**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place, Masham, Ripon, HG4 4DY

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

Office hours: Monday & Wednesday, 2 to 6pm. E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

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

**MINUTES 8TH JANUARY 2024**

**PRESENT:**

Parish Council: Cllr Colin Barker, Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Flo Grainger, Cllr Robert Greensit, Cllr James Gregg (present from Item 4), Cllr Ian Johnson (Vice-chairman), Cllr Neil Pickard (Chairman), Cllr Jane Place, Cllr Ben Rodney (present from Item 2) and Cllr Peter Weatherill, with Jen Hurford (Parish Clerk).

Present: 2 Members of Public (MoP).

**1. APOLOGIES**

1.1 County Cllr Felicity Cunliffe-Lister.

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

2.1 Minutes of the Monthly Meeting held 4th December 2023. It was proposed by Cllr Johnson and seconded by Cllr Ellis that the Minutes be formally approved as a true and accurate record and for the Chair to sign. All those at the meeting and who were present voted in favour. **Action: CLERK.**

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

3.1 Cllr Rodney declared an interest in Item 14.

**4. PLANNING MATTERS**

* 1. ZC23/04285/FUL | Lamb Hill Farm, Masham, HG4 4DJ | Change of use of land and conversion and extension of agricultural buildings to form five dwellings, with associated parking and gardens; extension of access track, demolition of existing roadside building and replacement with domestic garage block with stores. Following discussion, it was proposed by Cllr Grainger and seconded by Cllr Johnson that the Council had no objections to the application. All those present voted in favour. **Action: CLERK.**

4.2 ZC23/04196/LB | Valentine Cottage, Millgate, Masham, HG4 4EG | Installation of wood burning stove and flue. Following discussion, it was proposed by Cllr Johnson and seconded by Cllr Broadley that the Council did not object to or support the application but wished to make comments or seek safeguards as follows: If approval is given, the flue should be in black rather than in steel. All those present voted in favour. **Action: CLERK.**

4.3 ZC23/04347/FUL | 25 The Oaks, Masham, HG4 4DT | Demolition of existing conservatory and erection of single storey rear extension. Following discussion, it was proposed by Cllr Place and seconded by Cllr Broadley that the Council had no objections to the application. All those present voted in favour. **Action: CLERK.**

* 1. Additional Planning Matters - A list of decisions and enforcements appears at Appendix A.

**5. FINANCIAL MATTERS**

5.1.1 Advice of Receipts and Payments. Details are scheduled under Appendix B.

5.1.2 Acceptance of the Advice of Receipts and Payments via cheque or BACS once funds were accessible via the new bank account was proposed by Cllr Ellis and seconded by Cllr Grainger. All those present voted in favour. Details of the Council’s balances are shown at Appendix B. **Action: CLERK.**

5.2 Banking Accounts & Banking. It was confirmed all forms had been sent just after Christmas to Unity Bank to open the new account and contact from them was awaited.

5.3 Laptop Antivirus Subscription. Following discussion, it was proposed by Cllr Weatherill and seconded by Cllr Ellis renew the McAfee subscription again later that month for a 2-year term costing £129.99. All those present voted in favour. **Action: CLERK.**

**6. NEIGHBOURHOOD POLICING TEAM REPORT**

6.1 The following two reports from PCSO Swan 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: | 01/11/23 to 30/11/2023 |

Crime and ASB Data

|  |  |  |
| --- | --- | --- |
| Qualifier | No of Incidents |  |
| Anti-social behaviour nuisance |  |  |
| Auto crime |  |  |
| Burglary: |  |  |
| Criminal Damage | 2 | 07/11/23 damage to vehicle in Grewelthorpe  10/11/23 Damage to property Masham |
| Theft | 1 | 29/11/23 Theft of tools from work vehicle |
| Violence |  |  |
| Public Order Incident |  |  |
| Fraud | 1 | 11/11/23 Fraud reported |
| Suspect Circumstances | 2 | 11/11/23 suspicious male reported  19/11/23 Bike left on driveway that the property occupier did not own |
| Alarm |  |  |
| Highway Disruption | 1 | 09/11/23 parking problems reported Grewelthorpe |
| Road traffic no injury |  |  |
| Road Traffic Collision |  |  |
| Natural Disaster |  |  |
| Animal / Wildlife |  |  |
| TOTAL THIS PERIOD | 7 |  |

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: | 01/12/23 to 31/1/2023 |

Crime and ASB Data

|  |  |  |
| --- | --- | --- |
| Qualifier | No of Incidents |  |
| Anti-social behaviour nuisance |  |  |
| Auto crime |  |  |
| Burglary: |  |  |
| Criminal Damage | 2 | 07/11/23 Damage to car Grewelthorpe  10/11/23 damage to property |
| Theft |  |  |
| Violence |  |  |
| Public Order Incident |  |  |
| Fraud | 1 | 11/11/23 Fraud money lost by victim but bank may reimburse |
| Suspect Circumstances | 2 | 11/11/23 suspicious male reported  19/11/23 homeowner reports unknown bike/e scooter left on driveway |
| Alarm |  |  |
| Highway Disruption |  |  |
| Road traffic no injury |  |  |
| Road Traffic Collision |  |  |
| Natural Disaster |  |  |
| Animal / Wildlife |  |  |
| TOTAL THIS PERIOD | 5 |  |

6.2 Cllrs discussed the recent incidents of fuel being syphoned from tractors in the Fearby area. It was also noted that Acting Police Sergeant Pierre Olesqui had emailed to report a couple of times recently they had officers out in Masham looking for the drug use and dealing reported but were unable to find anything. He had requested where the issues were taking place and what sort of times so they could target a certain area rather than just driving around. The Clerk had relayed information already known and requested Cllrs email details to the Clerk to forward accordingly. All MoP were encouraged to report all incidences and suspicions to the Police. **Action: CLERK.**

**7. MASHAMSHIRE COMMUNITY OFFICE UPDATE & FACILITIES REVIEW**

7.1 Treasurer, Sue Palin, advised interviews were taking place that week for the vacancy of Information Services Co-ordinator It was discussed the lack of space for MCO staff and that MPC had agreed for the Clerk to swap office space to the old police room. As the IT was out of date in the building and equipment was to be updated soon, Sue asked what the need was for use of a PC now that the Clerk had use of the laptop for working from home. It was clarified they could not afford to reduce the rent at the review due in April should the PC not be required but were not looking to increase it either. Cllrs were in support of the Clerk using the laptop in the office rather than the office PC from the next rental period.

**8. MASHAM FLOOD PREVENTION**

8.1 Cllr Broadley had been in touch with Yorkshire Water over the waterlogged area on the Shooting Holme from the overflowing pipes. It was suspected the issue was from the drains up on Fearby Road and a blockage at Wellgarth Court forcing the water downstream. YW had assured the issue had been cleared and the water should subside, so Cllrs needed to monitor this. Cllr Broadley supplied a map of the pipework to the Shooting Holme in preparation of the groundworks being discussed later for the lighting at the Recreation Ground. The willow at the bottom of Dixon Keld steps had dropped debris which was blocking drains, and it was agreed for Cllr Place to instruct the Parish Caretakers to sweep and clear the area. In addition, Masham Bonfire Committee were aware of the remains of the bonfire still needing clearing but needed to wait for the ground to dry up to be able to gain access by vehicle. Sandbags had been distributed at the recent flood alerts by the Council and sandbagging volunteers, old sandbags had been refilled and stacked outside the storage building and the building itself tidied, although the MCLA long spire was back in and in the wrong place. It was reported Mr Jameson had written to the EA too. A MoP of Fearby Road had sent in a letter covering the issue and Cllr Broadley would give the Clerk points of contact at the various bodies to send this to. The EA were not forthcoming in addressing their areas of responsibility, nor giving permission to Swinton Estate to address theirs. Cllr Broadley had contacted the EA each time Swinney Beck was overtopping and drainage causing flooding. She had sourced YW’s list of sewage outspills in 2020-22, as per below, and the number of overspills into the River Burn at Masham Golf club was quite alarming. YW needed to be asked for more information and questioned as to what was being done. A MoP advised of a drain regularly overtopping at Swinton too which had been reported by multiple residents over a period of time. Cllr Broadley would draft a letter for the Clerk to send and the issue reported to Swinton Estate. Cllr Broadley was also due to meet with the manager of the MCO to review the list of vulnerable people on the Emergency Plan as it was now quite out of date. **Action: CLLR BROADLEY & CLERK.**

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**9. NEIGHBOURHOOD PLAN**

9.1 The Chair advised a shorter version of the questionnaire had successfully been circulated to the younger members of the community and there were in the region of 350 in total completed with 36 businesses consulted. The Planning Consultant would be giving guidance of which areas of information to focus on, and a group meeting was scheduled to progress the start of the draft plan. The Neighbourhood Plan Co-ordinator was thanked for all his hard work to get to this stage. **Action: CHAIR.**

**10. D DAY 80 6TH JUNE**

10.1 Cllr Johnson had researched the related website for guidance on events for the occasion and proposed an 8am proclamation by the Town Crier on the Thursday 6th and the lighting of the beacons. He had consulted with the one of the co-ordinators of the coronation/jubilee events and thought a band in the evening with a bar to help fund would be a good idea. It was noted the MCO were holding a family day on Saturday 8th and felt a parade and floats would also add to the occasion. Cllr Johnson would be at the forthcoming MCO Trustees meeting to liaise over plans. **Action: CLLR JOHNSON.**

**PUBLIC INTERVAL**

a) A MoP wished to discuss the Path to the Rear of the Kings Head, so Item 17 was brought forward.

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

17.1 The Clerk had sent the notices to the various landowners, but the MoP present also had rights over the land so would require a notice too which the Clerk would prepare and send. There were just enough adequate evidence forms, a minimum of 15 were required, signed and within the minimum 20 years’ timescale of use, to send to NYC with the application. The MoP advised more residents were still available to complete forms but had found them too complicated and Cllr Place offered to assist any needing help to complete these, blank copies of which would be left in the Clerk’s drawer of the MCO. It was discussed that maps and photos did show a path, but NYC had clarified were not required as they did not prove the right of way, hence why historical evidence of use had to be collated. It was assured that Cllr Place had spent a lot of time on behalf of MPC distributing these forms, assisting completion, and re-distributing those not correctly completed. The Chair suggested all forms be returned for final submission of all paperwork within the next 2 months. **Action: CLLR PLACE & CLERK.**

**11. MARKET MATTERS**

11.1 Cllr Grainger advised the Traders wished to continue the Sunday markets over 2024 from April to November on the first Sunday of every month and had requested an extra date for March. She would bring the proposal to the next meeting. There had been no fruit stalls at all for the last few weeks so if the regular Trader could not attend Saturday’s anymore the new fruit and veg Trader should be invited instead. The discount rents in January and February were being implemented and Cllr Grainger was compiling a spreadsheet of this and income to help the Clerk with the end of year accounts. The Christmas market had gone well and the window display competition successful. Cllr Gregg highlighted two volunteers currently putting out the cones and Cllrs discussed the concern that they were not employed by MPC and that it was the Market Superintendent’s role to bring them in. Traders were putting the cones away and market signs were being left on the cobbles. It was agreed for the Chair to discuss this further with the employee as the Council had a duty of care as the volunteers were not covered by their insurance. **Action: CHAIR, CLLR GRAINGER & CLERK.**

**12. HONESTY BOX QR CODE**

12.1 A small amount of donations continued to come via PayPal and the final poster was still awaited from Masham IT. It was agreed for the Clerk to design a poster, signed by the Chair and Clerk to show legitimacy, if this was not ready for the next meeting. **Action: CLLR JOHNSON & CLERK.**

**13. DAMAGED CAIRN**

13.1 Cllr Gregg would chase the contractor to proceed with the repair. **Action: CLLR GREGG.**

**14. LIGHTING TO RECREATION GROUND**

14.1 The second quote of £4,284 including VAT from JB Rodney Ltd was considered and the third quote from E Leathley & Son had been repeatedly requested but not provided. It was proposed by Cllr Weatherill and seconded by Cllr Broadley to proceed with Ben Rodney’s quote. The majority of those present voted in favour. Cllr Gregg would check with Gregg Electrical that their quote provided last year still stood to go ahead this summer. **Action: CLLR GREGG.**

**15. CHAIN OF OFFICE**

15.1 The Clerk had more Minute books to work through to collate the history of Chairs. **Action: CLERK.**

**16. ELECTRIC VEHICLE CHARGING POINTS**

16.1 NYC had been chasing the Chair to sign the agreement. The annual maintenance cost was not being exceeded currently and a profit not expected for around 5 years. NYC were still trying to arrange for MPC a £1 fee per vehicle charged but were threatening to remove the units if the agreement were not signed imminently. It was proposed by Cllr Johnson and seconded by Cllr Greensit for the Chair to go ahead and sign the agreement as it stood. All those present voted in favour. **Action: CHAIR.**

**18. UPDATE FROM COUNCILLOR FELICITY CUNLIFFE-LISTER**

18.1 None had been provided due to Cllr Cunliffe-Lister’s being on annual leave.

**19. HIGHWAYS MATTERS**

19.1 Matters to raise or chase with NYC Highways department were;

a) The road surface was breaking up towards Low Burton where the road floods. **Action: CLERK.**

b) Cllr Broadley requested the pavements on Fearby Road were cleaned. **Action: CLERK.**

c) A pothole on the road to Fearby outside the property past the entrance to Spelderbanks Farm was reported. **Action: CLERK.**

**20. ADDITIONAL GRASS CUTTING 2024**

20.1 The Clerk had circulated the following quotes to Cllrs prior to the meeting; HGM Group at £24k pa, MFJ Land Management at £5,810 excluding VAT, Morgan’s Estates Ltd at £5,650 excluding VAT and R&W Benson/Lumley Groundcare at £5,560 excluding VAT. It was proposed by Cllr Greensit and seconded by Cllr Place to proceed with the quote of £5,560 from R&W Benson/Lumley Groundcare. All those present voted in favour. **Action: CLERK.**

**21. PARISH CARETAKER WORK**

21.1 MoP had complained that the bus shelter on Little Market Place smelt badly of urine. Cllr Rodney kindly offered to clean it out with Jeyes fluid. **Action: CLLR RODNEY.**

**22. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. Long Course Weekend Global - Relating to a three-day sporting event where they swim on the Friday, cycle on the Saturday, and run on the Sunday, 6th to 8th September. Request to arrange a video call to discuss the opportunities the event brings. Cllrs agreed the Shooting Holme should be offered, not the market square, and the Chair volunteered to consult with them via the requested video call. **Action: CHAIR & CLERK.**
  2. North Yorkshire Council – Notification of Household Waste Recycling Centre survey they are encouraging all residents to complete. Open until 31st January at <https://www.northyorks.gov.uk/your-council/consultations-and-engagement/current-consultations/changes-household-waste-recycling-centres> was noted.
  3. Destination Harrogate – Queries about logistics during the cycle race on Saturday 7th September, such as potential for parking suspensions and use of market square had been covered in Item 22.1.

**23. ANY OTHER BUSINESS**

23.1 Cllr Gregg advised of a dangerous loose brick on the roof above the old Co-op on Park Street and it was agreed for the Clerk to inform the relative of the owner. **Action: CLERK.**

23.2 There was a bad puddle of standing water on the pavement by 7 Leyburn Road causing pedestrians to get soaked. **Action: CLERK.**

23.3 Cllr Place relayed complaints of the road surface causing a trip hazard to the lane to Black Bull Yard, but Cllrs discussed this was privately owned and assumed to be the responsibility of the properties along there. **Action: CLLR PLACE.**

23.4 The term on Bordar House Teas rental agreement regarding the 15 days of the year stated in case MPC required to do works was clarified and no action required. It was reminded for Bordar House Teas rent review, market rents and market rules to go on the next Agenda. **Action: CLERK.**

23.5 It was asked for the Clerk to chase NYC on the request to have the wheelie bins removed at the problematic row of terraces. **Action: CLERK.**

23.6 It was mentioned NYC had published the wrong dates for the festive period’s waste and recycling dates which had led to confusion.

23.7 The streetlight on the corner of Little Market Place near Broadley’s had been reported and temporarily fixed but gone out again. **Action: CLERK.**

23.8 The stile on the road to Low Burton previously discussed as a hazard had been damaged in a RTC and Cllr Grainger had consulted again with the landowner who had kindly agreed to put in a more recessed stile to improve safety of walkers climbing over near the road.

23.9 The Clerk still had to send the unsuccessful tenders for Westholme Court Play Area to Tarmac Ltd. Cllrs requested for this to be done asap so the area could be cleared and works started imminently. **Action: CLERK.**

**24. DATE OF NEXT MEETING**

24.1 Monday 5th February 2024.

**25. EMPLOYMENT MATTERS**

25.1 The vacancy for Relief Litter Picker still had to be advertised by the Clerk which Cllrs requested be done as soon as possible. **Action: CLERK.**

CLOSURE: The Meeting closed at 21:10pm.

Dated 22/01/2024.

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**APPENDIX A - MASHAM PARISH COUNCIL PLANNING MATTERS TO 8TH JANUARY 2024**

**PLANNING APPLICATIONS GRANTED/REFUSED BY NORTH YORKSHIRE COUNCIL**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| 23 The Oaks, Masham | ZC23/03556/FUL | Demolition of existing garage and erection of two storey side extension. | Granted subject to conditions |
| Orchard End, 7 Westholme Road, Masham | ZC23/03009/FUL | Change of use of garage to habitable accommodation to include external alterations to provide 1no. window to front elevation and bi-fold doors to the side elevation. | Granted subject to conditions |
| 7 Park Drive, Masham. | ZC23/04112/FUL | Demolition of existing garage, erection of side & rear extensions, alterations to fenestration. Formation of new access point & walling up existing access point. | Granted subject to conditions |
| Bellfield West, Fearby Road, Masham | ZC23/04085/HEDGE |  Removal of hedge to allow access for maintenance of old building & improved access to fields by large machinery. | Approved subject to conditions |
| Crowham House, 4 Church Street, Masham | ZC23/02753/LB | Demolition of single storey outbuilding. | Granted subject to conditions |

**PLANNING ENFORCEMENTS NOTIFIED BY NORTH YORKSHIRE COUNCIL**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICATION | ACTION |
| Silverdale, 25 College Lane, Masham | Erection of outbuilding & installation of electric gates | Update 14th November – The matter was dealt with by Andrew who left but did inform colleagues that the conservatory had been the subject of discussion with colleagues from the Development Management and Conservation sections. These were as a result of the submission of a planning application seeking consent for both the conservatory and the electric gates. The application did not become valid and was not determined. As such it did not become available in the public domain but was ‘finalised’ (effectively withdrawn) without being processed to the point of determination. The conservatory and electric gates remain as an unauthorised developments but officers did reach a view that the conservatory did not cause harm in planning terms warranting the commencement of enforcement action. An enforcement notice was issued regarding the gates and no further action taken concerning the conservatory.  Update 21st November - NYC identified that the Enforcement Notice concerning the sliding gate was not correctly served on all the interested parties in this matter, so have had no alternative but to withdraw the notice, which is now null and void. NYC have recently been in contact with the property owner who is keen to resolve this matter and have instructed them that unless they take action to satisfactorily deal with the gate the Enforcement Notice will be served to them in the New Year.  Update 8th January - No application submitted yet, so Case Officer has chased up the situation with the owner. |
| Land Comprising Field At 422023 480727 Foxholme Lane, Masham | Potential breach of condition 6 (HGV routing) (17/01057/OUTMAJ) | Communication received on 21 November 2023 which reports a possible breach of planning control.  Update requested 8th January. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **FINANCE SCHEDULE** | |  | **APPENDIX B** |  |
| **RECEIPTS** |  |  |  |  |  |  |
| **(i) Advice of receipts from 6th November 2023 to 8th January 2024** | | | | |  |  |
| Honesty Box Takings & Market Rents taken in cash | | | |  |  | £2,727.16 |
|  |  | **Total receipts for the month** | | |  | **£2,727.16** |
| **PAYMENTS** |  |  |  |  |  |  |
| **(ii) Online payments & cheques to authorise once Unity Bank Account open** | | | | | |  |
| HMRC - PAYE |  |  |  |  |  | £82.20 |
| Masham Community Bonfire - S145 donation to insurance cover | | | | |  | £1,870.40 |
| T&R Theakston Ltd - Finger post barrel planter (VAT £10.83) | | | | |  | £65.00 |
| Mashamshire Community Office - Rent & office services July to September | | | | | | £446.40 |
| Masham Town Hall - Oct, Nov & Enviro Agency meeting room (VAT £16.80) | | | | | | £100.80 |
| David Lumley - September parish caretaker & grass cutting | | | | |  | £275.00 |
| Mrs Ruth Benson - October parish caretaker & grass cutting | | | | |  | £200.00 |
| North Yorkshire Citizens Advice & Law Centre - S137 donation | | | | |  | £500.00 |
| Reimburse Cllr Blades - Bedding plants (VAT £7.22) | | | |  |  | £53.30 |
| Reimburse Cllr Pickard - Six months Jotform subscriptions | | | | |  | £224.42 |
| Masham Jubilee Boules Club - S137 donation | | | |  |  | £500.00 |
| Mashamshire Community Office - Rent & office services July to September | | | | | | £416.90 |
| Masham Town Hall - Dec meeting room (VAT £6.00) | | | |  |  | £36.00 |
| Mrs Ruth Benson - November parish caretaker & grass cutting | | | | |  | £275.00 |
| MFJ Land Management Ltd - 2022 grass cutting, gritting, moles, clearing snow (VAT £333.00) | | | | | | £1,998.00 |
| MFJ Land Management Ltd - Supply & level 5 tonnes hardcore at Bowling Club car park (VAT £35.00) | | | | | | £210.00 |
| D3 Office Group - Ink cartridges (VAT £6.44) | | |  |  |  | £38.66 |
| Sycamore Nook Therapets - 4 hour sheep & pony Xmas market exhibition | | | | | | £150.00 |
| Market Superintendent - Quarterly phone allowance | | | |  |  | £30.00 |
| Clerk - Quarterly homeworking allowance | | |  |  |  | £65.00 |
| Blachere Illumination UK Ltd (VAT £ 92.00) | | |  |  |  | £552.00 |
| **Staff salaries paid from cash Honesty Box & Market Rents** | | | |  |  |  |
| Eric Wilkinson, Litter Picker - September salary (Tax £68.40) | | | | |  |  |
| Eric Wilkinson, Litter Picker - October salary (Tax £68.40) | | | |  |  |  |
| Jen Hurford, Parish Clerk - October salary (Tax £13.80) | | | |  |  |  |
| Jen Hurford, Parish Clerk - November Salary (Tax +£96.80) | | | | |  |  |
|  |  |  | **Staff Salaries Total** | |  | **£2,727.16** |
| **Staff salaries to authorise payment from cash receipts or online once Unity Bank account open** | | | | | |  |
| John Todd, Market Superintendent - Quarterly salary Oct/Nov/Dec (Tax TBC) | | | | | |  |
| Eric Wilkinson, Litter Picker - December salary (Tax £TBC) | | | | |  |  |
| Eric Wilkinson, Litter Picker - November salary (Tax £TBC) | | | | |  |  |
| Jen Hurford, Parish Clerk - December salary (Tax £TBC) | | | |  |  |  |
|  |  |  | **Staff Salaries Total** | |  | **£2,991.69** |
| **Direct Debits Awaited** | |  |  |  |  |  |
| Worldpay - Card machine October | | |  |  |  | £10.00 |
| Barclaycard - Card machine October (VAT £4.00) | | | |  |  | £40.29 |
| Worldpay - Card machine November (VAT £2.50) | | | |  |  | £25.00 |
| Barclaycard - Card machine November (VAT £4.00) | | | |  |  | £32.90 |
|  |  | **Total Payments** | |  |  | **£13,916.12** |
| BANK BALANCES |  |  |  |  |  |  |
| Barclays Cheque Awaiting to be Cashed into Unity Bank | | | |  | £32,711.06 | Cr |
| CCLA Public Deposit Sector Fund balance 31st December 2023 | | | | | £37,693.08 | Cr |
|  |  |  | **Overall Total** |  | **£70,404.14** | Cr |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 8TH JANUARY 2024**

**Correspondence for information/consideration etc**

1. Long Course Weekend Global - Relating to a three-day sporting event where they swim on the Friday, cycle on the Saturday and run on the Sunday, 6th to 8th September. Request to arrange a video call to discuss the opportunities the event brings.
2. North Yorkshire Council – Notification of Household Waste Recycling Centre survey they are encouraging all residents to complete. Open until 31st January at <https://www.northyorks.gov.uk/your-council/consultations-and-engagement/current-consultations/changes-household-waste-recycling-centres>
3. Destination Harrogate – Queries about logistics during the cycle race on Saturday 7th September, such as potential for parking suspensions and use of market square.

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place, Masham, Ripon, HG4 4DY

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Office hours: Monday & Wednesday 2 to 6pm. E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Chair: Councillor Neil Pickard. Clerk to the Council: Jen Hurford

**MINUTES 5TH FEBRUARY 2024**

**PRESENT:**

Parish Council: Cllr Colin Barker (present from Item 4.2), Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Flo Grainger, Cllr Robert Greensit, Cllr James Gregg, Cllr Ian Johnson (Vice-chairman), Cllr Neil Pickard (Chairman), Cllr Jane Place, Cllr Ben Rodney (present from Item 11) and Cllr Peter Weatherill, with County Cllr Felicity Cunliffe-Lister (present for Items 20 & 21) and Jen Hurford (Parish Clerk).

Present: 3 Members of Public (MoP).

**1. APOLOGIES**

1.1 There were no apologies made.

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

2.1 Minutes of the Monthly Meeting held 8th January 2024. It was proposed by Cllr Johnson and seconded by Cllr Ellis that the Minutes be formally approved as a true and accurate record and for the Chair to sign. All those at the meeting and who were present voted in favour. **Action: CLERK.**

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

3.1 Cllr Weatherill declared an interest in Item 8.

**4. PLANNING MATTERS**

* 1. ZC24/00136/FUL| High Mains, Masham, HG4 4PS | Erection of a steel portal frame agricultural building for the housing of calves. It was proposed by Cllr Johnson and seconded by Cllr Ellis that the Council supported the application. All those present voted in favour. **Action: CLERK.**

4.2 Additional Planning Matters - A list of decisions and enforcements appear at Appendix A.

**5. FINANCIAL MATTERS**

5.1.1 Advice of Receipts and Payments. Details are scheduled under Appendix B.

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

5.1.3 The Chair highlighted monies coming in to PayPal from the QR Code for honesty box should also be added to Appendix B, which was currently at £39.26. **Action: CLERK.**

5.2 Banking Accounts & Banking. The application with Unity Bank was underway with copies of the last 6 months bank statements requested and sent. Duplicate ID in colour were required for two of the Councillors and provided that day for the Clerk to post off imminently. **Action: CLERK.**

5.3 Consideration S137 Donation for Mashamshire Litter Busters’ Signage. The group had requested one or two new warning safety signs for their litter picks at a cost of £36.54 including VAT and delivery, or £68.34 for two. It was proposed by Cllr Johnson and seconded by Cllr Ellis to make an S137 donation to fund two signs. All those present voted in favour. It was recommended the group also try Fox’s Signs first for an alternative price too. **Action: CLERK.**

5.4 Graveyard Extension Planning Application Fee. It was recapped that the originally fee put forward by the church and approved to be paid by MPC was £283.59 with the application to be put under MPC’s name so that 50% off the fees could be saved because of being a local authority body. The final invoice was then paid by MPC for £530.69 consisting of Johnson Clark’s fees of £225 plus VAT and £260.69 for the planning expenses. It transpired 50% of the fee was never due to be reimbursed as the right box was not ticked on the application to qualify MPC for this. It was proposed by Cllr Place and seconded by Cllr Broadley to fund on this occasion to accept the error and fund the full planning fee of £260.69, but to request back the fees which had not been divulged or approved for payment by way of a refund of the £225 plus VAT. All those present voted in favour.  **Action: CLERK.**

5.5 Laptop Microsoft Office 365 Subscription. Following discussion, it was suggested the Clerk query with the Manager of the MCO as to if MPC would be applicable for the 10 free licences for which they had qualified. It was proposed by Cllr Greensit and seconded by Cllr Broadley that if this was not achievable, to renew the subscription again for the 1-year term costing £79.99. All those present voted in favour. **Action: CLERK.**

**6. NEIGHBOURHOOD POLICING TEAM REPORT**

6.1 There had been no report provided.

**7. MASHAMSHIRE COMMUNITY OFFICE UPDATE**

7.1 Treasurer, Sue Palin, advised an employee had been appointed as Information Services Co-ordinator and was due to start in the next few weeks. The 2024 directories were due to be distributed over the next month with a leaflet aimed at newer residents explaining what the key organisations in the town were. This included explaining volunteer’s contributions and how to get involved, which the Chair had already checked the wording of. Packs were suggested for Mop and Cllrs to pop in for when new residents moved to the parish. Cllr Broadley was meeting the MCO manager on 6th February to update the Emergency Plan and vulnerable residents and requested if the circulation of this could be incorporated with the MATT directory being distributed, to which the MCO agreed. Plans were commencing for the fun day to co-ordinate with the D-day weekend. **Action: CLLR BROADLEY.**

**8. BORDAR HOUSE TEAS RENT REVIEW**

8.1 The Chair recapped for the financial year 2023-24, the rent had been £5 per day for 180 days over the high season and £3 per day for 150 days during the low season. Following discussion, it was proposed by Cllr Gregg and seconded by Cllr Johnson to make an increase to the high season only to £6 per day for the 180 days and remain at £3 per day for the 150 days of the low season. The majority of those present voted in favour. **Action: CLERK.**

**9. MARKET TARIFFS & MARKET RULES**

9.1 The Chair advised the current tariffs for up to a 12-foot stall was £16 during the high season and £10 during the low season. Following discussion, it was proposed by Cllr Greensit and seconded by Cllr Place to make an increase to the high season only to £18, with the additional footage rate to remain the same. The majority of those present voted in favour. A complaint from a local business had come in advising the cones were at times being put out before 1pm the day before markets and signs were not always being put away, thus affecting their business. The official time to cone was clarified as 3pm so Cllrs would monitor this moving forward. Cllr Greensit explained in the run-up to the Sheep Fair how hard it was to get visitors to clear the square. Cllrs agreed for the Market Rules to remain the same but just to ensure wording like; All items must be sold as per Trading Standard regulations. **Action: CLERK.**

**10. ADDITIONAL MARKETS**

10.1 Cllr Grainger advised of the Sunday 2024 dates proposed by Traders as: 3rd March, 7th April, 12th May, 2nd June, 7th July, 4th August, 1st September, 6th October and 3rd November, with Saturday 7th December as the Christmas market. Following discussion, it was proposed by Cllr Ellis and seconded by Cllr Greensit to agree to the dates from April to October. The majority of those present voted in favour. As parking on market days could be difficult, Cllr Wetherill suggested more effort was made to fill more of the centre of the square with stalls so that additional parking space could be made on the outside, Cllr Grainger advised this was done on a Wednesday and most Saturdays but would relay this to the Market Superintendent. Procters were threatening to take away the ’No Cycling’ signs which had not been paid for due to the ongoing matter of Procters Coaches not accepting responsibility for their coach damaging the Tour de Yorkshire cairn, but Cllr Grainger advised the signs had been provided by a different department. It was proposed by Cllr Weatherill and seconded by Cllr Ellis to pay the invoice for the signs if the payee on the invoice was a different name to Procters Coaches. The majority of those present voted in favour. **Action: CLLR GRAINGER & CLERK.**

**11. LONG COURSE WEEKEND**

11.1 The Chair advised having met with the event organiser, Scott Powell, and NYC’s John McGivern, with the Clerk and had since raised at the recent Masham Business Connections meeting the proposal of Masham hosting the whole event from 6th to 8th September, not just the bike feed station on the 7th as originally requested. Sponsors of the event were the Black Sheep Brewery, and the current host was outlined as Pateley Bridge. Registrations opened on the Thursday, Friday was the swimming event at Grimwith Reservoir, Saturday was the cycling event and Sunday running both to and from Fountains Abbey. The event attracts four groups of athletes; swimmers, cyclists, runners and triathletes, and participants could choose events and between long and short distances. Events had been held across the world with one in the UK at Tenby, Wales, making this 2024 one the second event in the UK. Locals at the MBC meeting had been supportive, the Chair had not seen any other events the dates clashed with, it was after the school holidays and would hopefully bring repeat business to the town and area. Groups could gain income by volunteering to help with tasks such as parking and local landowners could look into hosting pop-up campsites. The event organisers would aim to incorporate the local businesses and promote the region both nationally and internationally. They would require using the Shooting Holme and a section of the market square to promote the branding ‘Yorkshire’ and would not require any financial contribution to the event, only the support of the community. It was proposed by Cllr Ellis and seconded by Cllr Grainer to agree to Masham hosting the whole event. All those present voted in favour, so the Chair would relay this to the event organiser. **Action: CHAIR.**

**12. MASHAM FLOOD PREVENTION**

12.1 Cllr Broadley was credited for her recent letters to Yorkshire Water, the Environment Agency and North Yorkshire Council over the ongoing flooding issues and the sewage overspills near Swinton. Cllr Broadley explained findings and actions at the most recent floodings, with Swinney Beck breaking its banks higher upstream this time. Cllrs were thanked for their volunteer sandbagging duties. Fearby Road’s drains were blocked again already. Flood defence suggestions and blocked gulley cleaning were being chased. It was requested for Rodney’s to quote to seal the snicket on Fearby Road. Water was still coming out of the three pipes on to the Shooting Holme, the quarry needed to keep being pushed from all parties including Swinton Estate, NYC, and the EA. The next meeting with them was 10th April. Highways had been disappointed traffic continued through the recent Road Closed signs after Masham Bridge and the Chair reiterated people should not go through these and would request more substantial barriers in the future. It was asked for the Clerk to chase highways to fix the culvert under the road as the road continued to subside and the manhole cover on the right is raised as you leave Masham after the bridge. **Action: CLLR BROADLEY & CLERK.**

**PUBLIC INTERVAL**

a) A MoP highlighted the town was short on places to eat on a nighttime, however, the Squid & Tonic had been selling on the street outside the Town Hall, not far from local cafes and pubs, during the day 10am to 3pm. Whilst they welcomed this in the evening it was not fair on the local businesses open already for food and so would relay this to the Town Hall. It was requested for MPC to help promote local cause and natters too, such as the school needing support and it was asked for details to be sent to either the Clerk or Cllr Johnson to put on the Facebook page. **Action: CLERK & CLLR JOHNSON.**

b) A MoP commended the support from the Market Superintendent to the market and town and requested he be given support as he was popular with the locals. Cllrs welcomed this input.

**13. MASHAMSHIRE CHRISTMAS LIGHTS ASSOCIATION**

13.1 A response from MPC’s insurers was awaited to clarify what cover was held for the group’s activities. **Action: CLERK.**

**14. ASSET REGISTER**

14.1 The Clerk had been unable to locate a breakdown of the original Asset Register so had obtained a blank template from the insurers and YLCA to start collating an up-to-date version. It was discussed whether all the benches had been returned after the Parish Caretakers had been replaced and Cllr Place offered to undertake this. **Action: CLLR PLACE & CLERK.**

**15. NEIGHBOURHOOD PLAN**

15.1 The Chair advised a meeting had been held mid-January and a meeting held too with the Planning Advisor. It had been questioned if more affordable housing was needed and there was a free survey to help work out how many were needed. Cllrs inputted there was a need for locals. They aimed to start building the draft plan by the end of March. **Action: CHAIR.**

**16. D DAY 80 6TH JUNE**

16.1 Cllr Johnson had attended the MCO’s meeting regarding the fun day and Masham Sports Association, the tennis club, the bowls club, cricket club and the boules club all set to get involved, with maybe some football too. The MSA were keen to host a BBQ on the evening. MPC had suggested a band for a Saturday evening but there was a comedian on at the Town Hall, so Cllrs suggested this could be put on down at the Shooting Holme. **Action: CLLR JOHNSON.**

**17. HONESTY BOX QR CODE**

17.1 The Clerk had designed and circulated a poster, to be signed by the Chair and Clerk. Cllr Johnson had a few amendments to make, and Cllrs agreed to start off by displaying it on both sides of the noticeboard. **Action: CLLR JOHNSON & CLERK.**

**18. DAMAGED CAIRN**

18.1 Cllr Gregg would chase the contractor again to proceed with the repair. **Action: CLLR GREGG.**

**19. CHAIN OF OFFICE**

19.1 The Clerk had finished collating the history of Chairs and would produce a design for approval at the next meeting. Cameo Engraving Co in York was suggested as a suitable shop to do the work. **Action: CLERK.**

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

20.1 The Chair would chase the final applications expected in with the aim for all documents to be sent off to NYC after the March meeting. **Action: CHAIR & CLERK.**

**21. UPDATE FROM COUNCILLOR FELICITY CUNLIFFE-LISTER**

21.1 The Chair congratulated Cllr Cunliffe-Lister on her nomination to stand as the Liberal Democrat Party nominee for York & North Yorkshire Mayor in the May election. Her report was circulated as per the copy attached to the hard copy of the Minutes. She offered to help facilitate meetings with individuals following Cllr Broadley’s recent letters regarding flooding. The Chair notified her of the plans to host the Long Course Weekend, relayed the issues surrounding the road closure after Masham Bridge and Cllr Greensit advised the alternative route was not suitable for HGVs.

**22. HIGHWAYS MATTERS**

22.1 Matters to raise or chase with NYC Highways department were;

a) The breaking surface towards Low Burton where the road floods needed chasing. **Action: CLERK.**

b) It was requested to repair and extend the pavement in front of Avenue Cottage. **Action: CLERK.**

c) It was requested for the pavements along The Avenue to be cleaned. **Action: CLERK.**

d) It was requested for the pavements to High Burton to be cleaned. **Action: CLERK.**

e) The water flowing down the road at High Burton was asked to be chased. Yorkshire Water had denied responsibility, but Cllrs advised their tank higher up was then flowing on to the landowner’s land. **Action: CLERK.**

f) Red Lane has had multiple potholes and breaking up along the full length. **Action: CLERK.**

g) The verges and kerbs on the Fearby Road/Westholme corners and opposite Jamesons were continuing to be damaged, and a long-term solution was required.  **Action: CLERK.**

h) The introduction of yellow lines up Leyburn Road needed chasing.  **Action: CHAIR.**

**23. PARISH CARETAKER WORK**

23.1 The Clerk still had to notify the outcome of the additional grass cutting. Cllr Place would speak to D Lumley and R Benson to see it they would be interested in picking up the areas highlighted in Highways Urban Grass Cutting proposal for the Clerk to schedule on the next Agenda. Cllr Place would chase MFJ Land Management to undertake the works scheduled to Tittybottle Park by the end of March. **Action: CLLR PLACE & CLERK.**

**24. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. NYC – Notification of a new grant that could help make your home warmer was noted. The Home Upgrade Grant phase 2 can be used for improvements to homes that also have poor quality insulation and inefficient heating systems. More information at [www.northyorks.gov.uk/hug2](http://www.northyorks.gov.uk/hug2)
  2. Ebor Morris Bagman – Request for the Morris team to do some dancing in the afternoon in the town, somewhere like the market square, or outside the Town Hall. They are visiting Masham on Saturday 7th September 2024. Cllrs were in support of this and suggested outside the Town Hall.
  3. Uredale Glass – Letter requesting to reinstate use of market square noticeboard. Cllrs agreed and had already commissioned two new maps via Cllr Blades to go in.
  4. NYC – Offer for MPC to undertake the highway grass cutting in 2024/25 for Masham, Burton-on-Yore and Ellington High and Low was discussed in Item 23.

**25. ANY OTHER BUSINESS**

25.1 The new keys cut for the storage building were distributed and signed for by the Cllrs who required them.

25.2 Cllr Gregg advised the ginnel to Westholme Court Play Area was not accessible by push chair and Cllrs asked Cllr Rodney to look into this when quoting for the flood defence and to quote to widen the access with a child safe sort of fence. **Action: CLLR RODNEY.**

25.3 Cllr Gregg was thanked for dismantling the play items at Westholme Court Play Area.

25.4 A tree was down by the gas house and needed reporting to the gas board. **Action: CLERK.**

25.5 The new white posts off The Avenue put in by Swinton Estate were too wide apart and more needed putting in. **Action: CLERK. (more had been put in immediately after the meeting)**

25.6 It was highlighted by Cllr Weatherill the traffic, damage and noise from housing estates being built were not considered whilst Cllrs contemplated Planning Applications.

25.7 The metal bands around the half barrel on Little Market Place were coming loose and Cllrs Ellis and Johnson offered to look at these to secure. **Action: CLLRS ELLIS & JOHNSON.**

25.8 Cllr Grainger asked if MPC would fund a replacement banner for Masham Market and Cllr requested a quote. **Action: CLLR GRAINGER.**

25.9 Cllr Grainger would ask the fire brigade to retrieve the play item blown up high into a tree off Silver Street. **Action: CLLR GRAINGER.**

**26. DATE OF NEXT MEETING**

26.1 Monday 4th March 2024.

**27. EMPLOYMENT MATTERS**

27.1 A possible new Relief Litter Picker had shown an interest in the role, and it was agreed for the Clerk to make contact for formal consideration at the next meeting. **Action: CLERK.**

CLOSURE: The Meeting closed at 21:35pm.

Dated 28/02/2024.

*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 FEBRUARY 2024**

**PLANNING APPLICATIONS GRANTED/REFUSED BY NORTH YORKSHIRE COUNCIL**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| Marfield Barn Garage, Leyburn Road, Masham | ZC23/03955/FUL | Erection of 1no. Holiday Cabin (Revised scheme). | Granted subject to conditions |
| 25 The Oaks, Masham, HG4 4DT | ZC23/04347/FUL | Demolition of existing conservatory and erection of single storey rear extension. | Approved subject to conditions |

**PLANNING ENFORCEMENTS NOTIFIED BY NORTH YORKSHIRE COUNCIL**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICATION | ACTION |
| Silverdale, 25 College Lane, Masham | Installation of electric gates | Update 1st February - A retrospective application with revised design for the gate was submitted on Monday 29th January and being validated to ensure all the necessary information has been provided. The case number will be ZC24/00293/FUL, but it may be a few weeks before a site notice is posted. |
| Land Comprising Field At 422023 480727 Foxholme Lane, Masham | Potential breach of condition 6 (HGV routing) (17/01057/OUTMAJ) | Update 31st January - Due to workload the Case Officer had not been able to look into this case much yet but will request the concerned resident keeps a record of breaches and raise it with the developer in the next few days. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **FINANCE SCHEDULE** | |  | **APPENDIX B** |  |
| **RECEIPTS** |  |  |  |  |  |  |
| **(i) Advice of receipts from 9th January to 5th February 2024** | | | | |  |  |
| Honesty Box Takings & Market Rents taken in cash | | | |  |  | £758.33 |
|  |  | **Total receipts for the month** | | |  | **£758.33** |
| **PAYMENTS** |  |  |  |  |  |  |
| **(ii) Online payments & cheques to authorise once Unity Bank Account open** | | | | | |  |
| Mashamshire Community Office - Directory 2024 entries | | | |  |  | £79.00 |
| Masham Town Hall - January meeting room (VAT £6.00) | | | |  |  | £36.00 |
| Mrs Ruth Benson - January parish caretaker & bench painting | | | | |  | £675.00 |
| Reimburse Cllr Pickard - Jan to Feb Jotform subscription | | | |  |  | £36.89 |
| Reimburse Cllr Ellis - Paint for railings (VAT £3.33) | | | |  |  | £19.99 |
| Reimburse Clerk - 4x storage building keys cut (VAT £3.75) | | | | |  | £22.50 |
| Reimburse Clerk - McAffee laptop antivirus 2yr subscription | | | | |  | £129.99 |
| **Staff salaries paid from cash Honesty Box & Market Rents** | | | |  |  |  |
| Jen Hurford, Parish Clerk - December Salary (Tax £0.00) | | | |  |  |  |
|  |  |  | **Staff Salaries Total** | |  | **£758.33** |
| **Staff salaries to authorise payment from cash receipts or online once Unity Bank account open** | | | | | |  |
| Eric Wilkinson, Litter Picker - January salary (Tax £TBC) | | | |  |  |  |
| Jen Hurford, Parish Clerk - January salary (Tax £TBC) | | | |  |  |  |
|  |  |  | **Staff Salaries Total** | |  | **£1,390.48** |
| **Direct Debits Awaited** | |  |  |  |  |  |
| Barclaycard - Card machine December (VAT £4.00) | | | |  |  | £24.00 |
|  |  | **Total Payments** | |  |  | **£3,172.18** |
| BANK BALANCES |  |  |  |  |  |  |
| Barclays Cheque Awaiting to be Cashed into Unity Bank | | | |  | £32,711.06 | Cr |
| CCLA Public Deposit Sector Fund balance 31st December 2023 | | | | | £37,693.08 | Cr |
|  |  |  | **Overall Total** |  | **£70,404.14** | Cr |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 5TH FEBRUARY 2024**

**Correspondence for information/consideration etc**

1. NYC – Notification of a new grant that could help make your home warmer. The Home Upgrade Grant phase 2 can be used for improvements to homes that also have poor quality insulation and inefficient heating systems. More information at [www.northyorks.gov.uk/hug2](http://www.northyorks.gov.uk/hug2)
2. Ebor Morris Bagman – Request for the Morris team to do some dancing in the afternoon in the town, somewhere like the market square, or outside the Town Hall They are visiting Masham on Saturday 7th September 2024, as part of their 50th birthday celebrations and visiting Black Sheep Brewery in the morning.
3. Uredale Glass – Letter requesting to reinstate use of market square noticeboard.
4. NYC – Offer for MPC to undertake the highway grass cutting in 2024/25 for Masham, Burton-on-Yore and Ellington High and Low.

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place, Masham, Ripon, HG4 4DY

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

Office hours: Monday & Wednesday 2 to 6pm. E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Chair: Councillor Neil Pickard. Clerk to the Council: Jen Hurford

**MINUTES 4TH MARCH 2024**

**PRESENT:**

Parish Council: Cllr Colin Barker, Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Flo Grainger, Cllr Ian Johnson (Vice-chairman), Cllr Neil Pickard (Chairman), Cllr Jane Place, Cllr Ben Rodney and Cllr Peter Weatherill, with County Cllr Felicity Cunliffe-Lister (present for Items 12 to 20) and Jen Hurford (Parish Clerk).

Present: 3 Members of Public (MoP).

**1. APOLOGIES**

1.1 Cllr Robert Greensit and Cllr James Gregg.

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

2.1 Minutes of the Monthly Meeting held 5th February 2024. It was proposed by Cllr Ellis and seconded by Cllr Grainger that the Minutes be formally approved as a true and accurate record and for the Chair to sign. All those at the meeting and who were present voted in favour. **Action: CLERK.**

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

3.1 Cllr Rodney declared an interest in Item 16.

**4. PLANNING MATTERS**

* 1. ZC23/04461/FUL & ZC23/04462/LB | Ivy Dene, 25 Market Place, Masham | Minor internal alterations to create new door opening, including new bathroom suite with associated updating of electrical and plumbing systems. Repairs to timber floors, replacement utility room, new garden shed and lightweight timber screens to existing stone boundary wall. It was proposed by Cllr Broadley and seconded by Cllr Ellis that the Council had no objections to the application. All those present voted in favour. **Action: CLERK.**
  2. ZC24/00365/DVCMAJ | W E Jameson & Son Limited, The Mill, Foxholme Lane, Masham | Variation of condition 2 of planning permission 22/02556/FULMAJ to allow for the repositioning to the west of the parish store building. For information planning permission 22/02556/FULMAJ permitted two no. grain stores, replacement general store, feed mill extension; formation of HGV and car parking and landscaping in connection with the existing mill business. It was proposed by Cllr Johnson and seconded by Cllr Ellis that the Council supported the application. All those present voted in favour. **Action: CLERK.**

4.3 Additional Planning Matters - A list of decisions and enforcements appear at Appendix A.

**5. FINANCIAL MATTERS**

5.1.1 Advice of Receipts and Payments. Details are scheduled under Appendix B.

5.1.2 Acceptance of the Advice of Receipts and Payments via BACS once funds had cleared into the new bank account was proposed by Cllr Ellis and seconded by Cllr Grainger. All those present voted in favour. Details of the Council’s balances are shown at Appendix B. **Action: CLLR JOHNSON & CLERK.**

5.2 Banking Accounts & Banking. The new Unity Trust Bank account was open, and cheques were being sent special delivery as recommended by the Post Office as they were unable to cash these in. It was proposed by Cllr Ellis and seconded by Cllr Johnson for the Council to transfer £30k from the Public Sector Deposit Fund into the new account so sufficient funds were in place to cover payments. All those present voted in favour. **Action: CHAIR, CLLRS ELLIS, GRAINGER, JOHNSON & CLERK.**

5.3 Electricity Prices from 1st April. 100 Green’s current and available contract prices were circulated amongst Cllrs prior to the meeting for the Market Cross and Bowling Club supplies. It was proposed by Cllr Ellis and seconded by Cllr Barker to sign up from 1st April to the contract standing charge of 88.03p per day and unit rate of 28.89p per kWh for the Bowling Club supply, but to remain on the current standing charge of 45p per day and 39.90p unit rate per kWh for the Market Cross supply. All those present voted in favour. **Action: CLERK.**

**6. NEIGHBOURHOOD POLICING TEAM REPORT**

6.1 PCSO Swan report provided the report available online at

<https://docs.google.com/document/d/1CrED3PbrF4ZWmkD5rug9T9-ktlD-aeCp/edit?usp=sharing&ouid=104671241217414539581&rtpof=true&sd=true>

PCSO Swan explained the new Inspector at Ripon worked differently to previous inspectors, so there were not enough time or people to do the work, so she would continue to aim to provide the reports but may not be able to fit it in with the exact timings of meetings. She explained herself and one other PCSO cover a wide area, Ripon had three, so could not spend as much time in the Masham area as MoP would like her to, but she makes the personal effort to and had to follow instructions to spend her time covering Ripon. Cllrs appreciated this and their issue was not with her personally but with the police resources in general falling short and not providing an adequate service for Masham and surrounding areas. A MoP questioned if the police would be moving into Masham Fire Station. PCSO Swan had not heard anything as the police and fire department were in discussions and Ripon fire station needed addressing first. The room at the MCO did not have enough use so felt unlikely. PCSO Swan was thanked and reiterated to that it was understood what position officers were being put in.

**7. TRAVELLER WORKING GROUP**

7.1 Cllr Gregg had instigated a meeting with Police, Fire & Crime Commissioner Zoe Metcalfe alongside the key stakeholders of the town in order to plan the police support for the travellers’ visit expected this year following the lack of support in previous years. The meeting would take place on Friday 15th March with the PFCC, Sergeant Danny Copperwheat, Cllr Cunliffe-Lister, Swinton Estate, Masham Fire Station, the Co-op and MPC. **Action: CHAIR, CLLRS GREGG & JOHNSON, & CLERK.**

**8. MASHAMSHIRE COMMUNITY OFFICE UPDATE**

8.1 Treasurer, Sue Palin, advised the new Information Services Co-ordinator had started the previous week, involving five days a week at the front desk. This week there would be interviews for the other 15hr a week post which had received 5 applications. The 2024 directories were being distributed and Cllr Broadley had met with MCO’s Manager, Hayley Jackson, to devise the questionnaire for the vulnerable persons list to be distributed with it for return to the MCO or Clerk. ‘What Makes Masham Tick’ leaflet was included too. Hayley was talking to the vicar to establish if a hard copy magazine of the newsletter was needed, and a questionnaire was available via the MCO to assess demand. The new resident’s pack was available too. MPC were due to meet with Hayley Monday 11th to go through the rental agreement with the MC due for renewal from April. **Action: CHAIR & CLERK.**

**9. D DAY 80 6TH JUNE**

9.1 Cllr Johnson recapped on plans for the 6th and 8th June, with the Town Crier to make a proclamation on the Thursday, plus bell ringers, a service at the church and lighting of the beacons. Saturday the MCO were running the fun day incorporating all the sports groups with MPC may be organising the football. There may be a parade ending on the Shooting Holme with businesses and organisations in communications. There was no financial input required at this stage. It was asked for the insurance to be checked for what the MUGA was covered for and also discussed volunteers and marshals would need to be co-ordinated if the parade did go ahead. **Action: CLLR JOHNSON & CLERK.**

**10. LONG COURSE WEEKEND**

10.1 Social media footage launching the event had been circulated. There was a meeting at 6pm 11th March in the meeting room behind the Kings Head for businesses to give their input. The event was expected to bring in 2.2 million people to North Yorkshire due to the wide publicity and MPC would help sort some pop-up campsites and seek some car parking venues. Swinton Estate had passed on one of their Tenant’s contact details for this and other suggested sites included I’Ansons, Jamesons and the Black Sheep Brewery. The LCW organisers were skilled at co-ordinating the logistics of this type of the event so would know what needed to be planned for. The church end of the square would be used by them the majority of the time so the Wednesday and Saturday markets would need to be at the other end.

**PUBLIC INTERVAL**

a) A MoP reported two loose paving slabs between the Cutting Room and Curious Merchant, opposite Ryders Arch. **Action: CLERK.**

b) A MoP advised the ivy growing in the front garden of the house at 16 Silver Street was overgrowing the pavement and Cllrs agreed for the clerk to send a polite letter asking for this to be cut back to avoid obstruction to pedestrians. **Action: CLERK.**

c) A MoP requested Highways be asked to repair the broken-up surface to the gateway which is on a public footpath to the allotments due to the blocked drains not being attended to and erosion of subsequent water causing avoidable damage. **Action: CLERK.**

**11. MASHAM MARKET**

11.1 Several food caterers had been in touch to attend the Long Course Weekend event and their interest had been noted should they be required once it was established what the demands were and what the local businesses were able to cater for initially at the forthcoming meeting on 11th March. The MCO had kindly designed a poster to circulate for the Sunday Markets and Cllrs agreed for it to be used with MPC’s name just to be added and for 30 copies to be printed for Cllr Johnson to laminate for Traders to then display. Masham’s Horticultural Society had requested a stall again this year on 4th May. It was proposed by Cllr Broadley and seconded by Cllr Ellis to support the request and to allow the stall free-of-charge. All those present voted in favour and the Clerk would relay this to the Market Superintendent. The Clerk would also print off a batch of the new Tariffs for him to circulate. **Action: CLLR JOHNSON & CLERK.**

**12. MASHAM FLOOD PREVENTION**

12.1 Cllr Broadley explained Yorkshire Water had investigated the issue of the large drains overflowing on to the Shooting Holme and advised dye had shown water from their systems was going straight into the river, so it was suspected it was back up gulleys and excess of rain causing the issue. Councillors highlighted the ongoing issue would cause the trees to suffer and the Shooting Holme was not fit for use. Cllr Weatherill advised to the left of the drive there was an area where water was actually bubbling up from the ground. Swinton Estate did not hold any drainage plans for the area and had suggested a local contractor put in some land drains to take the water to the river. Cllr Cunliffe-Lister had written to Richard Flinton, the Chief Executive at NYC, to chase a response to MPC’s recent concerns outlined by Cllr Broadley. It had been 4 months since the Environment Agency had been asked if the weir at Maple Creek could be removed but there was no response yet. MPC had raised the issues to the highest levels, so now could only keep chasing responses and problems would be monitored. Cllrs Broadley and Cunliffe-Lister were thanked for all their efforts. Cllr Rodney would quote for works to build a defence to the ginnel off Leyburn Road to the play area. **Action: CLLRS BROADLEY, CUNLIFFE-LISTER, RODNEY & CLERK.**

**13. NEIGHBOURHOOD PLAN**

13.1 The Chair advised there was no specific update as the Planning Advisor was writing up the points to address for the draft plan.

**14. WESTHOLME COURT PLAY AREA**

14.1 Works were complete, and Cllr Grainger had contacted Tarmac to establish details for the plaque and an official opening, which Cllrs agreed a date for mid-April should be set at the next meeting. The Clerk would contact Streetscape to check the play area was safe to use as children were already using it, but there was still some heras fencing to be collected. Cllrs with access to the storage building needed to site one of the picnic tables there. **Action: CLLRS GRAINGER, JOHNSON, RODNEY & CLERK.**

**15. DAMAGED CAIRN**

15.1 Cllr Gregg had chased the contractor again to proceed with the repair and Cllr Rodney would also. Cllr Grainger was concerned that the invoice for the ‘No Cycling’ signs still needed to be paid but Procters Coaches still needed to accept liability for the damage via the insurers. **Action: CLLR RODNEY.**

**16. LIGHTING TO THE RECREATION GROUND**

16.1 Cllr Rodney was waiting for the weather to improve to commence the groundworks and Cllrs agreed the Item should be put on May’s Agenda with the aim of works being complete by the end of August. **Action: CLLR RODNEY & CLERK.**

**17. MASHAM CHRISTMAS LIGHTS ASSOCIATION**

17.1 The response from the insurers had stated that MCLA’s activities and equipment would be covered by MPC’s policy if they were a sub-committee, e.g. if their Minutes were incorporated into MPC’s, if their meetings were open to the public and if their accounts formed part of MPC’s. Cllrs concluded MCLA needed to have their own cover to ensure their equipment was insured in the event of injury to a MoP, or any activities beyond what the contractors were doing. **Action: CLERK.**

**18. CHAIN OF OFFICE**

18.1 The Clerk would produce a final design for approval at the next meeting. **Action: CLERK.**

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

19.1 The Clerk advised a couple of the final evidence forms expected had come in now and Cllrs agreed all the forms, notices and maps should be sent to formally lodge the DMMO with NYC. **Action: CLERK.**

**20. UPDATE FROM COUNCILLOR FELICITY CUNLIFFE-LISTER**

20.1 Cllr Cunliffe-Lister’s report was circulated as per the copy attached to the hard copy of the Minutes or available online at

<https://docs.google.com/document/d/1n7C5a_eXuCyYd48GkqUIBxjk3vs7nXrU/edit?usp=sharing&ouid=104671241217414539581&rtpof=true&sd=true>

**21. HIGHWAYS MATTERS**

21.1 Matters to raise or chase with NYC Highways department were;

a) There was a blocked drain on Park Street causing pooling of water along the parking bay area up from Morton Row turning. **Action: CLERK.**

b) At Low Burton the road surface was deteriorating still, breaking up and subsiding, and recently filled potholes reopening. Highways needed to remove excess silt and soil piled on the verges rather than leave it to get washed back again. **Action: CLLR GRAINGER & CLERK.**

c) Swinburn Road junction needed the surface repairing and had already been reported. **Action: CLERK.**

**22. URBAN GRASS CUTTING 2024/25**

22.1 Following discussion, it was proposed by Cllr Barker and seconded by Cllr Place for MPC to take on responsibility of cutting the visibility splays on the basis this could be reviewed at the end of the year, in return for funding from NYC of £349,38 for Masham, £785.53 for Burton-on-Yore and £138.79 for Ellington High and Low. All those present voted in favour. Cllr Place and the Chair would liaise over the hours required to put to the contractors used by MPC. **Action: CHAIR, CLLR PLACE & CLERK.**

**23. PARISH CARETAKER WORK**

23.1 MFJ Land Management had done the works scheduled to Tittybottle Park. The MUGA needed to be looked at for what work was required. Cllr Johnson advised the snake ends to the benches looked great but the work to the wood was not great, so Cllr Place would look at this. **Action: CLLR PLACE.**

**24. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. Helpbank – Confidential request on behalf of a young MoP for help and suggestions in where to sight a container to convert into a gym. Cllrs agreed MPC had no land to provide but suggested trying MSA or Jamesons. **Action: CLERK.**
  2. YLCA – Notification was noted of North Yorkshire joint local health and wellbeing strategy public consultation to 31 March 2024 at [www.northyorks.gov.uk/WellbeingStrategyConsultation](http://www.northyorks.gov.uk/WellbeingStrategyConsultation)
  3. MoP – A letter had been received expressing concerns for the development off Swinton Road and Cllrs were supportive of her actions as MPC had made similar comments. An outcome from NYC was awaited.
  4. Bay Horse – Communication advising support of street vendors, but that timings and locations needed to be established better to consider existing businesses. It was advised the Town Hall had facilitated one outfit and a Cllr had relayed this had been brought up as an issue. The Chair would relay this to the Landlord and invite him to the Masham Business Connections meetings to discuss this further and also the Long Course Weekend meeting. There was a shortage of eateries for tourists and Cllr Grainger had put together a letter outlining this. Cllrs discussed that the fish and chip shop was expected to reopen on 14th March following a similar mobile van’s request to come. **Action: CHAIR.**

**25. ANY OTHER BUSINESS**

25.1 Reports that the public toilets had been in a bad state on a Saturday, particularly the mens’. The Clerk would relay this to NYC. **Action: CLERK.**

25.2 Cllr Grainger would settle the amount due for the children’s Christmas Santa bags and then claim reimbursement. **Action: CLLR GRAINGER.**

25.3 It was noted Fearby Pantomime had referred to MPC over weeds and nothing getting done.

25.4 The town map for the noticeboard was hoped to be finished for the next meeting so would be put on the Agenda. **Action: CLERK.**

25.5 The bus shelter still smelled strongly of urine and Cllr Rodney still had to wash it out with Jeyes fluid. **Action: CLLR RODNEY.**

25.6 Cllr Johnson advised the padlock had gone missing and the barrier kept being left open.

25.7 There was a pothole reported on the West side of the market square and the Chair offered to look in to filling it. **Action: CHAIR.**

25.8 Cllr Place had provided the Clerk with contact details of the manager of the Co-op to invite to the Traveller Working Group meeting.

**26. DATE OF NEXT MEETING**

26.1 Monday 8th April 2024.

(Item 27 was held in private due to the nature of the content).

CLOSURE: The Meeting closed at 21:35pm.

Dated 03/04/2024.

*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 MARCH 2024**

**PLANNING APPLICATIONS GRANTED/REFUSED BY NORTH YORKSHIRE COUNCIL**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| High Mains, Masham, HG4 4PS | ZC24/00136/FUL - Erection of a steel portal frame agricultural building for the housing of calves. | Granted subject to conditions |
| Valentine Cottage, Millgate, Masham, HG4 4EG | ZC23/04196/LB - Installation of wood burning stove and flue. | Refused |
| Prospect House, 28 Park Street, Masham, HG4 4HN | ZC23/03462/LB - Installation of pizza oven and solid fuel stove with twin wall flues into attached outbuildings to rear of existing dwelling (retrospective) | Refused |
| South Cote Farm, Aldburgh, Ripon, HG4 4DN | ZC24/00305/PNA - Prior notification for an agricultural building for the storage of agricultural equipment & machinery, animal feedstuffs and space for the handling of livestock. | Prior approval not required |

**PLANNING ENFORCEMENTS NOTIFIED BY NORTH YORKSHIRE COUNCIL**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICATION | ACTION |
| Silverdale, 25 College Lane, Masham | Installation of electric gates | Update 29th February - The application should be live shortly. There was an issue with the location plan, that has been resolved. |
| Land Comprising Field At 422023 480727 Foxholme Lane, Masham | Potential breach of condition 6 (HGV routing) (17/01057/OUTMAJ) | Update 29th February – Case Officer has yet to be successful in his attempts to contact the developer. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **FINANCE SCHEDULE** | |  | **APPENDIX B** |  |
| **RECEIPTS** |  |  |  |  |  |  |
| **(i) Advice of receipts from 6th February to 4th March 2024** | | | | |  |  |
| Honesty Box Takings & Market Rents taken in cash | | | |  |  | £753.96 |
|  |  | **Total receipts for the month** | | |  | **£753.96** |
| **PAYMENTS** |  |  |  |  |  |  |
| **(ii) Online payments & cheques to authorise once Unity Bank Account open** | | | | | |  |
| HMRC - PAYE |  |  |  |  |  | £267.20 |
| Streetscape - Westholme Court Play Area (VAT £6,725.00) | | | | |  | £40,350.00 |
| Reimburse Clerk - Microsoft laptop 1yr subscription | | | |  |  | £79.99 |
| Masham Town Hall - February & March meeting room (VAT £6.00) | | | | |  | £72.00 |
| Reimburse Clerk - Postage | |  |  |  |  | £2.80 |
| Mashamshire litter Busters - S137 2x new signs | | | |  |  | £68.34 |
| **Staff salaries paid from cash Honesty Box & Market Rents** | | | |  |  |  |
| John Todd, Market Superintendent - Quarterly salary Oct/Nov/Dec | | | | |  |  |
|  |  |  | **Staff Salaries Total** | |  | **£753.96** |
| **Staff salaries to authorise payment from cash receipts or online once Unity Bank account open** | | | | | |  |
| Eric Wilkinson, Litter Picker - February salary (Tax £TBC) | | | |  |  |  |
| Jen Hurford, Parish Clerk - February salary (Tax £TBC) | | | |  |  |  |
|  |  |  | **Staff Salaries Total** | |  | **£1,390.48** |
| **Direct Debits Awaited** | |  |  |  |  |  |
| Barclaycard & Worldpay TBC | |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£42,984.77** |
| BANK BALANCES |  |  |  |  |  |  |
| Barclays Cheque Awaiting to be Cashed into Unity Bank | | | |  | £32,711.06 | Cr |
| CCLA Public Deposit Sector Fund balance 31st January 2024 | | | | | £37,861.74 | Cr |
| Paypal honesty box QR code takings | | |  |  | £39.26 |  |
|  |  |  | **Overall Total** |  | **£70,612.06** | Cr |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 4th MARCH 2024**

**Correspondence for information/consideration etc**

1. Helpbnk – Confidential request on behalf of a young MoP for help and suggestions in where to sight a container to convert into a gym.
2. YLCA – Notification of North Yorkshire joint local health and wellbeing strategy public consultation to 31 March 2024 at [www.northyorks.gov.uk/WellbeingStrategyConsultation](http://www.northyorks.gov.uk/WellbeingStrategyConsultation)

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place, Masham, Ripon, HG4 4DY

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

Office hours: Monday & Wednesday 2 to 6pm. E-mail: [mashamparishclerk@gmail.com](mailto:mashamparishclerk@gmail.com)

Chair: Councillor Neil Pickard. Clerk to the Council: Jen Hurford

**MINUTES 8TH APRIL 2024**

**PRESENT:**

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

Present: 2 Members of Public (MoP).

**1. APOLOGIES**

1.1 County Cllr Felicity Cunliffe-Lister.

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

2.1 Minutes of the Monthly Meeting held 4th March 2024. It was proposed by Cllr Ellis and seconded by Cllr Johnson that the Minutes be formally approved as a true and accurate record and for the Chair to sign. All those at the meeting and who were present voted in favour. **Action: CLERK.**

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

3.1 Cllr Blades declared and interest in Item 17 and Cllr Rodney in Item 16.

**4. PLANNING MATTERS**

* 1. ZC24/00293/FUL | Silverdale, 25 College Lane, Masham, HG4 4HE | Retention of existing freestanding gate posts and installation of flat-topped gate to replace existing curved gate. It was proposed by Cllr Place and seconded by Cllr Grainger that the Council did not object to or support the application but wished to make comments or seek safeguards as follows: The gates need to be of wooden construction to be kept correct for a conservation area and the synthetic material is not in in keeping with the surroundings. All those present voted in favour. **Action: CLERK.**
  2. ZC24/00914/FUL | 7 Silver Street, Masham, HG4 4DX | Internal and external works of alteration and extension to include replacement of the rear single storey extensions, alteration to plant room and extract flue, replacement shopfront glazing with double glazing, blocking of gated entrance to cold store, removal of fire screen to top of stairs, replacement balustrade to existing staircase, removal of modern partition wall, replacement of one internal door, solar panels to garage roof and refurbishment of existing outbuilding. It was proposed by Cllr Greensit and seconded by Cllr Ellis that the Council had no objections to the application. All those present voted in favour. **Action: CLERK.**

4.3 Additional Planning Matters - A list of decisions and enforcements appear at Appendix A.

**5. FINANCIAL MATTERS**

5.1.1 Advice of Receipts and Payments. Details are scheduled under Appendix B.

5.1.2 Acceptance of the Advice of Receipts and Payments via BACS was proposed by Cllr Ellis and seconded by Cllr Grainger. All those present voted in favour. Details of the Council’s balances are shown at Appendix B. **Action: CLLR JOHNSON & CLERK.**

5.2 Review of Financial Regulations. The Clerk advised changes to signatories and methods of payments would require the document to be amended and would draft an updated version with the help of YLCA for the next meeting. **Action: CLERK.**

5.3 S137 Request Defibrillator Cabinet. The MCO had requested the donation of £458 to replace this on the unit on Little Market Place. It was proposed by Cllr Barker and seconded by Cllr Broadley to provide funds for the purchase. All those present voted in favour. **Action: CLERK.**

5.4 Electricity Prices from 1st April. The Chair advised a 12-month contract with 100Green had been the better deal for the Market Cross supply and had agreed for MPC to commit to this, to which Cllrs were in support of.

5.5 Internal Audit 2023-24. The Clerk advised that Ian Smithson CPFA’s charges were the same as the previous year and had provisionally booked a date in May. It was proposed by Cllr Johnson and seconded by Cllr Grainger for this to go ahead. All those present voted in favour. **Action: CLERK.**

**6. NEIGHBOURHOOD POLICING TEAM REPORT**

6.1 PCSO Swan report provided the report available online at

<https://docs.google.com/document/d/1gIQGgN23jv1qonqiWGpAa2YGySQN3C0R/edit?usp=drive_link&ouid=104671241217414539581&rtpof=true&sd=true>

**7. TRAVELLER WORKING GROUP**

7.1 The meeting with Police, Fire & Crime Commissioner Zoe Metcalfe alongside the key stakeholders of the town resulted in Sergeant Danny Copperwheat going away to devise a plan of the police support for the travellers’ visit expected this year. A follow-up meeting was scheduled for 2pm Friday 12th April. It was strongly reiterated that all incidences must be reported via 101 or 999 by MoP and businesses to ensure an accurate record is taken and police can be sent to deal with any crime. The subject of the Shooting Holme being useable was of concern due to the suspected blocked drains running to the river. It was agreed for the Chair to speak to Swinton Estate to ask Ken Rodney Construction Ltd to advise on additional drainage to help remedy this and for Cllr Broadley to ask Yorkshire Water to revisit as although their drain was flowing it was suspected to be partially blocked. **Action: CHAIR, CLLRS BROADLEY, GREGG & JOHNSON, & CLERK.**

**8. MASHAMSHIRE COMMUNITY OFFICE UPDATE**

8.1 There had been no update provided.

**9. D-DAY 80 6TH JUNE**

9.1 The MCO had drafted a leaflet of the schedule of events and Cllr Johnson advised expected costs were minimal and may be required for costs such as insurance. It was proposed by Cllr Broadley and seconded by Cllr Barker to agree to a budget of up to £300 to donate to organising the occasion. All those present voted in favour. **Action: CLLR JOHNSON.**

**10. LONG COURSE WEEKEND**

10.1 Approximately 30 people attended the meeting for businesses on 11th March with the organisers. A number of health and safety documents had been issued. MPC would need to help them gain parking and camping sites and various locations were being looked into. At the meeting only 4 attendees catered for food and only 1 on an evening. Some road closures were expected for 2 hours plus on the Sunday and Cllrs asked for the Clerk to request a map of this and send to Cllrs. Cllr Grainger pointed out the events WCs needed to be relocated the other end of the square from the market. Suggestions of £5 for parking and £12 for camping were made. A public meeting would be held in due course. **Action: CHAIR & CLERK.**

**11. MASHAM MARKET**

11.1 WWF had requested a stall on 11th May. It was proposed by Cllr Johnson and seconded by Cllr Broadley to agree to the request but that normal tariffs should apply as they were not a local charity. All those present voted in favour. North Yorkshire Citizens Advice had requested a stall in partnership with Carers Resource, Wednesday 12th June. It was proposed by Cllr Johnson and seconded by Cllr Ellis to support the request and to allow the stall free-of-charge. All those present voted in favour and the Clerk would relay this to the Market Superintendent. The weather had not been ideal recently and the first Sunday market had to be cancelled. Following feedback from the minority of traders, it was clarified the summer rate went up by 12.5% but that the winter rate had not been increased, so theoretically there had been an overall increase of 6.25%. There had been an increase of 9.8% of the Market Superintendent’s salary, plus inflation in electricity, Clerk’s salary, office rent, card machine costs and more. Particular terms had been incorporated into the rules the previous year to benefit traders in numerous ways too. The Chair suggested next year two payment options could be considered, for example, either paying 13 weeks in advance at the 2024 rates or pay-as-you-go at the 2025 rates. The Clerk advised the list of traders on the website needed updating and Cllrs Grainger and Johnson would look at this. The new fruit and veg stall had opted to attend an alternative market due to not enough demand, but another trader had been sourced and invited. **Action: CLLRS GRAINGER & JOHNSON & CLERK.**

**12. YORKSHIRE WATER MILLGATE SSRP SCHEME**

12.1 The designers and contractors had met with the Chair and Swinton Estate on 4th April. Plans for the Western half of the market square were for a 40 x 4 x 2.5 metre tank to soak away excess surface water to stop it mixing with the sewers in the hope to reduce the discharge into the river Ure. Yorkshire Water had 90 similar projects to undertake and intend on starting on 30th September having successfully been put off by MPC due to the schedule of events for the town up to that date. There will be compensation for loss of parking for MPC, but previous year’s revenue would have to be proved and evidence of the loss provided. It was expected to take up to 12 weeks and MPC would need to monitor the work to ensure this was being conducted with efficient use of time. Cllrs had forewarned the likelihood of bodies being uncovered during work and the Chair had specifically requested and recommended the use of Ken Rodney Construction Ltd. It was noted the fencing would obstruct the Honesty Box.

**PUBLIC INTERVAL**

a) The lining for the parking bays on Little Market Place were requested to be chased. **Action: CLERK.**

b) The central lines for Red Lane and Westholme Road were asked to be chased. **Action: CLERK.**

**13. MASHAM FLOOD PREVENTION**

13.1 Cllr Broadley read out a draft response to send NYC’s Richard Flinton and copied to the Environment Agency, MP Julian Smith, MP Rachael Maskell, Cllr Felicity Cunliffe-Lister and the five other candidates for the mayor of York and North Yorkshire. The Chair would proof read it for the Clerk then to send. The letter can be viewed at the following link <https://docs.google.com/document/d/1RZXh8al0g5tqOL52fAcrbuSoGyJS6LAI/edit?usp=drive_link&ouid=104671241217414539581&rtpof=true&sd=true> **Action: CHAIR, CLLR BROADLEY & CLERK.**

**14. COMMUNITY SPEED WATCH**

14.1 North Yorkshire Police had been in touch to collect the equipment if the group were no longer in action as there was a shortage and the volunteers had not met for some time and numbers had declined. Cllrs agreed that if the volunteers did not wish to continue by responding to the Clerk, then the equipment should be returned, and the project ceased. **Action: CLERK.**

**15. NEIGHBOURHOOD PLAN**

15.1 The Planning Advisor had submitted a 15-page report for the draft plan at the end of March and the group were meeting on Wednesday 10th April to discuss how to proceed. A new, younger member had also joined the group. **Action: CHAIR.**

**16. WESTHOLME COURT PLAY AREA**

16.1 Tarmac needed to be chased for the plaque and an official opening was pencilled in for 10.30am Saturday 4th May, for Cllr Grainger to cut the ribbon with the Chair’s support. The Clerk would need to check the date with Derbyshire Environmental and Tarmac first, and then invite Streetscape, Ripon Gazette, and the Stray Ferret. Cllr Grainger would organise some ribbon and balloons. **Action: CHAIR, CLLR GRAINGER & CLERK.**

**17. TOWN MAP**

17.1 It was proposed by Cllr Johnson and seconded by Cllr Ellis to proceed with the purchase of the artwork by Robert Blades for an updated town map at a cost of £189 for the noticeboard on the cobbles. All those present voted in favour. **Action: CLLR BLADES & CLERK.**

**18. HONESTY BOX QR CODES**

18.1 Following the success of the one poster on the market square noticeboard, Cllrs agreed to more posters being put up around the town and for Cllr Johnson to purchase some clear snap pockets to put them in. It was noted, all Cllrs would need to keep an eye on the QR codes to make sure they were not covered by way of fraud. **Action: CLLR JOHNSON & CLERK.**

**19. DAMAGED CAIRN**

19.1 The repair had been carried out, the insurers updated, and confirmation was awaited as to whether Procters Coaches were accepting liability for the damage.

**20. CHAIN OF OFFICE**

20.1 The final design was still awaited from the Clerk. **Action: CLERK.**

**21. UPDATE FROM COUNCILLOR FELICITY CUNLIFFE-LISTER**

21.1 Cllr Cunliffe-Lister had not provided a report.

**22. HIGHWAYS MATTERS**

22.1 Matters to raise or chase with NYC Highways department were;

a) The drains at High Ellington required clearing. **Action: CLERK.**

b) Cllrs discussed the boulders placed on the verge on the Westholme Road/Fearby Road junction following enquiries. MPC was not involved with this and it was a matter for Highways to take up.

c) The cobbles around the market square were getting some big holes soit was proposed by Cllr Weatherill and seconded by Cllr Barker for E Leathley & Son to be instructed to carry out the work to ensure it was safe. All those present voted in favour. **Action: CLERK.**

**23. MOSS & WEED SPRAYING 2024**

23.1 Cllr Place would discuss spraying with the Parish Caretakers. **Action: CLLR PLACE.**

**24. URBAN GRASS CUTTING 2024/25**

24.1 The Parish Caretakers had accepted the proposed works and Cllr Place was due to meet on site to clarify the areas. **Action: CLLR PLACE.**

**25. PARISH CARETAKER WORK**

25.1 Cllr Place advised the benches had been wet when painted, hence why they did not look great and would be redone when dry. The Shooting Holme cut was delayed due to the wet. Park Street bank strimming would be brought forward.

**26. ADDITIONAL DOG WASTE BINS**

26.1 A new dog waste bin for the entrance to the new housing estate and one for the end of Black Bull Lane was suggested and agreed to. The Clerk would obtain prices for the next meeting. Cllr Place advised the old bin needed removing at the tennis courts too. **Action: CLLR PLACE & CLERK.**

**27. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. Masham Primary School – Request to hold their annual school maypole on the market square on Friday 3rd May from 1.15 - 3.15pm approximately and for the area to be coned off was approved. The Clerk would relay to the Market Superintendent to do the half an hour coning. **Action: CLERK.**
  2. Association of Rural Communities – Cllrs noted the notification of a public meeting in Leyburn Methodist Church Hall at 7.30pm on Tuesday April 30 to see who is interested in seeing such an organisation established for the River Ure between Masham and Appersett.

**28. ANY OTHER BUSINESS**

28.1 The Chair had met with the Church Warden regarding the discrepancy over the planning monies MPC paid the previous year for the additional cemetery land. Cllrs agreed to the suggestion that Johnson Clark the planning advisors be requested to reimburse 50% of the planning application fee due to their error. The Clerk clarified, from an audit aspect, it was incorrect that the original proposal from the church approved by Cllrs did not match that that was funded. **Action: CLERK.**

28.2 Cllr Greensit advised the ground at the bottom of the steps from the school to the Recreation Ground was very boggy. Cllrs had inspected this 18 months ago and the land was dry in November. It was agreed to put the Item on the next Agenda. **Action: CLERK.**

28.3 Cllr Weatherill questioned what action was being taken to rectify the drainage to the Shooting Holme and points raised in Item 7 were recapped.

28.4 Cllr Grainger requested the Hanging Basket & Floral Competition be held again and the Item was scheduled for the next Agenda. **Action: CLERK.**

28.5 Cllr Grainger requested 30 copies of the Market Rules with the date changed to 2024 be printed for the Market Superintendent. **Action: CLERK.**

28.6 Cllr Ellis would continue painting the railings once the weather allowed. **Action: CLLR ELLIS.**

28.7 The progress to the shop on Silver Street by Peacock & Verity Community Spaces was questioned. Cllr Broadley updated the grant monies had been spent and applications for more funding were being progressed but took time. The problematic asbestos was still in situ, but architecture and consultancy fees had had to take priority.

28.8 Cllr Barket recommended a solid drain within a pea gravel bed be considered for the Shooting Holme. It was discussed there was no lease for the area but that it was a registered village green. It was requested for the Clerk to email the Byelaw amongst the Cllrs and to seek the electricity cable plan from works carried out several years ago. **Action: CLERK.**

**29. DATE OF NEXT MEETINGS**

29.1 Tuesday 7th May 2024. To include the Annual Meeting & Annual Parish Meeting.

**30. EMPLOYMENT MATTERS**

30.1 Staff Appraisals were due by the end of May and bonuses were due for discussion. A Relief Litter Picker still needed to be sourced. **Action: CHAIR, CLLR JOHNSON & CLERK.**

CLOSURE: The Meeting closed at 21:00pm.

Dated 24/04/2024.

*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 8TH APRIL 2024**

**PLANNING APPLICATIONS GRANTED/REFUSED BY NORTH YORKSHIRE COUNCIL**

|  |  |  |
| --- | --- | --- |
| **ADDRESS** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| WE Jameson & Son Limited, The Mill, Foxholme Lane, Masham | ZC24/00365/DVCMAJ  | Variation of condition 2 of planning permission 22/02556/FULMAJ to allow for the repositioning to the west of the parish store building. For information planning permission 22/02556/FULMAJ permitted two no. grain stores, replacement general store, feed mill extension; formation of HGV and car parking and landscaping in connection with the existing mill business. | Approved subject to conditions |

**PLANNING ENFORCEMENTS NOTIFIED BY NORTH YORKSHIRE COUNCIL**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICATION | ACTION |
| Land Comprising Field At 422023 480727 Foxholme Lane, Masham | Potential breach of condition 6 (HGV routing) (17/01057/OUTMAJ) | Update 29th February – Case Officer has yet to be successful in his attempts to contact the developer.  8th April – Clerk requested update. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **FINANCE SCHEDULE** | |  | **APPENDIX B** |  |
| **RECEIPTS** |  |  |  |  |  |  |
| **(i) Advice of receipts from 5th March to 8th April 2024** | | | |  |  |  |
| *Honesty Box Takings & Market Rents taken in cash* | | | |  | *Awaiting to be banked* |  |
| Market Rents - Card machine payments | | |  |  |  | £3,506.30 |
| Paypal - Electronic honesty box monies | | |  |  |  | £88.52 |
| NYC - CIL Neighbourhood | |  |  |  |  | £664.47 |
| Northern Powergrid - Wayleaves | | |  |  |  | £3.45 |
| MCLA - Net of Blachere Illumination invoice | | | |  |  | £460.00 |
|  |  | **Total receipts for the month** | | |  | **£4,722.74** |
| **PAYMENTS** |  |  |  |  |  |  |
| **(ii) Online payments to make from Unity Trust Bank Account** | | | | |  |  |
| HMRC - PAYE |  |  |  |  |  | £543.43 |
| PA Cundall - Works to repair Tour de Yorks cairn | | | |  |  | £300.00 |
| Masham Town Hall - March meeting room & Travellers meeting (VAT £8.40) | | | | | | £50.40 |
| Directions Planning Consultancy Ltd - Neighbourhood Plan services (VAT £351.00) | | | | | | £2,106.00 |
| NABMA - Annual subscription 2024/25 | | |  |  |  | £434.00 |
| Yorkshire Local Councils Associations - Membership subscription 2024/25 | | | | | | £469.00 |
| Reimburse Clerk - Postage & stamps | | |  |  |  | £13.35 |
| Market Superintendent - Phone allowance Jan/Feb/Mar 2024 | | | | |  | £30.00 |
| Clerk - Home working allowance Jan/Feb/Mar 2024 | | | |  |  | £65.00 |
| **Staff salaries** |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - March salary (Tax £126.40) | | | |  |  |  |
| Jen Hurford, Parish Clerk - March salary (Tax £227.43) | | | |  |  |  |
| John Todd, Market Superintendent - Quarterly salary Jan/Feb/Mar (Tax £189.60) | | | | | |  |
|  |  |  | **Staff Salaries Total** | |  | **£1,795.27** |
| **Direct Debits** |  |  |  |  |  |  |
| Worldpay |  |  |  |  |  | £61.10 |
| *Barclaycard TBC* |  |  |  |  |  |  |
| *100 Green TBC* |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£5,867.55** |
| BANK BALANCES |  |  |  |  |  |  |
| Unity Trust Bank account balance 31st March 2024 | | | |  | £25,095.58 | Cr |
| CCLA Public Deposit Sector Fund balance 31st March 2024 | | | |  | £38,189.62 | Cr |
|  |  |  | **Overall Total** |  | **£63,285.20** | Cr |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 8TH APRIL 2024**

**Correspondence for information/consideration etc**

1. Masham Primary School – Request to hold their annual school maypole on the market square on Friday 3rd May from 1.15 - 3.15pm approximately and for the area to be coned off.
2. Association of Rural Communities – Notification of a public meeting in Leyburn Methodist Church Hall at 7.30pm on Tuesday April 30 to see who is interested in seeing such an organisation established for the River Ure between Masham and Appersett.