was responded that it was hoped NYCC would now become firmer in the area.

28.5 Cllr Barker suggested Swinton Estate to consider releasing land for locals only to self-build and the Chair would cover this under the forthcoming Neighbourhood Plan Meeting. **Action: CHAIR.**

28.6 Cllr Barker also suggested the roof area to the MCO could be converted into flats to offer a source of income to raise ongoing funding and the Chair would relay this.Cllr Atkinson advised NYCC would be wanting to bring office space to more remote areas too which could be an option. **Action: CHAIR.**

28.7 A minute’s silence was held in memory of the three teenagers from the area tragically lost in the recent car accident.

**29. DATE OF NEXT MEETING**

29.1 Monday 5th September 2022. Cllrs agreed to meet in the Committee Room.

**CLOSURE:** The Meeting closed at 20:47pm.

Dated 11/08/2022

*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 MATTERS TO 1st AUGUST 2022**

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| Masham Church Of England Primary School, Market Place, Masham, HG4 4EG | Application No.: 22/01442/LB  Proposal: Refurbishment of the existing WC facilities. | Granted listed building consent subject to conditions |
| The Estate Office, Swinton, Ripon, HG4 4JH | Application No.: 22/02006/FUL  Proposal: Alterations to existing office building and construction of a single storey extension to the existing building. | Granted subject to conditions |
| Lamb Hill Farm. Masham, HG4 4DJ | Application No.: 22/02143/FUL  Proposal: Extension to existing access track. | Granted subject to conditions |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICATION | ACTION |
| Silverdale, 25 College Lane, Masham, HG4 4HE | Erection of outbuilding and installation of electric gates | 6th June update – Negotiations have failed to resolve this breach of planning, An Enforcement notice is to be served – pending.  July update awaited. 28th July – Case Officer on leave so no update available again. |
| The Cottage, 26 Park Street, Masham, HG4 4HN | Unauthorised tree works in a conservation area. | 6th June update - Discussions with owners. Owners claiming only trees less than 7.5cm cut – Site Meeting on 15th June.  July update awaited. 28th July – Case Officer on leave so no update available again. |
| Black Bull Garage, Black Bull Yard, Red Lane, Masham, HG4 4HD | Change of use and subdivision of building | 6th June update - Contact with the owner and they say that they have used the building temporarily for storage of domestic items which has now ceased.  Site visit on 15th June to check.  July update awaited. 28th July – Case Officer on leave so no update available again. |
| The Cottage, 26 Park Street, Masham, HG4 4HN | Removed walls within the curtilage of the property which were over a metre high | 23rd May - outcome of the investigation is as follows:- Contact has been made with the owner and a site meeting is being prepared to discuss the allegations. In the meantime, if MPC have any photos of what the walls used to look like before they were removed, please forward them to HBC. July update awaited. 28th July – Case Officer on leave so no update available again. |
| Land Comprising Field At 422023 480727, Foxholme Lane, Masham | Potential breach of condition 6 - (17/01057/OUTMAJ) Construction management | 28th July - communication received by HBC which reports a possible  breach of planning control. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | **FINANCE SCHEDULE** | | | |  | | **APPENDIX B (1/2)** | | | |  |
| **RECEIPTS** |  | |  | |  | |  | |  | |  | |  |
| **(i) Advice of receipts from 5th July to 1st August 2022** | | | | | | |  | |  | |  | |  |
| Market Rents |  | |  | |  | |  | |  | | £3,062.00 | |  |
| Honesty Box |  | |  | |  | |  | |  | | £2,320.00 | |  |
|  |  | | **Total receipts for the month** | | | | | |  | | **£5,382.00** | |  |
| **PAYMENTS** |  | |  | |  | |  | |  | |  | |  |
| **(ii) Payments by cheque on 4th July 2022 for approval from Barclays - Masham Parish Council Account** | | | | | | | | | | | | | |
|  |  | |  | |  | |  | |  | |  | | **Cheque No.** |
| Eric Wilkinson, Litter Picker - July salary (Tax £45.20) | | | | | | |  | |  | |  | | 101210 |
| Jen Hurford, Parish Clerk - July Salary (Tax £12.20) | | | | | | |  | |  | |  | | 101221 |
|  |  | |  | | **Staff Salaries Total** | | | |  | | **£1,995.75** | |  |
| HMRC - PAYE |  | |  | |  | |  | |  | | £57.40 | | 101222 |
| Mr David Scrutton - S137 to reimburse Mashamshire Litter Busters insurance | | | | | | | | | | | £94.34 | | 101223 |
| Cllr Blades - Reimburse bedding plants for finger post tub | | | | | | | | |  | | £20.00 | | 101224 |
| Precision Labelling Systems Ltd - 2 honesty boxes (VAT £301.22) | | | | | | | | |  | | £1,807.34 | | 101225 |
| Masham Town Hall - August meeting room hire (VAT £6.00) | | | | | | | | |  | | £36.00 | | 101226 |
| Lumley Groundcare - Strimming & Parish Caretaker works | | | | | | | | |  | | £275.00 | | 101227 |
| **Bank Transfers** |  | |  | |  | |  | |  | |  | |  |
| E Bewsey - Jubilee two way radio hire | | | | |  | |  | |  | | £50.00 | |  |
| Pains Fireworks - Jubilee fireworks | | | | |  | |  | |  | | £180.00 | |  |
| Reeth Brass Band -Jubilee band | | | | |  | |  | |  | | £300.00 | |  |
| Pcc of Masham Social - Jubilee church flowers | | | | | | |  | |  | | £396.75 | |  |
| **Direct Debits** |  | |  | |  | |  | |  | |  | |  |
| Barclaycard - Card machine charges (VAT £3.00) | | | | | | |  | |  | | £71.94 | |  |
| Green Energy - Electricity (VAT £1.55) | | | | |  | |  | |  | | £32.59 | |  |
|  |  | | **Total Payments** | | | |  | |  | | **£5,317.11** | |  |
| BANK BALANCES |  | |  | |  | |  | |  | |  | |  |
| Barclays - Masham Parish Council - Current Account Ending 7717 | | | | | | | | |  | |  | |  |
|  | Balance as at 21 July 2022 | | | |  | |  | | £29,135.02 | | Cr | |  |
| Barclays - Masham Parish Council - Current Account Ending 2096 | | | | | | | | |  | |  | |  |
|  | Balance as at 21 July 2022 | | | |  | |  | | £19,460.79 | | Cr | |  |
| CCLA Public Deposit Sector Fund Account | | | | |  | |  | |  | |  | |  |
|  | Balance as at 30 June 2022 | | | | | |  | | £45,402.38 | | Cr | |  |
|  |  | |  | | Overall Total | |  | | £93,998.19 | | Cr | |  |
| **Month** | | **Market Rents** | | | |  | | **Honesty Box** | |  | |  | |
|  | | 2021/22 | | 2022/23 | | +/- | | 2021/22 | | 2022/23 | | +/- | |
| April | | £2,242.00 | | £4,339.00 | | £2,097.00 | | £1,195.00 | | £1,960.00 | | £765.00 | |
| May | | £3,470.00 | | £3,474.00 | | £4.00 | | £2,225.00 | | £2,685.00 | | £460.00 | |
| June | | £5,911.00 | | £3,523.00 | | -£2,388.00 | | £3,620.00 | | £2,428.00 | | -£1,192.00 | |
| July | | £3,790.00 | | £3,419.00 | | -£371.00 | | £2,866.00 | | £2,320.00 | | -£546.00 | |
| August | | £4,294.00 | |  | | -£4,294.00 | | £3,468.00 | |  | | -£3,468.00 | |
| September | | £3,445.00 | |  | | -£3,445.00 | | £2,625.50 | |  | | -£2,625.50 | |
| October | | £2,439.00 | |  | | -£2,439.00 | | £2,090.00 | |  | | -£2,090.00 | |
| November | | £1,458.00 | |  | | -£1,458.00 | | £1,700.00 | |  | | -£1,700.00 | |
| December | | £1,302.00 | |  | | -£1,302.00 | | £385.00 | |  | | -£385.00 | |
| January | | £934.00 | |  | | -£934.00 | | £1,205.00 | |  | | -£1,205.00 | |
| February | | £820.00 | |  | | -£820.00 | | £910.00 | |  | | -£910.00 | |
| March | | £1,670.00 | |  | | -£1,670.00 | | £1,775.00 | |  | | -£1,775.00 | |
|  | |  | |  | |  | |  | |  | |  | |
| **8 Month Totals** | | £31,775.00 | | £14,755.00 | | -£17,020.00 | | £19,789.50 | | £9,393.00 | | -£10,396.50 | |
| **Year Totals** | | £31,775.00 | | £14,755.00 | |  | | £24,064.50 | | £9,393.00 | |  | |
| **FY Budget** | | £19,000.00 | | £25,000.00 | | -£10,245.00 | | £21,000.00 | | £22,000.00 | | -£12,607.00 | |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 1st AUGUST 2022**

Correspondence for information/consideration etc

1. GXO – Request to park their coach in the market square overnight on 30/09 and 01/10 for their annual company team building event in Masham this year, or an alternative location.
2. MoP – Notification of the specification and prices for the proposed Oakland Park development.
3. YLCA – Notification of the policy consultation regarding short term holiday lets available at <https://www.gov.uk/government/consultations/developing-a-tourist-accommodation-registration-scheme-in-england/developing-a-tourist-accommodation-registration-scheme-in-england-call-for-evidence> NALC is requesting that all responses to the consultation are sent directly to: [chris.borg@nalc.gov.uk](mailto:chris.borg@nalc.gov.uk) by 5 pm on Tuesday 30 August.
4. MoP – Information sent to Harrogate Borough Council surrounding a harassment matter at a Masham residence.

**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 & Thursday, 13:00–17:00 E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Chairman: Councillor Neil Pickard Clerk to the Council: Jen Hurford

**MINUTES 5th SEPTEMBER 2022**

**PRESENT:**

**Parish Council**: Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr Flo Grainger (Vice-chairman), Cllr Robert Greensit, Cllr Ian Johnson, Cllr Neil Pickard (Chairman), Cllr Ben Rodney, Cllr Jane Vickery, Cllr Peter Weatherill and County Cllr Margaret Atkinson (present from Public Interval) with Jen Hurford (Parish Clerk).

**Present:** 15 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Colin Barker, Cllr John Ellis and Cllr James Gregg.

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

2.1 Minutes of the Meeting held 1st August 2022. It was **proposed** by Cllr Johnson and **seconded** by Cllr Weatherill that the Minutes of the 1st August 2022 meeting be formally approved as a true and accurate record that the Chair should sign the Minutes. All those who attended the 1st August 2022 meeting and who were present voted in favour. **Action: CLERK.**

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

3.1 There were no declarations made.

(Item 7. Was brought forward at the suggestion of the Chair and agreement of Cllrs.)

**7. NEIGHBOURHOOD POLICING TEAM REPORT**

7.1 The following reports were circulated to Cllrs prior to the meeting.

Ripon and Pateley Bridge NPT: Town and Parish Council Report

|  |  |
| --- | --- |
| Town or Parish | Masham Town Council |
| Report Completed By: | PCSO Alison Swan |
| Data Reporting Period: | 01/07/22 to 30/07/2022 |

Crime and ASB Data

|  |  |  |
| --- | --- | --- |
| Qualifier | No of Incidents |  |
| Anti-social behaviour |  |  |
| Environmental anti-social behaviour |  |  |
| Auto crime |  |  |
| Burglary |  |  |
| Criminal Damage | 1 | 14/07/22 damage reported to fencing at allotments |
| Theft |  |  |
| Violence | 2 | 25/07/22 disorder at public house  11/07/22 dog bit two member of public none serious |
| Public Order Incident |  |  |
| Fraud | 2 | 09/07/22 contact made with victim by phone request made of victim to transfer money  23/07/22 contact made with victim by phone offender states he is debt collector for HMRC |
| Suspect Circumstances | 1 | 27/07/22 suspicious vehicles driving in the Masham area |
| Alarm |  |  |
| Highway Disruption | 2 | 18/07/22 disruption to highway reported caused by contractors working on gas repair  24/07/22 sheep on road |
| Road Traffic Collision |  |  |
| Natural Disaster |  |  |
| Wildlife |  |  |
| TOTAL THIS PERIOD | 8 |  |

Ripon and Pateley Bridge NPT: Town and Parish Council Report

|  |  |
| --- | --- |
| Town or Parish | Masham Town Council |
| Report Completed By: | PCSO Alison Swan |
| Data Reporting Period: | 01/08/22 to 31/08/2022 |

Crime and ASB Data

|  |  |  |
| --- | --- | --- |
| Qualifier | No of Incidents |  |
| Anti-social behaviour | 2 | 01/08/22 report of underage drinker in one of Masham’s public houses.  04/08/22 member of public reports inconsiderate driving at speed |
| Environmental anti-social behaviour |  |  |
| Auto crime |  |  |
| Burglary |  |  |
| Criminal Damage |  |  |
| Theft |  |  |
| Violence |  |  |
| Public Order Incident |  |  |
| Fraud | 2 | 10/08/22 attempt fraud by phone caller attempts to get member of public to make bank transfer unsuccessful.  22/08/22 attempt fraud by phone caller states they are from Amazon Unsuccessful |
| Suspect Circumstances | 3 | 22/08/22 Three call received by police in relation to door-to-door sellers |
| Alarm |  |  |
| Highway Disruption | 1 | 04/08/22 sheep reported on road near brymoor |
|  |  |  |
| Road Traffic Collision | 2 | 05/08/22 motor bike hits car near Grewelthorpe slight injury to rider  26/08/22 co-op car park vehicle reversed into stationary vehicle no injury |
| Natural Disaster |  |  |
| Wildlife |  |  |
|  |  |  |
| TOTAL THIS PERIOD | 10 |  |

7.2 PCSO Swan advised the crime levels had become modest and Masham was one of Harrogate’s lowest level areas. The recent reports of fly-tipping offences would need to be followed up following an evidence trail, such as a witness or registration number, but if repeated and significant, the police may consider the use of a camera. Mashamshire Litter Busters reported camping near the wood and Fisherman’s Hut with tents, a trolley and excess rubbish being left. A Cllr suspected it was down to youth drinking and drug using. The Tenants of the premises advised no one had permission to do this and it was asked that they and any MoP who saw camping to report immediately. The Clerk relayed Swinton Estate were still keen to arrange a meeting with MPC and the police with the travellers and PCSO advised still trying to get in touch with one of the head travellers. The Clerk advised a meeting would like to be arranged regardless and it was suggested this be made on Thursday 1st December 4pm when the next quarterly meeting was due. It was discussed the police was not made fully aware of the crimes committed during the travellers visit and a number of incidences had not been reported. **Action: CHAIR, CLLR GRAINGER & CLERK.**

**4. PLANNING APPLICATIONS:**

* 1. 22/02957/PBR - Lamb Hill Farm, Masham - Prior notification for conversion of agricultural building "C" to form one dwelling. Following discussion, it was **proposed** by Cllr Greensit and **seconded** by Cllr Broadley that MPC had no objections to the application. All those present voted in favour. **Action: CLERK.**
  2. [22/03136/TPO - Nutwith House, 14 Millgate, Masham - Works to Tree within Tree Preservation Order 15/2020. T1 - Beech tree - Failed branches should be removed and stubs that have resulted from these failures should be tidied by pruning. An overall crown reduction to T1 of 2 - 2.5m and a minor reshaping is recommended to reduce the elongated branches that have developed outside the canopy line and to limit the final canopy size, minimising the risk of further branch failures and avoiding large wounds on the stem or branches. Pruning cuts limited to a maximum of 75mm in diameter and works restricted to the outer canopy only](https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RGGL7SHYH0A00). Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Vickery that MPC supported the application. All those present voted in favour. **Action: CLERK.**
  3. 22/22/02998/FUL - The Cottage, 26 Park Street, Masham - Conversion of barn to annex accommodation. Following discussion, it was **proposed** by Cllr Weatherill 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: The Council would support the application on the basis the property was a permanent dwelling, not a holiday let, and if one off street parking space was allocated to it. All those present voted in favour. **Action: CLERK.**
  4. 21/04470/FULMAJ – Site of Masham Auction Mart, Leyburn Road, Masham - REVISED PLANS RECEIVED. Erection of 19no. Dwellinghouses with associated access and landscaping. Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Broadley that MPC did not object to or support the application but wished to make comments or seek safeguards as follows: Council does not feel plans for the development account for flood waters from Swinney Beck which come down Fearby Road on to the site. Development will therefore increase the risk to flooding of properties on Leyburn Road and the Council does not feel the development can progress until Swinney Beck is diverted as part of the local quarry’s plans. All those present voted in favour and Cllrs agreed the original points put together by Cllr Broadley should be sent again as well. **Action: CLERK.**
  5. 22/03292/FUL - Lamb Hill Farm, Low Burton Hall to Binsoe, Masham - Erection of a single storey side extension, rear dormer, roof lights and attached car port. Involves demolition of outbuilding and front porch. Following discussion, it was **proposed** by Cllr Grainger and **seconded** by Cllr Greensit that MPC did not object to or support the application but wished to make comments or seek safeguards as follows: to forward the following point in italics and with accompanying image from a member of the public and ask HBC to look into this appropriately. “*With reference to the planning application for an extension to Lamb Hill I have found the Design and Access Statement exceedingly poor with reference to history and to what is quite an important building full, I believe, of interesting detail.”*
  6. Additional Planning Matters -A list of approvals & enforcements appears 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 cheque was **proposed** by Cllr Greensit and **seconded** by Cllr Broadley. All those present voted in favour and the schedule was approved. Details of the Council’s bank account balances are shown at Appendix B. **Action: CLERK.**

5.2 Donation Request from Masham Jubilee Petanque Club. The representative of the club present explained the site had been allocated by Masham Sports Association which was the old quoits pitch. It had been cleared and assessed by a builder, with advice received from HBC. They intended to join Masham Sports Association to enable them to use their facilities, insurance and accounting provision. The quote received for works was £8,200 less VAT. Cllr Broadley suggested Tarmac Ltd be approached for materials and Cllr Grainger suggested approaching the Two Ridings Foundation for funding. The Chair suggested obtaining a second quote and to return once fundraising was underway to update Cllrs, then some top up funding could be considered. MPC were happy to offer a letter of support for the project to any other body if so required.

**6. MASHAMSHIRE COMMUNITY OFFICE UPDATE**

6.1 Cllr Johnson relayed an update provided by one of the Trustees that the new Service Delivery Co-ordinator had been appointed to start shortly. The fundraising committee was in place and businesses due to be approached shortly. The Chair advised of the advice received from YLCA that MPC may be able to loan reserves if it met with policies in place and Cllrs could not recall any documents drawn up that would prevent this.

**8. PARISH COUNCIL STORAGE BUILDING**

8.1 Cllrs discussed the legalities and plan needed to be reviewed once the planning application was approved and to keep the matter on the Agenda until such a time. **Action: CLERK.**

**9. NEIGHBOURHOOD PLAN**

9.1 The Chair advised a planning consultant was attending the meeting on Wednesday 7th September and the group could then decide whether to proceed with this one. A grant would need to then be applied for and there may be extra spend over this. A census was being looked at to circulate. **Action: CHAIR.**

**10. NOTEMACHINE ATM**

10.1 The new agreement had been returned dated the 12th August and it was agreed the Clerk should invoice for the pro-rata rent up to this date and request quarterly reports thereafter and relay market traders reports that the machine was often empty on a Saturday and Wednesday and that it would be good to fill it before Masham Sheep Fair. **Action: CLERK.**

**11. ADDITIONAL DEFIBRILLATOR**

11.1 Cllr Grainger advised looking into grants. A MoP suggested siting one at The Oaks as that side of town was farthest from the existing units. And that one could be purchased via the British Heart Foundation with fundraising of around £600 plus the cost of a cabinet at £2-300 and that he could carry out the training sessions. Cllr Grainger would ask the fire station if they were willing to relocate theirs outside. A MoP advised that when a unit was used it required resetting so was out of use for a period of time, but it was discussed handlers would be sent to the next nearest unit. Cllrs agreed to consider funding and felt the Co-op would be the best location to site one if they would consider hosting it. **Action: CLLR GRAINGER.**

**PUBLIC INTERVAL**

1. The market traders with No.12 Greengrocers stall advised they would be back to the market once their van was back on the road and clarified they had no intention of not returning.
2. Another trader advised they felt new traders were not being made felt welcome and not being retained and felt the Market Superintendent needed to be more accommodating. The Chair and Cllr Grainger took the points on board to discuss. Traders relayed difficulty in phone communications and wanted to take charge themselves and form a WhatsApp group and there were complaints relayed of there not always being the same pitch given. The Clerk relayed evidence of new enquires received via email that were successfully being dealt with and the Chair highlighted Cllrs could not just alter terms of a contract but thanked the traders for all their effort and reiterated for any issues to be emailed to himself or Cllr Grainger. The trader was thanked for all their work in supporting the market, the stalls and the local businesses. It was discussed that the church may have historically been given priority to parking that end of the square on a Sunday and Cllr Grainger agreed to look into this. **Action: CHAIR & CLLR GRAINGER.**
3. Traders also discussed if stalls could be pulled in more often to increase parking availability. Cllr Grainger advised of the issue of cyclists coming through the market and it was agreed with the Clerk to enquire with NABMA for guidance on the implications of this and get prices for suitable signage and temporary signs could be placed on the A-boards. A MoP asked if this could include motorbikes. It was noted the issue of long stay vehicles using the square and that the map being handed out from the Ramblers Association was directing visitors there. **Action: CLERK.**
4. A trader advised the Market Federation would like to arrange a meeting with Cllrs before the next market rents review. A business owner enquired if honesty box monies were down as footfall seemed down. Cllrs advised MPC were aiming to make provision for taking card donations moving forward and felt there was a decline in footfall but the last year or two had been exceptional because of Covid-19. **Action: CHAIR & CLLR GRAINGER.**
5. A report of trial bikers using the square because they cannot access the long stay car park was made.
6. Cllr Atkinson outlined a complaint from a MoP regarding the overgrown hedges along the pavement to Swinton Road and Highways were reminding landowners to cut their hedges. Cllr s enquired whose responsibility it was to address pavements being encroached by earth and Cllr Atkinson advised it was Highways. So would bring this up. She advised there would be an 8-week consultation coming up to ask what Parish Councils want to take over and that council taxes would be levelled up, along with rubbish and recycling and to expect it all to be sorted by 1st April 2023. She advised work was still being carried out on phase four to have the whole county on superfast broadband and to finish having achieved 98% of households. **Action: CLLR ATKINSON.**

**12. REQUEST FOR RETURN OF RECYCLING FACILITIES**

12.1 Following the request for this from a MoP it was discussed whether the site where the old HBC garages could be a potential site. The Manger at the MCO was trying to arrange a Zoom meeting with a contact at HBC over the matter and had asked for a Cllr to join to which Cllr Grainger agreed to. Cllrs were concerned with too many bins on the market square in an attempt to encourage the public to separate their rubbish. Cllr Weatherill suggested too many vehicles turning up at the suggested site could be an issue and it was agreed the site could be discussed with HBC at the meeting. **Action: CLLR GRAINGER.**

**13. BORDAR HOUSE TEAS RENT REVIEW**

13.1 The Tenant explained they did not feel the previous rate of increase to £5pday was reasonable following the pandemic, the area is used by others in the evenings and by non-customers during the day. Cllr Johnson explained had it increased as per the market index it would have been higher and that the market rents had increased more over the same period. It was **proposed** by Cllr Vickery and **seconded** by Cllr Johnson to reducing the remaining 6mths to a 5month period to 1st April at £3pday. The majority of those present voted in favour. The Chair also reiterated that the A-boards need to be taken in every evening as they cause a potential trip hazard if blown over.

**14. MASHAM MARKET**

14.1 Cllr Grainger advised all the traders insurance documents would be checked for being in date. Traders suggested they be asked to clarify what they are selling, and Cllr Johnson suggested a meeting amongst a few Cllrs to check through the rules before the next meeting. A trader advised some visitors come specifically for the market and felt the reduced footfall was due to lack of organisation and that extra advertising would help as not everyone is on social media. **Action: CHAIR, CLLRS GRAINGER & JOHNSON.**

**15. REVIEW MARKET RISK ASSESSMENT**

15.1 Cllrs agreed this should be reviewed at the interim meeting suggested in the previous Item. **Action: CHAIR, CLLRS GRAINGER & JOHNSON.**

**16. MARKET SQUARE NOTICEBOARD**

16.1 The MCO had asked the backing cloth to the board be renewed and that the board was looking tatty. Cllr Johnson agreed to look at this to make a proposal for works. **Action: CLLR JOHNSON.**

**17. MARKET SQUARE BLOCKING DRAIN**

17.1 The Clerk advised requesting Jet Aire to quote to get a camera down and Cllrs asked for this to be chased. It was mentioned the Sheep Fair had also asked for the outside ring of drains to be clear before the event and Cllrs advised these were currently clear. **Action: CLERK.**

**18. MARKET SQUARE RESURFACING**

18.1 Cllr Grainger advised Duffields were due to return on 12th September to revise their quote. **Action: CLLRS BARKER & GRAINGER.**

**19. ELECTRIC VEHICLE CHARGING POINTS**

19.1 The Chair advised HBC were still awaited to come back with a firm proposal and there had not been any progress on other sites.

**20. ANNUAL PLAY AREA INSPECTIONS**

20.1 It was **proposed** by Cllr Vickery and **seconded** by Cllr Broadley to agree to HBCs proposal to action the inspection for the MUGA and Westholme Court play area at a cost of £61ea. All those present voted in favour. **Action: CLERK.**

**21. PATH FROM THE KINGS HEAD YARD**

21.1 Pathways had sent forms in order for MPC to proceed with a DMMO application and it was agreed for the Clerk to bring the evidence forms to the next meeting, to recirculate them to Cllrs via email and to include notification within the local newsletter. **Action: CLERK.**

**22. THE TREE COUNCIL BRANCHING OUT FUND.**

22.1 Following notification of funding available for trees from £200 plus, Cllrs agreed to the donation of two Oak tree saplings from Cllr Greensit to be sited at the corner near the stile at Cawthorne wood in replacement of the cherry tree and as by way of a tree for the Queens Platinum Jubilee. Cllr Greensit agreed to supply the guards required and Cllr Vickery to plant them. **Action: CLLRS GREENSIT & VICKERY.**

**23. POTENTIAL LIGHTING TO DRIVEWAY TO RECREATION GROUND**

23.1 The Clerk advised a revised quote was now awaited from Gregg Electrical and Cllrs asked this to be chased. **Action: CLERK.**

**24. HONESTY BOXES**

24.1 Cllr Vickery advised the new boxes were stored in the storage building and that E Leathley & Son had seen them in order to prepare the quote for the cairns.

**25. HIGHWAYS MATTERS**

25.1 Matters to raise or chase with NYCC Highways department were as follows;

a) Number 13 streetlight was out at High Ellington. **Action: CLERK.**

b) The streetlight attached to the house down Millgate past the school still needed ownership confirming by NYCC and repair carried out. The Chair asked if this could not be clarified, then please could NYCC be requested to provide a new one to assist the school children and elderly residents down there in particular. **Action: CLERK.**

c) There were no central white line markings to Leyburn Road near the Co-op. **Action: CLERK.**

d) The removed Hidden Dip and Blind Summit signs to Leyburn Road were asked to be chased again to be returned. **Action: CLLR ATKINSON & CLERK.**

e) The Chair and Cllr Grainger would pursue the issue of the bollards on Thorpe Road and the request for extra yellow lines in the town. **Action: CHAIR & CLLR GRAINGER.**

**26. WESTHOLME COURT PLAY AREA**

26.1 Cllr Grainger updated the quote to replace the majority of the play area had been sent to Derbyshire Environmental Trust to seek funding. **Action: CLLR GRAINGER.**

**27. PARISH CARETAKERS WORK**

27.1 Cllr Johnson advised having purchased the paint for the benches and Cllr Vickery advised the new contractor was successfully undertaking the schedule of works. **Action: CLLR JOHNSON.**

**28. REVIEW OF FINANCIAL REGULATIONS**

28.1 The Chair confirmed having examined these for any changes required and there was none to make.

**29. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. YLCA – Notification was given they have the opportunity to pay for a Grants Bulletin which would be bespoke to the local council sector in Yorkshire. The cost of this is prohibitive without a little extra income from member councils to cover the cost and YLCA suggest offering it as an extra that interested councils would pay for in addition to the membership fee. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Rodney not to agree to this. All those present voted in favour. **Action: CLERK.**
  2. Grim Up North Running – Request to seek permissions for the annual Blacksheep trail race in Masham on 18th September. This would be the fifth year and the format would be the same with parking on the field and runners heading out onto local trail. Parking monies for a charity chosen by MPC as per last year.  It was **proposed** by Cllr Vickery and **seconded** by Cllr Broadley to agree to this and suggest a donation to the honesty box. The majority of those present voted in favour. **Action: CLERK.**
  3. Citizens Advice North Yorkshire – Notification of drop-in sessions or appointments most days of the week, along with outreaches at Mashamshire Community Office, Nidderdale Plus Community Hub, Ripon Library, and Ripon Allhallowgate Church. In Masham Parish they helped 37 people. Suggestion of request of a donation to help keep the service. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Greensit to offer an S137 donation of £500. The majority of those present voted in favour. **Action: CLERK.**
  4. Harrogate Borough Council – Notification was noted of the Council Tax Reduction Scheme for North Yorkshire Council and invitation you to take part in the consultation open to midnight on 18th September found at [www.northyorks.gov.uk/CouncilTaxReduction](https://imsva91-ctp.trendmicro.com/wis/clicktime/v1/query?url=http%3a%2f%2fwww.northyorks.gov.uk%2fCouncilTaxReduction&umid=AF71872A-E70D-4605-983D-63FF6E77CDE8&auth=de41389fcd07b045c2bf0b8b6a6bb2cde097bfb7-b2781b8c9cf6b5d44074e6d826b908306326e9ab) .

**30. ANY OTHER BUSINESS**

30.1 Cllr Grainger advised the stones near the height barrier had been moved and Cllr Greensit offered to site some more. **Action: CLLR GREENSIT.**

30.2 Cllr Blades advised of the owner of the former Black Bull garage was parking their vehicle adjacent to new footpath there which was blocking the vision of those in mobility scooter. Cllrs agreed for the Clerk to draft a polite letter for the Chair to check to address this. **Action: CHAIR & CLERK.**

30.3 Cllr Vickery advised of a number of streetlights out that she had reported to Highways.

30.4 Cllr Vickery asked if HBC could be requested to provide a ‘no cycling’ sign to the pedestrian pathway at Maple Creek in the direction of The Oaks. **Action: CLERK.**

30.5 Cllr Johnson advised the bench on the cobbles that had been hit had been twisted and uprooted some cobbles and that also the bench near the electric box needed attention so would ask E Leathley & Son to look at. **Action: CLLR JOHNSON.**

30.6 Cllr Vickery advised cones and signs were being left out after the markets.

30.7 Cllr Weatherill advised of a vehicle being left on the square returning to find being covered in stickers, but Cllr advised there is a permanent sign advising of no parking on market days.

30.8 The Chair advised the residents at Thorpe Road were not moving their wheelie bins again.

**31. DATE OF NEXT MEETING**

31.1 Monday 3rd October 2022. Cllrs agreed to meet in the Committee Room.

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

Dated 23/09/2022

*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 MATTERS TO 5th SEPTEMBER 2022**

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| College House, 9 College Lane, Masham, HG4 4HE | Application No.: 22/02003/LB  Proposal: Blocking up opening at ground floor, works to chimney breast at first floor, replacement window to ground floor side elevation (as previously approved), internal insulation to rear wall, structural improvements to timber ends, replace plasterboard with breathable insulation and lime plaster, rebuild brick chimney in stone. | Granted subject to conditions |
| Bay Horse Inn, 5 Silver Street, Masham | Application No.: 22/01941/LB & 22/01878/ADV  Proposal: Listed Building Consent for display of 1no. externally-illuminated projecting hanging sign, 1no. internally-illuminated written sign, 1no. internally-illuminated sign, 1no. externally-illuminated sign, 4no. flood lights and 1no. brass lantern. | Granted subject to conditions |
| Lamb Hill Farm, Masham, HG4 4DJ | Application No.: 22/02547/PBR  Proposal: Prior notification for conversion of agricultural building "B" to form a single storey dwelling comprising 90m2. | Approved subject to conditions |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICATION | ACTION |
| Silverdale, 25 College Lane, Masham, HG4 4HE | Erection of outbuilding and installation of electric gates | 6th June update – Negotiations have failed to resolve this breach of planning, An Enforcement notice is to be served. 18th August update - Pending action. |
| The Cottage, 26 Park Street, Masham, HG4 4HN | Unauthorised tree works in a conservation area. | 18th August update - Met with owner on 15th June. Trees removed appear less than 7.5cm, however two trees had been historically removed without consent. Verbal warning provided to the owner. The owner has accepted that any further tree works to be agreed with Council first. Close case. |
| Black Bull Garage, Black Bull Yard, Red Lane, Masham, HG4 4HD | Change of use and subdivision of building | 18th August update - No apparent change of use on 15th June. Close Unless any further evidence. |
| The Cottage, 26 Park Street, Masham, HG4 4HN | Removed walls within the curtilage of the property which were over a metre high | 18th August update - A wall less than 1m high had been removed (this doesn’t need planning permission). A wall greater than 1m high has been altered – the ends of the wall had been reduced in height.  Planning permission is being sought in future for dwellings at this site and it is proposed to remove this wall. Warning to the owner provided and no further development to commence unless PP in place. No further action at this time. If any further unauthorised work takes place then action to be taken. |
| Land Comprising Field At 422023 480727, Foxholme Lane, Masham | Potential breach of condition 6 - (17/01057/OUTMAJ) Construction management | 18th August update - This is David Potts case – I am aware that he has been to the site as development of the road has commenced prior to the conditions being fully discharged. Contact with NYCC highways and discussions underway. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **FINANCE SCHEDULE** | |  | **APPENDIX B (1/2)** | |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 2nd August to 5th September 2022** | | | | |  |  |  |
| Market Rents |  |  |  |  |  | £3,875.00 |  |
| Honesty Box |  |  |  |  |  | £3,300.00 |  |
|  |  | **Total receipts for the month** | | |  | **£7,175.00** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
| **(ii) Payments by cheque on 5th September 2022 for approval from Barclays - Masham Parish Council Account** | | | | | | | |
|  |  |  |  |  |  |  | **Cheque No.** |
| Eric Wilkinson, Litter Picker - August salary (Tax £45.00) | | | |  |  |  | 101230 |
| Dave Smith, Relief Litter Picker - 1 week's cover (Tax £0.00) | | | | |  |  | 101231 |
| Jen Hurford, Parish Clerk - August Salary (Tax £12.20) | | | |  |  |  | 101232 |
|  |  |  | **Staff Salaries Total** | |  | **£1,365.06** |  |
| HMRC - PAYE |  |  |  |  |  | £57.20 | 101233 |
| Cllr Johnson - Reimburse gas for jubilee beacon (VAT £4.29) | | | | |  | £90.00 | 101234 |
| Masham Snooker Club - Platinum jubilee trophy | | | |  |  | £90.00 | 101235 |
| Cllr Grainger - Reimburse for jubilee merchandise (VAT £13.87) | | | | |  | £1,807.34 | 101236 |
| David Lumley Four corners rough cuts | | |  |  |  | £50.00 | 101237 |
| **Direct Debits** |  |  |  |  |  |  |  |
| Information Commissioner's Office - Data protection renewal fee | | | | |  | £40.00 |  |
| Barclaycard - Card machine charges (VAT £3.00) | | | |  |  | £70.37 |  |
| Green Energy - Electricity (VAT £1.58) | | |  |  |  | £33.19 |  |
|  |  | **Total Payments** | |  |  | **£3,603.16** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account Ending 7717 | | | | |  |  |  |
|  | Balance as at 25 August 2022 | | |  | £29,932.55 | Cr |  |
| Barclays - Masham Parish Council - Current Account Ending 2096 | | | | |  |  |  |
|  | Balance as at 25 August 2022 | | |  | £23,112.42 | Cr |  |
| CCLA Public Deposit Sector Fund Account - Balance as at 31 July 2022 | | |  |  |  |  |  |
|  |  | |  |  | £45,438.10 | Cr |  |
|  |  |  | Overall Total |  | £98,483.07 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 5th SEPTEMBER 2022**

Correspondence for information/consideration etc

1. YLCA – Notification they have the opportunity to pay for a Grants Bulletin which would be bespoke to the local council sector in Yorkshire. The cost of this is prohibitive without a little extra income from member councils to cover the cost and YLCA suggest to offer it as an extra that interested councils would pay for in addition to the membership fee. Request to complete the associated survey.
2. Grim Up North Running – Request to seek permissions for the annual Blacksheep trail race in Masham on 18th September. This would be the fifth year and the format would be the same with parking on the field and runners heading out onto local trail. Parking monies for a charity chosen by MPC as per last year.
3. Citizens Advice North Yorkshire – Notification of drop-in sessions or appointments most days of the week, along with outreaches at Mashamshire Community Office, Nidderdale Plus Community Hub, Ripon Library, and Ripon Allhallowgate Church. In Masham Parish they helped 37 people. Suggestion of request of a donation to help keep the service.
4. Harrogate Borough Council – Notification of the Council Tax Reduction Scheme for North Yorkshire Council and invitation you to take part in the consultation open to midnight on 18th September found at [www.northyorks.gov.uk/CouncilTaxReduction](https://imsva91-ctp.trendmicro.com/wis/clicktime/v1/query?url=http%3a%2f%2fwww.northyorks.gov.uk%2fCouncilTaxReduction&umid=AF71872A-E70D-4605-983D-63FF6E77CDE8&auth=de41389fcd07b045c2bf0b8b6a6bb2cde097bfb7-b2781b8c9cf6b5d44074e6d826b908306326e9ab) .

**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 & Thursday, 13:00–17:00 E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Chairman: Councillor Neil Pickard Clerk to the Council: Jen Hurford

**MINUTES 3rd OCTOBER 2022**

**PRESENT:**

**Parish Council**: Cllr Colin Barker (present from Item 4.3), Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Flo Grainger (Vice-chairman), Cllr Robert Greensit, Cllr James Gregg, Cllr Ian Johnson, Cllr Neil Pickard (Chairman), Cllr Ben Rodney, Cllr Jane Vickery, Cllr Peter Weatherill and County Cllr Margaret Atkinson (present from 7 to the Public Interval), with Jen Hurford (Parish Clerk).

**Present:** 18 Members of Public (MoP)

**1. APOLOGIES**

* 1. There were none made.

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

2.1 Minutes of the Meeting held 5th September 2022. It was **proposed** by Cllr Greensit and **seconded** by Cllr Grainger that the Minutes be formally approved as a true and accurate record that the Chair should sign the Minutes. All those who attended the meeting and who were present voted in favour. **Action: CLERK.**

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

3.1 Cllrs Barker and Gregg declared an interest in Item 4.3.

**4. PLANNING APPLICATIONS:**

* 1. 22/03456/FUL- Black Sheep Brewery, Fearby Road, Masham, HG4 4ES - Erection of storage buildings ancillary to existing industrial operations (revised scheme). Following discussion, it was **proposed** by Cllr Weatherill and **seconded** by Cllr Ellis that MPC supported the application. All those present voted in favour. **Action: CLERK.**
  2. [22/03523/PBR - Lamb Hill Farm, Masham, HG4 4DJ -](https://uniformonline.harrogate.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RGGL7SHYH0A00) Conversion of an agricultural building to two dwellings (1 x 191m2 and 1 x 64m2). Following discussion, it was **proposed** by Cllr Weatherill and **seconded** by Cllr Ellis that MPC had no objections to the application. All those present voted in favour. **Action: CLERK.**
  3. 22/03558/FUL - Garage/Outbuildings Block North East Of 4 The Mews, Park Street, Masham, HG4 4DR - Demolition of existing outbuildings and building of a one and a half storey 2 bedroom dwelling. Following discussion, it was **proposed** by Cllr Greensit and **seconded** by Cllr Weatherill that MPC did not object to or support the application but wished to make comments or seek safeguards as follows: concerns were raised over the increase in height to the existing building and the affect this would have on the neighbouring properties. Concerns were raised at the lack of off street parking for the property. The majority of those present voted in favour. **Action: CLERK.**
  4. 22/03438/FULMAJ – Fields to North and South of Swinton Road, Masham - Erection of 48 dwellings, new vehicular access from Swinton Road, public open space, and landscaping on land north of Swinton Road and associated foul and surface water drainage infrastructure on land south of Swinton Road. Following discussion, it was **proposed** by Cllr Ellis and **seconded** by Cllr Johnson that MPC objected on the planning grounds as follows: Concern is given that the site is currently prone to flooding and the proposed drainage will not rectify this. Adjacent existing properties are already struggling with drainage and sewerage issues and the development would add to this. Added pressure would be put on Masham sewerage works which are currently not working correctly and are over capacity. Concern is given that the pumping station will not cope with the amount of activity required. Concern is given to the increased traffic from the development and is felt to be bringing this to the wrong side of the town. The junction from Swinton Road to Thorpe Road already causes issues and is inadequate for use. Concern is given to the pressure intended on local infrastructure, such as the school and surgery. The pavement needs to be continued right up to Dykes Hill’s gateway and be wide enough for disability equipment and pushchairs. The red brick building material is not in keeping with the majority of the surrounding properties. The majority those present voted in favour. In addition, Cllr Blades requested that HBC be asked if the mature trees are covered by TPOs and if not, to ask if they could be as soon as possible. **Action: CLERK.**
  5. Additional Planning Matters -A list of approvals & enforcements appears 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 Cllr Johnson advised the Barclaycard card payment machine initial 6month term had ended so the £20 hire charge would apply from October. It was agreed for the clerk to send the highest invoice to date to a local MoP who had offered to assist in sourcing an alternative, more competitive provider. **Action: CLERK.**

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

5.2 Honesty Box Takings Procedures. Following concerns of the holding of monies being raised, the MCO kindly offered space within their safe for temporary storage and would confirm the size of locked cash tin that could be stored. **Action: CLERK.**

5.3 Confirm order of Remembrance Wreathes. It was **proposed** by Cllr Johnson and **seconded** by Cllr Vickery to order two wreathes from the usual supplier. All those present voted in favour. **Action: CLERK.**

5.4 Masham Bonfire S137 Donation. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Johnson to cover the events insurance premium of £1,779.66. All those present voted in favour. **Action: CLERK.**

**6. MASHAMSHIRE COMMUNITY OFFICE UPDATE**

6.1 Trustee, Sue Palin, explained footfall had recently been higher than some years and that the new Service Delivery Co-ordinator was now in situ. Funding for the building was continuing with community events to start after Christmas, including a ‘Cowpat Challenge’ and car boot sale, with leaflets to proceed. Social loans were being looked at as well as grants and trusts. Their AGM being held on 8th November included the attendance of the local PFCC, Zoe Metcalfe and the Chair confirmed he would attend. It was recapped that £215k was the figure to raise and that MoP would have opportunity to donate with the method displayed on the forthcoming leaflets. The Manager, Hayley Metcalfe, had circulated the request for a market stall for promotion and selling of MCO goods up to once a month. It was **proposed** by Cllr Ellis and **seconded** by Cllr Grainger to agree to the request. All those present voted in favour and Cllr Grainger agreed to relay this to the Market Superintendent. **Action: CLLR GRAINGER.**

**7. NEIGHBOURHOOD POLICING TEAM REPORT**

7.1 There had been no report provided. Cllrs discussed the need of cones to be returned from the Police following the sheep fair and for some to be collected from Park Street and Thorpe Road. Cllr Johnson would double check supplies for the Clerk to then contact accordingly. **Action: CLLR JOHNSON & GRAINGER.**

**8. PROPOSED GRAVEYARD EXTENSION**

8.1 The St Marys Church Warden explained they were nearing completion of the project, that solicitors had been appointed and planning permission and change of use applications being prepared. Funding was in place and the target to be in operation was Spring 2023. The site could then be prepared with the boundaries already for the area to be weed killed, ploughed and levelled. A fence would be required and existing hedgerows and trees would remain and the area be allowed for other use, The land would need to be consecrated for burials, ashes and humanistic burials.

**PUBLIC INTERVAL**

1. Cllr Atkinson outlined North Yorkshire would be deciding on how to level up everything in the region over the coming months and that public consultation was underway. £½ million had been spent on the technology for 27 weather stations to help cut costs by forecasting further in advance. It was explained to Cllr Atkinson of the intention of HBC to hand over the last 20 years of cutting and maintenance at Tittybottle Park and the outside of the Rec to MPC, and that they intended to look after the play area whilst items functional then remove items thereafter. Cllr Blades advised Silver Street was very pitted near Beavers Butchers which Cllr Atkinson noted. **Action: CLLR ATKINSON.**

**9. PEACOCK & VERITY COMMUNITY SPACES**

9.1 PVCS advised of various unsuccessful funding options but there was now a strong bid in with the National Lottery Fund with a decision hoped for December. An agreement had been reached with Carbon Homes who would work jointly with HBC to buy the building and negotiations were underway. The intention was to buy back Carbon Homes’ share with a 125year lease and for them to manage the building and housing. Plans were for four low-cost housing units, a tearoom, heritage centre, grocers and Post Office. The purchase was hoped for by Christmas with the external aesthetics and safety of the building to be addressed immediately. Housing would be made the priority with final decisions hoped for the ground floor in Spring to then go forward. If funding was not successful, the alternative was for a smaller retail unit and additional housing downstairs. Local allocation had been approved by HBC with affordable housing for people in the community in a ‘HG4 4’ postcode, which would spread to the next postcode if no applicants applied.

**10. MAINTENANCE OF TITTYBOTTLE PARK & THE RECREATION GROUND**

10.1 The Chair outlined the correspondence from HBC an that MPC would need to take on the tasks and request the new unitary council to take on. Cllrs agreed to ask MFJ Land Management, Greensphere R&C and Masham Golf Club to quote for works on a monthly cycle. Cllrs discussed the issues of tree roots posing as a trip hazard within Tittybottle Park. **Action: CLERK.**

**11. PARISH COUNCIL STORAGE BUILDING**

11.1 Progress on the initial planning application was still awaited. Masham Christmas Lights Association had requested MPC to supply plywood boarding to some of the shelving. It was **proposed** by Cllr Broadley and **seconded** by Cllr Grainger to purchase this. All those present voted in favour and Cllr Johnson agreed to purchase this. **Action: CLLR JOHNSON.**

**12. NEIGHBOURHOOD PLAN**

12.1 The Chair advised another meeting had been held, a planning consultant chosen and prices and roles to be confirmed. Two other parish councils had been consulted and both relayed a positive experience with this consultant. **Action: CHAIR.**

**13. ADDITIONAL DEFIBRILLATORS**

13.1 The MoP from the previous meeting was underway looking into a unit for at the Co-op. Cllr Grainger had applied for a grant for one at Low Burton for MPC to apply for the grant and for her to fund the rest. The Church Warden offered the church as a training site free of charge and Cllrs also suggested the Co-op be approached for funding. **Action: CLLR GRAINGER.**

**14. MASHAM MARKET**

14.1 The Chair and Cllrs Grainger and Johnson were due to meet and review the market with the contact at NMTF provided by one of the Traders. Cllr Grainger reiterated they were currently composing a spreadsheet for the insurances so can keep a check on expiry dates. **Action: CHAIR, CLLRS GRAINGER & JOHNSON.**

**15. REVIEW MARKET RISK ASSESSMENT, RULES & TARIFFS**

15.1 These documents would be prepared for the next meeting following the meeting planned in the previous Item **Action: CHAIR, CLLRS GRAINGER & JOHNSON.**

**16. MARKET SQUARE NOTICEBOARD**

16.1 Cllr Johnson needed to look at this to make a proposal for works required. **Action: CLLR JOHNSON.**

**17. MARKET SQUARE BLOCKING DRAIN**

17.1 The Clerk had chased Jet Aire to quote to get a camera down and applied to a second company, TWC Draincare but was yet to receive a response. Cllrs agreed Duffields should be contacted to look at too. **Action: CLLR GRAINGER & CLERK.**

**18. MARKET SQUARE RESURFACING**

18.1 Cllr Grainger had circulated Duffields revised quote of £36,624.12 plus VAT with a £2k budget for white lining and works could be scheduled for November. Cllrs agreed works could be carried out on a Monday, Tuesday and Wednesday and the market could use the other side of the square. It was **proposed** by Cllr Johnson and **seconded** by Cllr Weatherill to procced with the quote. All those present voted in favour. Cllr Grainger would ask Duffields about the drain and for the planings to go down to the bowling club car park. Cllrs as for MFJ Land Management to be chased to do works approved there before November. **Action: CLLR GRAINGER & CLERK.**

**19. ELECTRIC VEHICLE CHARGING POINTS**

19.1 The Chair advised HBC were not wanting to pay rent and he had requested a plan. He suggested MPC accept their terms of nil rent until a profit is made. Cllrs also discussed the logistics of the fair in the future.

**20. SWINTON ESTARE QUARTERLY MEETING**

20.1 The next meeting was confirmed for Thursday 1st December at 4pm and Cllr Broadley asked for their input of the progress of the quarry in relation to flood relief plans. **Action: CLERK.**

**21. PATH FROM THE KINGS HEAD YARD**

21.1 The evidence forms were circulated amongst Cllrs and hard copies left in the Clerk’s drawer for MoP to collect and return. The local newsletter would be promoting this too. **Action: CLERK.**

**22. POTENTIAL LIGHTING TO DRIVEWAY TO RECREATION GROUND**

22.1 Gregg Electrical were waiting up to date prices in order to provide a revised quote. Cllrs asked for Green Energy to be chased on the meter connection. **Action: CLERK.**

**23. HONESTY BOXES**

23.1 E Leathley & Son had estimated £200 to install the new box to the market square cairn and £700 to build a new cairn for the bowling club car park.It was **proposed** by Cllr Ellis and **seconded** by Cllr Broadley to procced with the estimates. All those present voted in favour and Cllr Weatherill agreed to do the welding needed. Cllrs asked for the bowling club one to be in situ by Spring. Cllrs looked at the prototype of external housing for a card operated box from ECL plastics at £675 plus £60 delivery charge, however, did not feel it suitable. Cllrs were asked to look for comparable units to get manufacturers. **Action: CLLR WEATHERILL.**

**24. HIGHWAYS MATTERS**

24.1 There were no matters to raise or chase with NYCC Highways department.

**25. SALT BINS & WINTER MAINTENANCE**

25.1 Cllrs agreed for MFJ Land Management to undertake the works required under the Winter Maintenance Policy and to refill the 9 MPC salt bins as per last year. A NYCC salt bin was reported as being damaged on Swinton Road to Swinburn Road. **Action: CLERK.**

**26. WESTHOLME COURT PLAY AREA**

26.1 Cllr Grainger was awaiting a response from Derbyshire Environmental Trust on the request for funding. **Action: CLLR GRAINGER.**

**27. PARISH CARETAKERS WORK**

27.1 Cllrs agreed for a final cut at ‘four corners’, the cutting of the grass at High Ellington trough was requested to be chased and the weeds causing visibility obstruction up the hill from The Avenue to the garage were asked to be chased with Highways. **Action: CLLR VICKERY & CLERK.**

**28. MEETING DATES 2023**

28.1 Dates for the first Monday of the month with January and May to be the second Monday were circulated. The Chair suggested altering the May meeting to Tuesday 2nd May, to be held in the Main Hall if available and Cllrs agreed. **Action: CLERK.**

**29. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. MoP – Request to site memorial sheep sculpture on the market square cobbles in memory of the three teenage boys tragically lost recently. The families had discussed siting with Swinton Estate and suggested on the church side of the cross on the Kings Head side of the electric box, to be sat on a plinth and surrounded by railings. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Grainger to give the agree to the request. All those present voted in favour. **Action: CLERK.**
  2. The Harrogate Living Magazine – Invitation to advertise in their December/January issue for a full page at £300.00 plus vat, half page £200.00 plus vat or qty page £130.00 plus vat was noted but declined.
  3. Harrogate Borough Council - Harrogate Borough Council has prepared the Publication version of the New Settlement (Maltkiln) Development Plan Document for submission to the Secretary of State for the Department of Levelling-Up, Housing and Communities. Representations are invited from Monday 3 October 2022 and ending at 4:30pm on Monday 14 November 2022 via [https://consult.harrogate.gov.uk](https://consult.harrogate.gov.uk/) was noted.
  4. Masham Christmas Lights Association – Request for the donation of a piece of plywood to add to the crossbars for more shelving in the storage building was covered in Item 11.

**30. ANY OTHER BUSINESS**

30.1 Cllr Grainger requested and item for the Christmas Fair on the next Agenda. **Action: CLERK.**

30.2 Cllr Blades asked for Swinney Beck to be cleared as high with weeds and silted. It was agreed for the Clerk to chase the Environment Agency asap and copy in Mike Wickens at HBC. **Action: CLERK.**

30.3 Cllr Gregg advised of the white post near Masham bridge allowing vehicles to access towards the gas works. Cllrs agreed for this to be raised with Swinton Estate. **Action: CLERK.**

30.4 Cllr Gregg advised the pathways through Tittybottle Park needed the moss treating and Cllrs agreed HBC should be asked. **Action: CLERK.**

30.5 Cllr Barker advised the wheelie bins were being left out again causing obstruction on the Thorpe Road terraces and the Clerk had recently requested HBC to take action over this.

30.6 Cllr Barker reported a sunken gas pipe near the The Oaks bridge and the owner was made aware.

30.7 Cllr Weatherill advised the reinstated footpath at the back of the Co-op need chasing. **Action: CLERK.**

30.8 Cllr Weatherill enquired about the map mentioned previously about parking on the square and Cllr Vickery had found the correct person to alter.

30.9 Cllr Johnson advised under the bridge at The Oaks was silted up and Cllrs agreed NYCC should be chased. **Action: CLERK.**

30.9 Cllr Blades advised English Tree Care had asked about the two trees to plant and the Clerk clarified the work was not required by email already.

**31. DATE OF NEXT MEETING**

31.1 Monday 7th November 2022. Cllrs agreed to meet in the Committee Room.

**CLOSURE:** The Meeting closed at 21:22pm.

Dated 24/10/2022

*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 MATTERS TO 3rd OCTOBER 2022**

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| Lamb Hill Farm, Masham, HG4 4DJ | Application No.: 22/02957/PBR  Proposal: Prior notification for conversion of agricultural building "C" to form one dwelling. | Approved subject to conditions |
| Nutwith House, 14 Millgate, Masham, HG4 4EQ | Application No.: 22/03136/TPO  Proposal: Works to Tree within Tree Preservation Order 15/2020. T1 - Beech tree - Failed branches should be removed and stubs that have resulted from these failures should be tidied by pruning. An overall crown reduction to T1 of 2 - 2.5m and a minor reshaping is recommended to reduce the elongated branches that have developed outside the canopy line and to limit the final canopy size, minimising the risk of further branch failures and avoiding large wounds on the stem or branches. Pruning cuts limited to a maximum of 75mm in diameter and works restricted to the outer canopy only. | Consent granted to part & refusal to part. |
| The Cottage, 26 Park Street, Masham, HG4 4HN | Application No.: 22/02998/FUL  Proposal: Conversion of barn to annex accommodation. | Granted subject to conditions |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICATION | ACTION |
| Silverdale, 25 College Lane, Masham, HG4 4HE | Erection of outbuilding and installation of electric gates | 6th June update – Negotiations have failed to resolve this breach of planning, An Enforcement notice is to be served. 18th August update - Pending action. 29th September – Update requested. |
| Land Comprising Field At 422023 480727, Foxholme Lane, Masham | Potential breach of condition 6 - (17/01057/OUTMAJ) Construction management | 18th August update - This is David Potts case – I am aware that he has been to the site as development of the road has commenced prior to the conditions being fully discharged. Contact with NYCC highways and discussions underway. 3rd October update - NYCC appear satisfied with the haul road created, and there appears no issue with material being dragged out onto the highway. Contamination tests are ongoing with regard to the actual access point where an asbestos roofed building stood. The route from The Oaks is also being formed to get services through, but won’t be used for construction access. |
| 5 Little Market Place, Masham, HG4 4DY | Potential breach of condition 3 and 4- 21/02293/FUL (ventilation and gate opening) | Notification of a communication received on 31 August 2022 which reports a possible breach of planning control. The outcome of the investigation is as follows:- The site was visited and the builder was on-site working around the gate. The issue with the gate opening out over the highway was identified. As a result, the hinge is to be reversed to become compliant, but if there is no alteration made in the next few months, then please get in contact. Details of the ventilation were approved under application 22/00328/DISCON following consultation with Environmental Protection, so there appears to be no breach in this respect. |
| Land Comprising Field At 422023 480727, Foxholme Lane, Masham | Potential damage to tree roots | Notification of a communication received on 27 September 2022 which reports a possible breach of planning control. 3rd October update - This is close to a TPO tree, but the works are approved, and HBC checked this last week. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **FINANCE SCHEDULE** | |  | **APPENDIX B (1/2)** | |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 6th September to 3rd October 2022** | | | | |  |  |  |
| Donation from Ripon Motor Sport for use of square | | | |  |  | £80.00 |  |
| Market Rents |  |  |  |  |  | £1,911.00 |  |
| Honesty Box |  |  |  |  |  | £1,615.00 |  |
|  |  | **Total receipts for the month** | | |  | **£3,606.00** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
| **(ii) Payments by cheque on 3rd October 2022 for approval from Barclays - Masham Parish Council Account** | | | | | | | |
|  |  |  |  |  |  |  | **Cheque No** |
| Eric Wilkinson, Litter Picker - September salary (Tax £45.20) | | | | |  |  | 101238 |
| John Todd, Market Superintendent - Quarterly salary plus extras (Tax £171.40) | | | | | |  | 101240 |
| Jen Hurford, Parish Clerk - September Salary (Tax £12.20) | | | |  |  |  | 101239 |
|  |  |  | **Staff Salaries Total** | |  | **£2,066.45** |  |
| HMRC - PAYE |  |  |  |  |  | £228.80 | 101241 |
| John Todd, Market Superintendent - Quarterly phone allowance | | | | |  | £30.00 | 101242 |
| Jen Hurford, Parish Clerk - Quarterly home working allowance | | | | |  | £65.00 | 101243 |
| Arthur Plumpton - Reimburse coal & firelighters for jubilee | | | | |  | £51.00 | 101244 |
| Blachere Illumination UK Ltd - MCLA purchase (VAT £766.20) | | | | |  | £4,597.20 | 101245 |
| D3 Office Group Ltd - Cartridges & envelopes (VAT £8.47) | | | |  |  | £50.82 | 101246 |
| Mashamshire Community Office - Office accommodation & services July-Sept | | | | | | £220.70 | 101247 |
| Masham Town Hall - Room hire Sept & Oct (VAT £12.00) | | | |  |  | £72.00 | 101248 |
| Cllr Blades - Reimburse for plants at bus shelter | | | |  |  | £27.50 | 101249 |
| Citizens Advice North Yorkshire - S137 donation | | | |  |  | £500.00 | 101250 |
| **Direct Debits** |  |  |  |  |  |  |  |
| Barclaycard - Card machine charges (VAT £3.00) | | | |  |  | £72.70 |  |
| Green Energy - Electricity (VAT £1.60) | | |  |  |  | £33.65 |  |
|  |  | **Total Payments** | |  |  | **£8,015.82** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account Ending 7717 | | | | |  |  |  |
|  | Balance as at 22 September 2022 | | |  | £30,370.01 | Cr |  |
| Barclays - Masham Parish Council - Current Account Ending 2096 | | | | |  |  |  |
|  | Balance as at 22 September 2022 | | |  | £26,302.72 | Cr |  |
| CCLA Public Deposit Sector Fund Account | | |  |  |  |  |  |
|  | Balance as at 31 August 2022 | | |  | £45,479.53 | Cr |  |
|  |  |  | Overall Total |  | £102,152.26 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 3rd OCTOBER 2022**

Correspondence for information/consideration etc

1. MoP – Request to site memorial sheep sculpture on the market square in memory of the three teenage boys tragically lost recently.
2. The Harrogate Living Magazine – Invitation to advertise in their December/January issue for a full page at £300.00 plus vat, half page £200.00 plus vat or qty page £130.00 plus vat.
3. Harrogate Borough Council - Harrogate Borough Council has prepared the Publication version of the New Settlement (Maltkiln) Development Plan Document for submission to the Secretary of State for the Department of Levelling-Up, Housing and Communities. Representations are invited from Monday 3 October 2022 and ending at 4:30pm on Monday 14 November 2022 via [https://consult.harrogate.gov.uk](https://consult.harrogate.gov.uk/)
4. Masham Christmas Lights Association – Request for the donation of a piece of plywood to add to the crossbars for more shelving in the storage building.

**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 & Thursday, 13:00–17:00 E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Chairman: Councillor Neil Pickard Clerk to the Council: Jen Hurford

**MINUTES 7th NOVEMBER 2022**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Flo Grainger (Vice-chairman), Cllr James Gregg (present from Item 4.5), Cllr Ian Johnson, Cllr Neil Pickard (Chairman), Cllr Ben Rodney (present from Item 4.5), Cllr Jane Vickery (present from Item 4), Cllr Peter Weatherill and County Cllr Margaret Atkinson (present from Item 25), with Jen Hurford (Parish Clerk).

**Present:** 9 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Robert Greensit.

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

2.1 Minutes of the Monthly Meeting held 3rd October 2022. And of the Annual Meeting of the Parish Council held 16th May 2022. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that the Minutes be formally approved as a true and accurate record and that the Chair should sign the Minutes. All those who attended the meetings and who were present voted in favour. **Action: CLERK.**

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

3.1 There were none made.

**4. PLANNING APPLICATIONS:**

* 1. 22/03705/FUL - Barn Owl Cottage, 19 College Lane, Masham, HG4 4HE - Alterations to existing single two storey dwelling to form two smaller dwelling units. Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that MPC had no objections to the application. All those present voted in favour. **Action: CLERK.**
  2. 22/03845/FUL - Black Bull Yard, Stone Close, Red Lane, Masham, HG4 4HD - Vertical extension to form a new dwelling (Revised Scheme). Following discussion, it was **proposed** by Cllr Weatherill and **seconded** by Cllr Ellis that MPC had no objections to the application. The majority of those present voted in favour. **Action: CLERK.**
  3. 22/03887/LB & 22/03886/FUL - South Cote Farm, Aldburgh, HG4 4DN - Change of use of existing agricultural building to form farm office with associated alterations. Following discussion, it was **proposed** by Cllr Weatherill and **seconded** by Cllr Grainger that MPC supported the applications. All those present voted in favour. **Action: CLERK.**
  4. 22/03894/LB & 22/03893/FUL - South Cote Farm, Aldburgh, HG4 4DN - Refurbishment with internal and external alterations to existing dwelling including part demolition of attached outbuildings and construction of replacement single storey extension. These applications were included within the vote to support carried out in Item 4.3. **Action: CLERK.**
  5. Johnson Mowat Planning Ltd Introduction to 22/03438/FULMAJ – Fields to North and South of Swinton Road, Masham. Plans were shown focusing on the drainage concerns raised at the previous meeting and it was explained there were two separate drainage systems which would correct existing issues and connect to sewers slightly further downstream than offered in order to avoid worsening current issues higher up the flow. There would be an open ditch to catch run-off up land and the new houses were to be lower than existing. It was questioned who would maintain the ditches and advised a management company will be responsible for unadopted areas. 19 of the houses would be affordable. The absent section of pavement was queried and its was advised that there was already a lot of people requesting this and the development would only add to the numbers using it. Loxley Homes were comfortable not to use the red brick material opposed to. It was explained by Cllrs that the traffic that will be brought makes that side of town undesirable for development and that The Leyburn Road side was preferred. Following approval, works would be started asap and phased. There would be fees for the management company. Cllrs explained the doctor’s surgery was over-run, the school was too small, the roads inadequate, the sewerage site was already having to have waste tankered away and there was no post office or bank, hence the feeling was the infrastructure could not cope with the amount of building due in the town. It was responded that the Local Plan had determined there was capacity. The Chair thanked the representatives for their attendance.
  6. Additional Planning Matters -A list of approvals & enforcements appears 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 It was agreed for signatories Cllr Grainger and Cllr Johnson to transfer the balance of the account taking the market rents card machine payments to the main current account in order to ensure enough funds for this month’s expenditure. **Action: CLLRS GRAINGER & JOHNSON.**

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

5.2 Consideration of Parish Precept 2023/24. It was **proposed** by Cllr Ellis and **seconded** by Cllr Broadley that this was not needed. The majority those present voted in favour. **Action: CLERK.**

5.3 Commuted Sums. Cllrs agreed that the £1,024 available to spend on the amenity greenspace of the Shooting Holme should be requested for the recent tree work and stone purchased for the recent repair.Cllrs asked if the MCO could be included for sums and the Town Hall prioritised again. **Action: CLERK.**

**6. MASHAMSHIRE COMMUNITY OFFICE UPDATE**

6.1 Trustee, Sue Palin, advised no update was available as they were focusing on the AGM to be held the following evening and that they would attend the next meeting.

**7. NEIGHBOURHOOD POLICING TEAM REPORT**

7.1 There had been no report provided and no officers were available to attend the meeting. Cllrs asked for it to be relayed that regular attendance to meetings was not essential, but the reports were very useful to have each month. **Action: CLERK.**

**8. PROPOSED GRAVEYARD EXTENSION**

8.1 The St Marys Church Warden advised planning permission and change of use applications had been submitted. Plans had been circulated to Cllrs prior to the meeting and the Chair suggested a hedge be considered rather than the proposed fence. It was advised a stock fence will initially be needed for the field and be put in on the south side initially, but they would look at further options in the future. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Grainger for MPC to support the planning application to go ahead. All those present voted in favour.It was **proposed** by Cllr Weatherill and **seconded** by Cllr Barker for MPC to act as the applicant for the planning application and to cover the 50% reduced fee of £247.10. All those present voted in favour. **Action: CLERK.**

**9. CHRISTMAS MARKET**

9.1 The Christmas market was due on 3rd December and Cllr Grainger requested an S137 donation for bags for Santa to give out. It was **proposed** by Cllr Ellis and **seconded** by Cllr Weatherill to fund 50 sweet bags from Joneva at a cost of around £2pbag. All those present voted in favour. **Action: CLLR GRAINGER.**

**10. MARKET RISK ASSESSMENT, RULES & TARIFFS**

10.1 Cllrs agreed to prioritise reviewing documents by the end of the year with view to then meeting the contact at NMTF provided by one of the Traders in the New Year. It was requested for the Clerk to re-send these. **Action: CHAIR, CLLRS ELLIS, GRAINGER & JOHNSON.**

**11. MAINTENANCE OF TITTYBOTTLE PARK & THE RECREATION GROUND**

11.1 Cllr Vickery advised of having obtained a price guide of around £10k for the grass cutting. Work would be continued to obtain three comprehensive figures. Cllrs agreed for David Lumley to be instructed to spray the paths for weeds and moss in Tittybottle Park. **Action: CLLR VICKERY & CLERK.**

**12. NEIGHBOURHOOD PLAN**

12.1 The Chair advised another meeting had been held and a grant for £4.5k applied which would help fund the questionnaire costs which was being devised alongside the MCO to look at their needs. The signatories had been made aware they may be approached to give verification in order for grant monies to be sent.

**13. ADDITIONAL DEFIBRILLATORS**

13.1 The MoP underway looking into a unit for at the Co-op had advised an update would be available at the next meeting.

**14. MASHAM FLOOD PREVENTION**

14.1 Cllr Broadley explained communication from MPC to the Environment Agency, Highways and HBC was going round in circles with them trying to pass on responsibility. It was discussed that all individual landowners with problematic items needed to be addressed by the EA and the Chair suggested that MPC could insist they could remove the problematic dam at Maple Creek if they do not proceed but Cllr Broadley highlighted that would need the EA’s permission. Cllr Gregg pointed out that the property to the rear of the fire station needs to address their property and the EA need to enforce this. It was agreed for the Clerk to send a letter drafted by Cllr Broadley to the Chief Executive chasing HBC to take action and copy in the EA and local MP, and to chase the EA to take enforcement action. **Action: CLLR BROADLEY & CLERK.**

**15. MARKET SQUARE NOTICEBOARD**

15.1 Cllr Johnson still needed to look at this to make a proposal for works required. **Action: CLLR JOHNSON.**

**16. MARKET SQUARE BLOCKING DRAIN**

16.1 It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis to give retrospective approval for Jet Aire to undertake CCTV investigation and cleaning of the problematic drain to the market square before the re-surfacing works started at a cost of £1,445 plus VAT. All those present voted in favour.

**17. ELECTRIC VEHICLE CHARGING POINTS**

17.1 The Chair advised HBC had accepted that MPC only wanted four points installing and would meet 3pm Wednesday 9th November with the provider on site to discuss this. Cllr Ellis asked for his suggestion for provision for enough space for a disabled diver’s access. The Chair suggested MPC request monies back during working hours and to continue discussions over location. **Action: CHAIR.**

**18. SWINTON ESTARE QUARTERLY MEETING**

18.1 The next meeting was to be held Thursday 1st December at 4pm. Cllrs discussed points to cover including Items 11, 14 and 17. A meeting was also due with the quarry, and it was asked to push for the diversion of Swinney Beck. **Action: CHAIR, CLLR GRAINGER & CLERK.**

**19. PATH FROM THE KINGS HEAD YARD**

19.1 The Clerk confirmed receipt of 15 evidence forms to date and that NYCC had recommended at least 15-20, if not more. It was agreed for the Clerk and Cllr Vickery to liaise over the content and agree a deadline for final forms to be submitted. **Action: CLLR VICKERY & CLERK.**

**20. REPAIR TO SHOOTING HOLME**

20.1 It was **proposed** by Cllr Johnson and **seconded** by Cllr Grainger to give retrospective approval for Lightwater Quarries delivery of limestone for the emergency repair at a cost of £375.60. All those present voted in favour. Cllr Weatherill was thanked for levelling this out and Cllrs agreed to ask MFJ Land Management to hold off work to the Bowling Club car park and await to Spring to distribute plainings from the market square as it was too wet currently. Cllr Barker kindly offered to heap the piles up more. **Action: CLLR BARKER.**

**21. POTENTIAL LIGHTING TO DRIVEWAY TO RECREATION GROUND**

21.1 Gregg Electrical were still to provide a revised quote and a contract had been received from Green Energy which the Clerk would circulate for approval to sign in due course. **Action: CLERK.**

**22. HONESTY BOXES**

22.1 E Leathley & Son were awaited to carry out works to install the new boxes.

**23. HIGHWAYS MATTERS**

23.1 There were no matters to raise or chase with NYCC Highways department.

**24. WESTHOLME COURT PLAY AREA**

24.1 Cllr Grainger was still awaiting a response from Derbyshire Environmental Trust.

**PUBLIC INTERVAL**

1. An employee at Acorns Pre-School relayed concerns over staffing there and their worry over the security of the building via the MCO. The Chair advised of their ongoing works to raise monies and also of the Neighbourhood Plan liaising with the school who had inclined they felt it unlikely a new school would be funded for if requested. It was agreed to pass the Mop’s contact details to Cllr Atkinson to give direction on government help for Acorns. **Action: CLERK & CLLR ATKINSON.**

**25. PARISH CARETAKERS WORK**

25.1 Cllrs discussed and agreed the rough cuts to be carried out in October too due to the prolonged growing season but to spread this out to a monthly frequency starting next year in mid-April**. Action: CLLR VICKERY.**

**23. HIGHWAYS MATTERS continued**

23.1 Matters to raise or chase with NYCC Highways department were as follows;

a) Dykes Hill pavement to be cleaned. **Action: CLERK.**

b) Blocked drain in road near second to last house on Thorpe Road. **Action: CLERK.**

**26. CIVILITY & RESPECT PROJECT COUNCIL-OFFICER PROTOCOL**

26.1 It was **proposed** by Cllr Ellis and **seconded** by Cllr Weatherill to adopt the protocol provide by YLCA and circulated to Cllrs. All those present voted in favour. **Action: CLERK.**

**27. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. HBC – Notification of the consultation was noted, which includes questions on making the base rate of council tax the same across North Yorkshire and proposed changes to council tax for second homes. An opportunity people to let them know which services they feel are most important to them before the new council's budget is agreed and put forward their ideas for savings. Open until 23rd December at <https://letstalkny.commonplace.is/en-GB/proposals/survey-money/step1>
  2. YLCA – Invitation from NALC for any comments to [chris.borg@nalc.gov.uk](mailto:chris.borg@nalc.gov.uk) by 17:00 on 10 November to the DLUHC Committee funding inquiry (The Levelling Up, Housing and Communities) was noted.

**28. ANY OTHER BUSINESS**

28.1 Cllr Ellis asked for the request for the eroded section of Sandy Bay to be fenced to be brought up at the meeting with Swinton Estate. **Action: CLERK.**

28.2 Cllr Weatherill advised of the two cars joy riding on the Shooting Holme last month that had returned and moved the stones. Cllrs asked the matter to be chased with the police. **Action: CLERK.**

28.3 Cllr Johnson suggested signage for the square advising vehicle owners to park at their own risk and that MPC had the right to remove abandoned vehicles and so would propose wording for the next meeting. **Action: CLLR JOHNSON.**

28.4 Cllr Johnson requested discussion for next year’s coronation be added to the next Agenda. **Action: CLERK.**

28.5 With the closure of more local bank branches and reduced facilities to cash cheques, the Clerk requested signatories prioritise contacting Barclays to obtain a mandate form to set up online banking with the Clerk too. **Action: CLLRS BLADES, ELLIS, GRAINGER & JOHNSON.**

**UPDATE FROM COUNCILLOR ATKINSON**

Cllr Atkinson advised HBC were meeting regularly, looking at all aspects and the hope was for the areas council taxes to come down. Reorganisation of internal structures would be taking place, but a lot of positions would remain safe. Town and Parish Councils would be contacted to see if they wished to take over responsibility as part of a pilot scheme. Cllr Broadley requested for a representative to help push for the Swinney Beck diversion and Cllr Atkinson agreed to chase on previous correspondence on this. Cllr Atkinson advised having spoken to the MoP from Acorns so was aware of the email to proceed. Cllrs discussed with her the subject of commuted sums, the MCO and NYCC’s finances. **Action: CLLR ATKINSON.**

**29. DATE OF NEXT MEETING**

29.1 Monday 5th December 2022.

(Item 30 was held in private due to the nature of the content).

Condolences were offered to the family of Cllr Brian Gregg of Fearby, Healey & District Parish Council

and a minute’s silence was held.

**CLOSURE:** The Meeting closed at 21:04pm.

Dated 21/11/2022

*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 MATTERS TO 7th NOVEMBER 2022**

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| ADDRESS | DETAILS | DECISION |
| Lamb Hill Farm, Low Burton Hall To Binsoe, Masham | 22/03292/FUL - Erection of a single storey side extension, rear dormer, roof lights and attached car port. Involves demolition of outbuilding and front porch. | Granted subject to conditions |
| Black Sheep Brewery, Fearby Road, Masham, HG4 4ES | 22/03456/FUL- Erection of storage buildings ancillary to existing industrial operations (revised scheme). | Granted subject to conditions |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| ADDRESS | DETAILS | ACTION |
| Silverdale, 25 College Lane, Masham, HG4 4HE | Erection of outbuilding and installation of electric gates | 6th June update – Negotiations have failed to resolve this breach of planning, An Enforcement notice is to be served. 27th October – update that HBC are serving a notice and aim to by the end of the year. |
| 5 Little Market Place, Masham, HG4 4DY | Potential breach of condition 3 and 4- 21/02293/FUL (ventilation and gate opening) | Notification of a communication received on 31 August 2022 which reports a possible breach of planning control. The outcome of the investigation is as follows:- The site was visited and the builder was on-site working around the gate. The issue with the gate opening out over the highway was identified. As a result, the hinge is to be reversed to become compliant, but if there is no alteration made in the next few months, then please get in contact. Details of the ventilation were approved under application 22/00328/DISCON following consultation with Environmental Protection, so there appears to be no breach in this respect. Update 26th October - following a follow-up visit the gate has been removed. No breach is now evident, so the case will be closed. |
| Prospect House, 28, Park Street, Masham, HG4 4HN | Potential unauthorised works to a listed building | Notification of a communication received on 12 October 2022 which reports a possible breach of planning control. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **FINANCE SCHEDULE** | |  | **APPENDIX B (1/2)** | |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 4th October to 7th November 2022** | | | | |  |  |  |
| MCLA - Net Blachere Illumination UK Ltd Invoice | | | |  |  | £3,831.00 |  |
| Masham Sheep Fair - Electricity Use | | |  |  |  | £30.00 |  |
| Market Rents |  |  |  |  |  | £2,067.00 |  |
| Honesty Box |  |  |  |  |  | £1,855.00 |  |
|  |  | **Total receipts for the month** | | |  | **£3,922.00** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
| **(ii) Payments by cheque on 7th November 2022 for approval from Barclays - Masham Parish Council Account** | | | | | | | |
|  |  |  |  |  |  |  | **Cheque No.** |
| Eric Wilkinson, Litter Picker - October salary (Tax £45.20) | | | |  |  |  | 101251 |
| Jen Hurford, Parish Clerk - October Salary (Tax £12.20) | | | |  |  |  | 101252 |
|  |  |  | **Staff Salaries Total** | |  | **£1,216.60** |  |
| HMRC - PAYE |  |  |  |  |  | £57.40 | 101253 |
| David Lumley - Rough cut 4 corners, Park Drive bank & clear bridge footpath | | | | | | £250.00 | 101254 |
| D3 Office Group Ltd - Stamps (VAT £1.70) | | |  |  |  | £44.20 | 101255 |
| Masham Town Hall - Room hire November (VAT £6.00) | | | |  |  | £36.00 | 101256 |
| English Tree Care - Tree works (VAT £157.00) | | | |  |  | £942.00 | 101257 |
| Cllr Grainger - Reimburse for Wickes instant lay tarmac (VAT £8.42) | | | | |  | £50.50 | 101259 |
| Cllr Grainger - Reimburse for crush for Shooting Holme (VAT £62.60) | | | | |  | £375.60 | 101260 |
| Masham Community Bonfire Committee - S137 for insurance premium | | | | | | £1,779.66 | 101261 |
| AE Duffields & Sons Ltd - Resurfacing works (VAT £ 7,574.82) | | | | |  | £45,448.94 | 101262 |
| **Direct Debits** |  |  |  |  |  |  |  |
| Barclaycard - Card machine charges (VAT £3.00) | | | |  |  | £59.26 |  |
| Green Energy - Electricity (VAT £1.57) | | |  |  |  | £33.05 |  |
|  |  | **Total Payments** | |  |  | **£50,293.21** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account Ending 7717 | | | | |  |  |  |
|  | Balance as at 27 October 2022 | | |  | £28,135.49 | Cr |  |
| Barclays - Masham Parish Council - Current Account Ending 2096 | | | | |  |  |  |
|  | Balance as at 14 October 2022 | | |  | £27,243.46 | Cr |  |
| CCLA Public Deposit Sector Fund Account | | |  |  |  |  |  |
|  | Balance as at 30 September 2022 | | |  | £45,541.96 | Cr |  |
|  |  |  | Overall Total |  | £100,920.91 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 7th NOVEMBER 2022**

Correspondence for information/consideration etc

1. HBC – Notification of the consultation which includes questions on making the base rate of council tax the same across North Yorkshire and proposed changes to council tax for second homes. An opportunity people to let them know which services they feel are most important to them before the new council's budget is agreed and put forward their ideas for savings. Open until 23rd December at <https://letstalkny.commonplace.is/en-GB/proposals/survey-money/step1>
2. YLCA – Invitation from NALC for any comments to [chris.borg@nalc.gov.uk](mailto:chris.borg@nalc.gov.uk) by 17:00 on 10 November to the DLUHC Committee funding inquiry (The Levelling Up, Housing and Communities).

**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 & Thursday, 13:00–17:00 E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Chairman: Councillor Neil Pickard Clerk to the Council: Jen Hurford

**MINUTES 5th DECEMBER 2022**

**PRESENT:**

**Parish Council**: Cllr Colin Barker, Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Robert Greensit, Cllr Ian Johnson, Cllr Neil Pickard (Chairman), Cllr Ben Rodney (present from Item 4.6), Cllr Jane Vickery and Cllr Peter Weatherill, with Jen Hurford (Parish Clerk).

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

A minute’s silence was held in memory of the late County Cllr Margaret Atkinson.

**1. APOLOGIES**

1.1 Cllr Flo Grainger (Vice-chairman) and Cllr James Gregg.

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

2.1 Minutes of the Monthly Meeting held 7th November 2022. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that the Minutes be formally approved as a true and accurate record and that the Chair should sign the Minutes. All those who attended the meetings and who were present voted in favour. **Action: CLERK.**

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

3.1 Cllr Vickery declared an interest in Item 4.3.

**4. PLANNING APPLICATIONS:**

* 1. 22/03837/FUL - Land Between Maple Creek, Morton Row and The Methodist Chapel, Masham - Erection of 1 dwelling. Following discussion, it was **proposed** by Cllr Weatherill 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; the plan refers to the site as Plot 5, thus clarifying it is intended as the fifth property of the development; as there are already significantly sized properties on the four other plots, two semi-detached properties on this site would be much more appropriate. All those present voted in favour. **Action: CLERK.**
  2. 22/04340/FUL - St Marys Church, Market Place, Masham, HG4 4EQ - Change of use from agricultural land to form extension to existing graveyard. Following discussion, it was **proposed** by Cllr Broadley and **seconded** by Cllr Greensit that MPC supported the application. All those present voted in favour. **Action: CLERK.**
  3. 22/04446/DVCON – Westridge, Fearby Road, Masham, HG4 4ES - Application to remove condition 9 (occupancy restriction) of planning approval 84/01810/FUL for the erection of 1 no. 3 bedroomed bungalow and double garage. Following discussion, it was **proposed** by Cllr Greensit and **seconded** by Cllr Broadley that MPC had no objections to the application. All those present voted in favour. **Action: CLERK.**
  4. 22/11212/STNAME - Land Comprising Field At 422023 480727 Foxholme Lane, Masham- Application to name three streets as either Malting Road / Barley Road / Brewers Way OR Saxon Cross Road / Well Road / Enclosure Road and 48 dwellings. Following discussion, it was **proposed** by Cllr Ellis and **seconded** by Cllr Greensit for MPC to choose the option Malting Road / Barley Road / Brewers Way but with amendments to words as follows; ‘Maltings’ and ‘Brewer’s’. All those present voted in favour. **Action: CLERK.**
  5. 22/03845/FUL - Black Bull Yard, Stone Close, Red Lane, Masham, HG4 4HD - First floor extension onto existing dwelling to provide 2no. dwellings at Stone Close. (Revised Scheme). Following discussion, it was **proposed** by Cllr Ellis and **seconded** by Cllr Broadley for MPC to reiterate the response to the previous application. All those present voted in favour. **Action: CLERK.**
  6. Additional Planning Matters -A list of enforcements appears 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 cheque was **proposed** by Cllr Ellis and **seconded** by Cllr Johnson. All those present voted in favour and the schedule was approved. Details of the Council’s bank account balances are shown at Appendix B. **Action: CLERK.**

5.2 Online Banking. Progress on the required forms was awaited from Cllr Grainger. **Action: CLLR GRAINGER.**

5.3 Notice of Conclusion to Audit 2021/22. It was **proposed** by Cllr Ellis and **seconded** by Cllr Johnson to commit to another 3-year period with external auditors PKF Littlejohn and to publish the Notice of Conclusion now that it had been returned. All those present voted in favour. **Action: CLERK.**

5.4 Masham Sheep Fair Electricity Donation. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis to make an S137 donation back to the sheep fair for the £30 they gave towards electricity usage. All those present voted in favour. **Action: CLERK.**

5.5 Cheques to Cancel & Reissue. It was **proposed** by Cllr Broadley and **seconded** by Cllr Weatherill for the four signatories to sign a letter to Barclays to cancel the two cheques which had gone missing so that they could be reissued. All those present voted in favour. **Action: CLERK.**

**6. MASHAMSHIRE COMMUNITY OFFICE UPDATE**

6.1 Trustee, Paul Theakston, advised that £122 to 130k had been raised from the local community so far towards the purchase of the building, one application was being prepared and one already submitted for further grant monies. The deadline to raise monies was August 2023 and there was an option for a mortgage type grant nearer the time if required. It was agreed to the Chair and Clerk to meet with the MCO Manager in January to discuss the rental of the office. It was **proposed** by Cllr Johnson and **seconded** by Cllr Rodney to proceed with the Masham Directory 2023 ads with the MPC ad costing £29 and to have the Clerk’s out of office phone number and office hours added and the free Masham Market ad to have the office number changed for the Market Superintendent’s number. All those present voted in favour. The below report was circulated to Cllrs to prior to the meeting. **Action: CHAIR & CLERK.**

Mashamshire Community Office (MCO) Update to Masham Parish Council Prepared by MCO Manager 01/12/22 Our mission statement: The core purpose of the Mashamshire Community office is to promote and deliver a broad range of services and activities that further the interests of Masham and the Mashamshire community. What we do: www.visitmasham.com/masham-community-office Open hours: Monday-Saturday 10am-3pm. The library is open Monday-Friday 10am-3pm and Saturdays 10am-1pm. Update on plans to purchase 7 Little Market Place: The Police Fire Crime Commissioner is locating policing requirements within the fire station in Masham and as such intend to dispose of Masham police house. The police acknowledge the value Mashamshire Community Office provide to the community and have offered to sell the property to MCO for £215,000, recognising the building as a community asset. MCO have currently raised over half the amount required, £122,133.67 inclusive of pledges which is fantastic! It’s heart warming to know we are so well supported and valued by our community and considering we had our initial public meeting back in June, it astonishing that we’ve been able to raise so much in only 6 months! This of course includes our own reserves of £50,000 which we are able to contribute. Thank you to everyone that has donated and helped us raise this money! Our fundraising committee, MCO Forever are busy planning fundraising events for 2023 and our 100 club’s first draw takes place 7th December. We are now registered for Gift Aid and are registered with AmazonSmile and Easyfundraising as a charitable cause. We’re also a local cause with the Coop so please do register and choose us as your chosen cause to support. For more information on how to support us: www.visitmasham.com/want-to-support-yourcommunity. Thank you to our many supporters: www.visitmasham.com/our-supporters Challenges: • Currently short staffed (25% of employed team have been on leave since August) – MCO employ 4 staff, equivalent to just over 2 FTE posts. Beth started in post as Service Delivery Coordinator in October and has hit the ground running, settling into the role getting to know our volunteers, partners and getting to grips with the wide variety of services we provide to the community. We are finalising the 2023 Service Directory. • Financial challenges ahead. Overheads increased with utility costs more than doubling from December. Successes: • Library performing excellently! General Manager for Libraries across North Yorkshire commented, “the library in Masham is one of our stars with so much going in in such a small space I am constantly amazed and stunned!!” Our active borrowers are at 96% of what they were before Covid, issues are at 86% which is well above the North Yorkshire average. Christmas Reading challenge underway. • Residents e-newsletter circulated weekly to 730 subscribers continues to engage readers, Mashamshire Community Facebook group has over 1000 followers, Visit Masham page has over 3,000 followers. Instagram @visitmasham has almost 1000 followers. • Our volunteers are AMAZING and have gone above and beyond to help us! Currently have approx. 60 active volunteers. • Continue to connect community groups and local agencies and charities to maximise referrals and impact in community. CAB, MIND and Just B continue to use our space. • Formed Masham Futures network to explore ways of working together to benefit Masham and wider community. Includes Masham Town Hall, Sports Association, Peacock and Verity Community Spaces, Making of Mashamshire, Masham Neighbourhood Plan, Masham Primary School, Masham Parish Council, Wednesday Welcome, HOPE project, Methodist Church, St Mary’s Church, Snooker Club, Golf Club. Statistics: The figures are underreported but the graphs present trends.

Chart, line chart

Description automatically generated Chart, line chart

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We’d like to thank Masham Parish Council, the many community groups, businesses and members of the public that we are here to help for their patience and support during the coming months as we work hard to prioritise the purchase of our building. MCO Trustees: Paul Theakston (Chair), Susan Briggs, Marie-Christine Brummel, Judith Fuller, Prue Keigwin, Tim Klemz, Douglas Marr, Sue Palin, Gaynor Pearson, Hazel Wade.

**7. NEIGHBOURHOOD POLICING TEAM REPORT**

7.1 The Chair thanked PCSO Alison Swan for the monthly report provided below.

Ripon and Pateley Bridge NPT: Town and Parish Council Report

|  |  |
| --- | --- |
| Town or Parish | Masham Town Council |
| Report Completed By: | PCSO Alison Swan |
| Data Reporting Period: | 01/11/22 to 30/11/2022 |

Crime and ASB Data

|  |  |  |
| --- | --- | --- |
| Qualifier | No of Incidents |  |
| Anti-social behaviour | 0 |  |
| Environmental anti-social behaviour |  |  |
| Auto crime |  |  |
| Burglary |  |  |
| Criminal Damage |  |  |
| Theft | 1 | *22/11/22 theft of personal data via phone / computer* |
| Violence | 3 | *15/11/22 & 19/11/22 relate to two separate domestic incidents between the same persons.*  *18/11/22 this relates to a dog biting a person and is recorded as violence* |
| Public Order Incident |  |  |
| Fraud | 1 | *4/11/22 telephone scam call* |
| Suspect Circumstances |  |  |
| Alarm |  |  |
| Highway Disruption | 1 | *30/11/22 Grewelthorpe school problems with parking outside school at key times of day* |
| Road Traffic Collision | 2 | *05/08/22 motor bike hits car near Grewelthorpe slight injury to rider*  *26/08/22 co-op car park vehicle reversed into stationary vehicle no injury* |
| Natural Disaster |  |  |
| Wildlife |  |  |
|  |  |  |
| *TOTAL THIS PERIOD* | *8* |  |

7.2 PCSO Alison Swan touched on last weeks meeting with Swinton Estate and MPC and that it was looking more positive that SE would take action in the future if there was negative behaviour from the travellers on the Shooting Holme. They have suggested to attend upon their arrival to obtain details with either a letter or verbal information that they are welcome on the provision that they do not cause anti-social behaviour within the community. Sgt Davies would liaise with HBC’s department that deal with notices to get some advice on protocol and civil action would been SE fund the cost but then the police can assist to move the Travellers on. Once they arrive, SE will order a skip and intend to make several visits over their stay. PCSO Swan advised action can be taken against the more troublesome scenarios after 3 days. The Clerk had sent the contact of the bailiff company provided by Ripon Racecourse to the SE. Cllr Grainger had also expressed her concern over both officer’s lack of knowledge over the knife crime during their last visit and Cllr Weatherill confirmed the officer who attended and suggested speaking to the victim. Sgt Davies was looking into records. PCSO Swan advised of an ongoing incident on Gun Bank with damage to a vehicle being suspected as tampering and asked for locals to keep an eye and let her know of any similar incidences. The Chair asked if they could look into the vehicle that was being waited to be moved from the area of the square being worked on for the ECV points. A MoP enquired if cold calling was an offence. PCSO advised they would need to get a sticker for their window and that the police like to know as soon as they arrive via the 101 service and check for a pedlar’s licence, as they do prey on the elderly and vulnerable. She would leave some stickers for residents at the MCO.

**8. MARKET RISK ASSESSMENT, RULES & TARIFFS**

8.1 The Clerk had re-circulated the documents for review to Cllrs in readiness for them to meet in January to progress the updating of them. Cllr Johnson advised the Saturday Christmas market had been well attended but that there had been an issue of duplicated goods. He explained it is a free market, but this sort of thing normally ended with losing a trader. **Action: CHAIR, CLLRS ELLIS, GRAINGER & JOHNSON.**

**9. MAINTENANCE OF TITTYBOTTLE PARK & THE RECREATION GROUND**

9.1 Harrogate Borough Council had provided a plan highlighting the areas they had discontinued maintaining and it was advised a volunteer had been cutting the grass some of the area by the gas works. Cllr Broadley thought as the Shooting Holme was a village green there may be some legislation that HBC could be obligated to tend that area. Cllrs agreed to query this with HBC and to obtain advice from YLCA, as well as ask Ripon City Council their arrangements for Camp Close. It was agreed to obtain three quotes in sections, with Cllr Vickery to input on her contacts, ask MFJ Land Management, ask Kirkby Malzeard, Laverton & Dallowgill PC for their contact, ask Fearby’s team and the Golf Club if they would be interested in quoting. **Action: CLLR VICKERY & CLERK.**

**10. NEIGHBOURHOOD PLAN**

10.1 The Chair advised the £4,790 grant monies had been received and the key expenditure was for the consultant and also the consultation questionnaire. The first issue consisted of two simple questions to the aid devising a more detailed questionnaire. The Chair read out the ‘Steering Group Constitution’ document and Cllr Broadley to suggesting the spend figure to be altered to £200 and for the Chair to oversee that the project did not overspend. It was **proposed** by Cllr Ellis and **seconded** by Cllr Broadley to approve the document with the £200 spend limit. All those present voted in favour. The new questionnaire was ready, to be completed by 22nd December and it was asked for the Clerk to re-send the electronic version to Cllrs. **Action: CLERK.**

**PUBLIC INTERVAL**

1. A MoP requested the white lining from Foxholme Road onto Westholme Road at the bridge needed renewing and that there was no ‘Give Way’ sign over the bridge. The central white lines needed doing on Park Street and the junction markings to the Silver Street and White Bear. It was discussed that Highways had already taken action over the mud on Commonhead Lane but reported the verges and pavements were being damaged with vehicles mounting the pavements. **Action: CLERK.**
2. A MoP advised there were currently two defibrillators in Masham currently with one at the chapel and one on Little Market Place which were a fair distance from areas such as Gun Bank. Several MoP had achieved to gain permission for one to be installed at Nearly New Cashmere and were also trying for one at the new housing development, The cost was around £600 per unit plus the cabinets and fitting to the cost to £1400-1500 each from British Heart Foundation. The Pads needed to be replaced after every use and cost around £60, plus servicing. It was asked for MPC to consider funding the servicing and renewal of pads and Cllrs agreed in principle once progresses. The Clerk explained that donations needed to be approved annually. They were looking at unlocked units, but Cllrs warned to be cautions of these being tampered with. There would be training courses indue course and both units an both existing units would look to be registered with the emergency services. Cllrs suggested putting notices on the main noticeboards too to help MoP locate them.

**11. ADDITIONAL DEFIBRILLATORS**

11.1 This Item was covered in the Public Interval.

**12. KINGS CORONATION 6th MAY 2023**

12.1 Cllr Johnson felt an organising committee should be formed and suggested celebrations be held on the Saturday evening and Sunday and had already pencilled in the band ‘Doubtful Bottle’ again. It was asked for the Clerk to ask HBC if there would be any funds available towards this and Swinton Estate had also asked to be kept informed of plans. It was discussed the floats were popular at the Queens Platinum Jubilee and the fireworks and the coins had been the major expanse and cheaper memorabilia would be looked at. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Vickery to approve a budget of £3k and concentrate on the Saturday evening and Sunday daytime. All those present voted in favour. **Action: CLLR JOHNSON & CLERK.**

**13. MASHAM FLOOD PREVENTION**

13.1 Cllr Broadley explained HBC had advised they would send a mini digger to Maple Creek but there were still signs of lots of silt, so it was agreed for the Clerk to chase and reiterate that the weir needed taking out. The weeds had been cleared along the section of Swinney Beck alongside Westholme Road, but they had not de-silted under the bridge as NYCC did not consider this was required yet. The Chair had asked Swinton Estate to reinstate banking upstream from Fearby Road and to help push the quarry for the diversion. Cllr Grainger would help push at the meeting with the quarry on the coming Friday. The drains had been jetted along Fearby Road and Park Street and Cllr Blades would check the blocked drain that had been outstanding on Silver Street. **Action: CLLRS BLADES & GRAINGER & CLERK.**

**14. MARKET SQUARE NOTICEBOARD**

14.1 Cllr Johnson advised he was looking at suppliers for materials. **Action: CLLR JOHNSON.**

**15. ELECTRIC VEHICLE CHARGING POINTS**

15.1 The Chair advised there was a car parked in the coned off area delaying HBC’s progress and the PCSO was going to help locate the owner and Cllr Johnson offered to do a Facebook post too. The trench had been started for installation. It was hoped the base units would be in by the end of December and the points aimed to be fully functioning for the end of January. **Action: CLLR JOHNSON**

**16. SWINTON ESTATE QUARTERLY MEETING**

16.1 Most of the Items discussed at the recent meeting had already been discussed, but MPC had asked Swinton Estate to look at the footpath at Sandy Bay and another meeting had been scheduled for Thursday 2nd March. **Action: CHAIR, CLLR GRAINGER & CLERK.**

**17. PATH FROM THE KINGS HEAD YARD**

17.1 16 evidence forms had been returned to date and Cllr Vickery was going to keep rallying more people to complete the forms. It was agreed for the Clerk to print more and publicise again. **Action: CLLR VICKERY & CLERK.**

**18. POTENTIAL LIGHTING TO DRIVEWAY TO RECREATION GROUND**

18.1 Gregg Electrical were still to provide a revised quote and Green Energy were scheduled to fit the meter on 9th December and Cllr Ellis offered to be a point of contact should someone be required on site at the time. **Action: CLLR ELLIS.**

**19. HONESTY BOXES**

19.1 E Leathley & Son were awaited to carry out works to install the new boxes and Cllrs Ellis and Johnson would try to encourage this by the end of January for the market square box and the end of March for the bowling club box, otherwise an alternative quote should be sought. Cllr Johnson had circulated an example of a QR code option for electronic payments and it could also be looked at how HBC were going to take payments for the ECV points too. **Action: CLLRS ELLIS & JOHNSON.**

**20. HIGHWAYS MATTERS**

20.1 Matters to raise or chase with NYCC Highways department were;

a) Cllr Weatherill had seen a wagon parked on the pavement on Leyburn Road opposite the garage and it was asked for the Clerk to chase the double yellow lines. It was encouraged for Cllrs and MoP to take photographs of such incidents. **Action: CLERK.**

b) There was a pothole still outside the allotment entrance. **Action: CLERK.**

c) There were potholes on Westholme Crescent to Leyburn Close. **Action: CLERK.**

d) There was corrosion to the road outside the charity on Silver Street causing standing water which in turn was soaking the pavement. **Action: CLERK.**

e) Cllr Greensit reported trying to rod under the road where a spring was blocked on Ellington Lane by High Ellington Chapel, and it needed investigating. **Action: CLERK.**

f) The Chair encouraged Cllrs to keep reporting Highways matters via the NYCC portal in between meetings.

**21. WESTHOLME COURT PLAY AREA**

21.1 Cllr Grainger was still awaiting a response on the application for funding and would also push the matter with the quarry.

**22. PARISH CARETAKERS WORK**

22.1 Cllr Vickery suggested it may be worth offering the Masham Play Area mowing to David Lumley.

**23. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. North Yorkshire County Council – Invitation to town and parish councils to submit expressions of interest in managing services and assets on behalf of NYCC. The Chair advised that MPC had no assets of significance to manage so there was no real opportunity to make any profit, so suggested to see how others got on to which Cllrs agreed.
  2. Highways – Notification of Safer Roads Funds proposal for layby improvements along the A6108 for High and Low Ellington, with plans and consultation information form to return by 9th January 2023. It was **proposed** by Cllr Broadley and **seconded** by Cllr Weatherill to support this proposal and that in the following Item 23.3 too. All those present voted in favour. **Action: CLERK.**
  3. Highways – Notification of another Safer Roads Funds proposal for layby improvements along the A6108 near Masham, with plans and consultation information form to return by 9th January 2023. **Action: CLERK.**
  4. Police, Fire & Crime Commissioner – Notification of precept consultation 2023-2024open until midnight on Monday 16th January 2022 and available to complete at [www.TellCommissionerZoe.co.uk](http://www.tellcommissionerzoe.co.uk/) was given, to be completed by individuals. **Action: ALL CLLRS.**

**24. ANY OTHER BUSINESS**

24.1 Cllr Barker advised there was still an issue with bins being left out on Thorpe Road terrace and agreed for the Clerk to chase HBC and Highways. **Action: CLERK.**

24.2 Cllr Barker suggested railings be suggested for the problematic pavement opposite the garage on Leyburn Road and agreed for the Clerk to suggest this when chasing the lines. **Action: CLERK.**

24.3 Cllr Vickery relayed that a MoP had suggested a permanent Christmas tree for the town with solar powered lights which Cllrs noted.

24.4 The Clerk highlighted the benches and planters still needed returning to the square from outside the Town Hall.

24.5 The Chair advised the hedge at the allotments was overhung and Cllr Vickery advised this had recently been done and confirmed the Chair of Masham Allotments for future reference.

24.6 Cllr Weatherill request a SLOW on the road on Thorpe Road opposite Swinton Terrace near where the cars were parked for those coming into Masham into oncoming traffic as there had been a collision. **Action: CLERK.**

**25. DATE OF NEXT MEETING**

25.1 Monday 9th January 2023.

(Item 26 was held in private due to the nature of the content).

**CLOSURE:** The Meeting closed at 20:58pm.

Dated 03/01/2023

*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 MATTERS TO 5th DECEMBER 2022**

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCIL**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICATION | ACTION |
| Silverdale, 25 College Lane, Masham, HG4 4HE | Erection of outbuilding and installation of electric gates | 6th June update – Negotiations have failed to resolve this breach of planning, An Enforcement notice is to be served. 27th October – update that HBC are serving a notice and aim to by the end of the year. |
| Prospect House 28, Park Street, Masham, HG4 4HN | Potential unauthorised works to a listed building | Correspondence 9th November - The outcome of the investigation is as follows:- HBC have visited the site and it does appear that  two metal chimneys have been installed without the request listed building consent being obtained. HBC have written to the owner to request details of why this has occurred and to seek a resolution to the breach of planning control. The officer could not see any other works from the outside and has not been inside the property yet. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **FINANCE SCHEDULE** | |  | **APPENDIX B (1/2)** | |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 8th November to 5th December 2022** | | | | |  |  |  |
| Bordar House Teas - Part Payment of Rent of Cobbles | | | |  |  | £300.00 |  |
| Groundwork UK R/C - Neighbourhood Plan Grant | | | |  |  | £4,790.00 |  |
| Market Rents |  |  |  |  |  | £1,603.00 |  |
| Honesty Box |  |  |  |  |  | £1,615.00 |  |
|  |  | **Total receipts for the month** | | |  | **£8,308.00** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
| **(ii) Payments by cheque on 5th December 2022 for approval from Barclays - Masham Parish Council Account** | | | | | | | |
|  |  |  |  |  |  |  | **Cheque No.** |
| Eric Wilkinson, Litter Picker - November salary (Tax £45.00) | | | | |  |  | 101263 |
| Jen Hurford, Parish Clerk - November salary (Tax £12.20) | | | |  |  |  | 101264 |
|  |  |  | **Staff Salaries Total** | |  | **£1,216.80** |  |
| HMRC - PAYE |  |  |  |  |  | £57.20 | 101265 |
| PKF Littlejohn LLP - External Audit | | |  |  |  | £360.00 | 101266 |
| Masham Town Hall - Room Hire July & December (VAT £12.00) | | | | |  | £72.00 | 101267 |
| David Lumley - Rough cut 4 corners, Silver St steps, Dixon Keld steps, Leyburn Rd | | | | | | £150.00 | 101268 |
| Harrogate Borough Council - Annual Pay Area Inspections (VAT £24.40) | | | | | | £146.40 | 101269 |
| Cllr Blades - Reimburse for Winter Bedding Plants | | | |  |  | £33.50 | 101270 |
| Joneva - Christmas Market Sweet Bags S137 Donation | | | |  |  | £100.00 | 101271 |
| Clerk - Reimburse from Chair's Allowance Cllr Atkinson's Condolence Flowers | | | | | | £30.00 | 101272 |
| **Direct Debits** |  |  |  |  |  |  |  |
| Barclaycard - Card machine charges (VAT £7.00) | | | |  |  | £69.54 |  |
| Green Energy - Electricity (VAT £1.67) | | |  |  |  | £35.02 |  |
|  |  | **Total Payments** | |  |  | **£2,270.46** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account Ending 7717 | | | | |  |  |  |
|  | Balance as at 24 November 2022 | | |  | £12,904.23 | Cr |  |
| Barclays - Masham Parish Council - Current Account Ending 2096 | | | | |  |  |  |
|  | Balance as at 24 November 2022 | | |  | £803.46 | Cr |  |
| CCLA Public Deposit Sector Fund Account | | |  |  |  |  |  |
|  | Balance as at 31 October 2022 | | |  | £45,607.39 | Cr |  |
|  |  |  | Overall Total |  | £59,315.08 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 5th DECEMBER 2022**

Correspondence for information/consideration etc

1. North Yorkshire County Council – Invitation to town and parish councils to submit expressions of interest in managing services and assets on behalf of NYCC.
2. Highways – Notification of Safer Roads Funds proposal for layby improvements along the A6108 for High and Low Ellington, with plans and consultation information form to return by 9th January 2023.
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