**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place

Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209

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

Office hours: Monday and Tuesday, 09:00 – 1630

Chairman: Clerk to the Council:

Councillor Flo Grainger Tom Johnson

**PRESENT:**

**Parish Council**:Cllr Flo Grainger (Chairman)

Cllr Colin Barker

Cllr Rosemary Blades

Cllr Wendy Bowling

Cllr Valerie Broadley

Cllr John Ellis

Cllr Rob Greensit

Cllr Ian Johnson

Cllr Brian Metcalfe

Cllr Neil Pickard

Cllr Nigel Simms

Tom Johnson (Parish Clerk)

**County Council:** Cllr Margaret Atkinson

**1. APOLOGIES:**,Cllr David Broadley

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

2.1 **Minutes of the Monthly Meeting held on 5th December 2016**. It was **proposed** by Cllr Ellisand **seconded** by Cllr Greensitthat the Minutes of the 5th Decembermeeting be formally approved as a true and accurate record.All those who were in attendance at the 5th Decembermeeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record.

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

3.1 Cllr Johnsondeclared an interest in the council bench survey options at item 10.

**4. PLANNING MATTERS**

4.1 Planning Applications received:

4.1.1 **Bank Villa Guest House, The Avenue, Masham – Crown Clean & Reduction of Weeping Willow**.After a brief discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr V Broadley that Masham Parish council (MPC) had no objection to the proposal. All those present voted in favour The **RESOLUTION** was carried. The Clerk was requested to advise Harrogate Borough Council (HBC)of the MPC decision. **Action: CLERK**

4.1.2 **Unit 1 Fearby Road, Masham – Conversion of Industrial Building to form 5 units**.After a brief discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that MPC supported the proposal. All those present voted in favour The **RESOLUTION** was carried. It was reported that the row of trees, which had been a condition of approval of the original development of this area and had been planted as a screen barrier, had been removed. MPC was unaware of any authority for this removal and it was therefore requested that this matter be directed to HBC Planning Enforcements. The Clerk was requested to advise HBC of the MPC decisions.

**Action: CLERK**

4.1.3 **Hackfall Woods Visitors Car Park – Extension**.After a brief discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that MPC supported the proposal. All those present voted in favour The **RESOLUTION** was carried. The Clerk was requested to advise HBC of the MPC decision. **Action: CLERK**

4.1.4 **19 Leyburn Road, Masham – Erexction of Replacement Single Storey Porch**.After discussion it was **proposed** by Cllr Simms and **seconded** by Cllr Barker that MPC objected to the proposal on the grounds that its size (width) was considered to be excessive and not in harmony with adjacent properties. All those present voted in favour The **RESOLUTION** was carried. The Clerk was requested to advise HBC of the MPC decision. **Action: CLERK**

**4.2 Planning Approvals.** The list of planning approvals appears at Appendix A.

**4.3 Planning Enforcements.**There were no planning enforcements.

**5. MASHAM TRADE DIRECTORY**

5.1 It was **proposed** by Cllr Simms and **seconded** by Cllr Blades that the council entry in the directory be renewed at a cost of £28. All those present voted in favour. The **RESOLUTION** was carried. **Action: CLERK**

**6. VISIT OF TRAVELLERS TO MASHAM**

6.1 The Clerk reported that he had now completed compilation of the planning application, which included a detailed schematic diagram of the barrier itself, which had been provided by Cllr Barker. The application was therefore ready to be sent to HBC on payment of the £97.50 application fee. It was **proposed** by Cllr Ellis and **seconded** by Cllr V Broadley that the council approve this payment and submit the application. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to submit the application. **Action: CLERK**

**7. FINANCIAL MATTERS**

7.1 Advice of Receipts and Payments. Details of the Receipts and payments made in the month are scheduled under Appendix B (1/2).

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

**8. MASHAM MARKET REGENERATION**

8.1 The Chair reported that the trader dispute was not yet fully resolved, but efforts by both traders and MPC continued in an attempt to satisfactorily manage the situation.

8.2 The review of the Market Superintendents’ contract was ongoing with Cllr D Broadley in liaison with Jim Hunter regarding any required changes.

8.3 The Chair announced that a report had been received from Peter Usher in which he summarized the events of 2016 and expressed his decision to cease being involved with the market regeneration process in 2017. The Clerk read out the report. The Chair stated that it was with great sadness that she had acknowledged Peter’s decision. She then detailed the considerable efforts that Peter had put into the 2016 events and the professional way in which he had undertaken this work, which had shown really good signs of the regeneration of the market and the footfall through the town, which had in turn been of benefit to businesses in the town.

8.4 In addition to personal reasons for this decision Peter had indicated that the execution of the duties had been much more time consuming than he had anticipated, partly due to a lack of physical support to complete even the routine tasks. One of the more significant elements of these tasks was the delivery of event leaflets, which Peter had undertaken largely by himself. It was noted that other local volunteers may be able to assist with this and the Chair agreed to pursue this. **Action: CLLR GRAINGER**

8.5 Whilst Peter’s decision was understood his loss was seen as a significant blow to the regeneration efforts of the council. It was agreed that a letter of thanks should be sent to Peter to thank him for his efforts on behalf of the council and the town. **Action: CLERK**

8.6 It was acknowledged that a replacement needed to be identified without delay. Once again the task would be to assist MPC with the promotion of special events for the town, focusing on the market and market place business interests.

**9. COUNCIL STORAGE BUILDING – CONCERNS**

9.1 The Chair reported that she had become aware that in the future there may be a request to store some or all of the Masham Christmas Lights in the building and that because of this the move to secure insurance cover and contributions from the other organisations currently storing items in the building had been put on hold. As a result of some changes to the storage of items it was believed that the current situation was compliant with good practice and items were considered to be safely and appropriately stored. To allow for further improvement and possible additional items it was suggested that additional storage racks be installed.

9.2 It was acknowledged that control of access to the building was still an issue and that until this was remedied the council could not be sure that storage of items was in accordance with its requirements. The Clerk reported that he maintained a key list showing all those councillors who held keys for emergency access, but it was acknowledged that an unknown number of additional key were held by none council members. After some discussion it was suggested that the council consider changing the lock on the building in an attempt to better control access. Cllr Simms agreed to look at this matter. **Action: CLLR SIMMS**

**10. COUNCIL BENCH SURVEY – MAINTENANCE OPTIONS**

10.1 Cllr Johnson advised that he had not completed his work on the revision of the original quote for this work to separate out those elements that could be undertaken by the HBC Youth Offending Team. See item 11 for further information. **Action: CLLR JOHNSON**

**11. HBC YOUTH OFFENDING TEAM – SUITABLE TASKS**

11.1 In the absence of Cllr D Broadley there was no progress on this matter.

**Action: CLLR D BROADLEY**

11.2 The Clerk reported that he had received an email from Chris Long a Placement Co-ordinator with the Humberside, Lincolnshire & North Yorkshire Community rehabilitation Company Ltd, who was seeking highly visible tasks that his group of offenders could undertake. After a brief discussion it was agreed that MPC would continue to liaise initially with the HBC Team, but would consider this additional source of support for the future. The clerk was requested to advise Chris accordingly. **Action: CLERK**

**12. SWINNEY BECK – ENVIRONMENT AGENCY PERMISSIONS**

12.1 The Clerk reported that he had contacted Andrew Falshaw (Contractor) on 12th December to ask for an update on the authorisation of his work by the Environment Agency. Andre advised that he had submitted the forms on 8th December and now awaited the Environment Agency response.

12.2 Having not witnessed any progress on the clearance work the Clerk then contacted Andrew again earlier today to be told that Andrew had heard nothing. On checking with the Environment Agency Andrew was advised that they had not received the forms, but they agreed to send out an electronic copy for his completion. The Clerk suggested that, if possible, these forms be filled out on line to avoid further delay and possible loss. Andrew agreed to look at this.

12.3 It was noted that despite previous requests to both The Environment Agency and NYCC Area 6 Highways, no confirmation of who had undertaken the partial clear out in October 2016 had been received. Whilst other options to complete this work were being considered, including use of the fire Service water jets, the Clerk was requested to contact the 2 organisations to advise that further work was still required as the area was only partially cleared. **Action: CLERK**

**13. CERAMIC POPPY – OPENING PLAQUE**

13.1 In the absence of Cllr D Broadley there was no update on this matter.

**Action: CLLR D BROADLEY**

**14. HBC – STRATEGIC HOUSING & ECONOMIC LAND AVAILABILITY ASSESSMENT – SHELAA**

14.1 The MPC response to the consultation period had been submitted by the Chair on 22nd December. The Chair then briefed the meeting on her disappointment at the HBC lack of response regarding the Green Spaces submission, which appeared to have been dismissed by them without referral back to MPC.

14.2 On behalf of the council, Cllr Blades expressed thanks to the Chair for her hard work and dedication in the compilation of the submissions to HBC.

**15. EMPLOYMENT OF RELIEF LITTER PICKER**

15.1 The Clerk advised the meeting that due to the return to work of the Litter Picker the temporary employment of a Relief Litter Picker had been ceased on 5th January, with the contract closing on 12th January. One further salary cheque would be issued in February to cover the January period. **Action: CLERK**

15.2 The Clerk reported that the quarterly delivery of qty 400 refuse bags from HBC, which should have arrived before the end of December, was still awaited and that as a result he had ordered qty 400 from Zenith Hygiene. The Clerk was requested to hasten delivery of the HBC bags. **Action: CLERK**

*(Clerk’s Note: On 10th January HBC confirmed delivery of the refuse bags on 11th January)*

**16. TOUR DE YORKSHIRE – COUNCIL SUPPORT**

16.1 The meeting was advised that the race was due to visit Masham on Saturday 29th April and decisions were now required to see what level of activity and support should be made available. The MCO had begun the work of contacting potential interested parties.

16.2 Various suggestions were discussed, including the involvement once again of the Masham School in the preparation of artwork on the Market Place, this being seen as one of the striking elements of the TdF. Contact with HBC was also required to confirm what assistance they would be able to provide. There was general agreement that MPC would provide some financial support once it was clearer as to what activities or events were being proposed. The Chair announced that towards the end of January she was to attend meetings at West Tanfield and Black Sheep to discuss the Tour de Yorkshire and that she would be accompanied by Nick Reed, who may be willing to be involved in the planning/co-ordination of any Masham activity. **ALL TO NOTE**

**17. CORRESPONDENCE**

17.1 Details of the correspondence received in the month for discussion/information is shown at Appendix C.

**Item 2 – Clerk –Shooting Holme Lifebuoy Replacement.** The Clerk reported that the lifebuoy on Masham Bridge was missing and suggested that a replacement should be purchased without further delay. Options included purchasing the lifebuoy (only) at a cost of approximately £40, or purchasing a lifebuoy complete with housing at a cost of approximately £177. It was noted that if the housing was not purchased the lifebuoy would perhaps be prone to being easily removed and therefore it may be prudent to purchase a spare. After discussion it was proposed by Cllr Pickard and seconded by Cllr Ellis that due to the urgency this replacement could not await agenda entry and that qty 2 lifebuoys should be purchased at a cost of approximately £80. All those present voted in favour. The RESOLUTION was carried. The Clerk was requested to place the order, but only after speaking to Marfield Quarry, who had previously supplied MPC with replacement lifebuoys, to see if they would be willing to provide a replacement on this occasion.

**Action: CLERK**

**Item 3 – Jane Sutcliffe–Christmas Wreath Award.** The meeting was advised that despite a slight delay the prize for winning this award had now been delivered to Jane Sutcliffe.

**Item 4–Alastair Don– Filming in Masham 19th January 2017**. Don had advised the Clerk of filming that was due to take place at the Masham Church and on the Market Place on 19th January from 8 am to midday. He had advised that all road closures and contact with the Church and Town Hall had been undertaken and all issues resolved. The Clerk had advised Alastair that there would be a charge for filming in the town. After a brief discussion it was agreed that the current rates should be applied and for a half day this was £260. The Clerk was requested to advise Alastair accordingly. **Action: CLERK**

**18. ANY OTHER BUSINESS**

18.1 The Chair reported that Mark Cunliffe-Lister had invited her to a meeting at Swinton to discuss the outline planning application on Thorpe Road. After some discussion it was agreed that attendance should also include Cllr Pickard.

18.2 The 2 street lights in High Ellington that had previously been reported as unserviceable were now working. However, It was reported that another street light (Yellow number 10) adjacent to John-Stone House was not working. The Clerk was requested to report this matter.

18.3 The street light outside the Masham Town Hall by the bus shelter (Yellow number 9) was not working. The clerk was requested to report the matter. **Action: CLERK**

18.4 It was reported that Swinton Bridge had suffered significant damage, presumably as a result of a motor vehicle collision. The Clerk was requested to report the matter. **Action: CLERK**

18.5 Cllr Barker asked if the council would consider the purchase of a gazebo for use on market or MUGA events. After a short discussion Cllr Barker was requested to obtain costings and present these for consideration at the next meeting. The Clerk was requested to place this matter on the Agenda for the February meeting. **Action: CLLR BARKER, CLERK**

**19. DATE OF NEXT MEETING**

19.1 Monday 6thFebruary 2017starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chairman, Cllr Grainger declared the Meeting closed at 20:50 pm.

**APPENDIX A.**

**MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 9JANUARY 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Bank Villa Guest House, The Avenue, Masham, HG4 4DB | Application No: 6.3.37.TPO 16/05251/TPO  Crown clean & reduction of Weeping Willow (TPO 08/1998)  Applicant: Mrs L Howard-Barker | **11 January 2017** |
| Unit 1, Fearby Road, Masham, HG4 4ES | Application No: 6.3.333.FUL 16/05194/FUL  Conversion of industrial building to form 5 units (use class B1 & B8) & installation of doors  Applicant: W E Jameson & Son Ltd | **11 January 2017** |
| Hackfall Wood Visitor Car Park, Hackfall Wood Swinton, HG4 £DE | Application No: 6.4.27.B.FUL 16/05349/FUL  Extension and alterations to car park  Applicant: The Woodland Trust | **11 January 2017** |
| 19 Leyburn Road, Masham, HG4 4ER | Application No: 6.3.334/FUL 16/05408/FUL  Erection of replacement single storey front porch to include utility area  Applicant: Mr Mandsley | **26 January 2017** |

**PLANNING APPLICATIONS**

**GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 9 JANUARY 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| Land at Park Drive, Masham | Erection of one dwelling | **APPROVED** |
| Appletree House, Appletree House Track, Low Ellington, HG4 4PF | Conversion & refurbishment of outbuilding with Change of Use from C3 (Dwelling House) to B1 (Business – Office) | **APPROVED** |
| Visitors Centre, Wellgarth Maltings, Marfield, Masham, HG4 4EN | Formation of disabled access ramp to replace existing wheelchair lift, raising of wall height & erection of railings | **APPROVED** |
| Acorns Pre-School, MCO, 7 Little Market Place, Masham, HG4 4DY | Installation of entrance door, replacement windows & canopy | **APPROVED** |

**PLANNING ENFORCEMENTS**

**NOTIFIED BY HARROGATE BOROUGH COUNCILTO 9 JANUARY 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 6 December 2016 to 9 January 2017** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents | |  |  |  |  | £1,056.00 |  |
| Honesty Box - Market Place 1 | | |  |  |  | £993.00 |  |
| Honesty Box - Recreation Ground One | | | |  |  | £68.59 |  |
| Honesty Box - Recreation Ground Two | | | |  |  | £31.76 |  |
| Northern Power - Wayleaves Agreement | | | |  |  | £3.45 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | |  | **£2,152.80** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 9 January 2017 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | | | | |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Gwenneth Mackenzie, Litter Picker - January Salary (Tax £0.00) | | | | | |  | 100530 |
| T P Johnson, Parish Clerk - January Salary (Tax £129.00) | | | | | |  | 100531 |
| Margaret Halliwell, Relief Litter Picker - December 2016 Salary (Tax £0.00) | | | | | |  | 100532 |
|  |  |  | **January Staff Salaries Total** | | | **£1,255.20** |  |
| HMRC - PAYE January | | |  |  |  | £129.00 | 100533 |
| HBC Planning Application - Submission Fee | | | | |  | £97.50 | 100534 |
| Cllr Grainger - Refund for Shooting Holme Lifebuoy Safety Rope (VAT £3.16) | | | | | | £18.99 | 100535 |
| Parish Clerk - Refunded Costs | | |  |  |  | £6.60 | 100536 |
| Mashamshire Community Office - Masham Trade Directory | | | | | | £28.00 | 100537 |
| Masham Management Services (Peter Usher) - Winter Market (VAT £0.00) | | | | | | £272.50 | 100538 |
| Peter Usher - Winter Market Event Costs (VAT £11.99) | | | | | | £266.95 | 100539 |
| Zenith Hygiene - Refuse Bags (VAT £6.40) | | | | |  | £38.40 | 100540 |
| MCO - Office Accommodation + Sundries | | | |  |  | £191.90 | 100541 |
| Peter Usher - 5th December 2016 Meeting Minute Taking | | | | | | £35.00 | 100542 |
| Eric Wilkinson - Parish Caretaker (Routine works) | | | | |  | £156.00 | 100543 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electricity Bill (VAT £1.01) | | | |  |  | £21.15 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£2,517.19** |  |



**APPENDIX C**

|  |  |
| --- | --- |
| **MASHAM PARISH COUNCIL - MEETING - 9 JANUARY 2017** | |
|  |  |
| Correspondence for information/consideration etc. | |
|  |  |
| **1** | MCO - Thank You for MPC Contribution |
|  |  |
| **2** | Clerk - Shooting Holme Lifebuoy - Replacement |
|  |  |
| **3** | Jane Sutcliffe - Christmas Wreath Award |
|  |  |
| **4** | Alastair Don - Filming in Masham 19th January 2017 |

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place

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Chairman: Clerk to the Council:

Councillor Flo Grainger Tom Johnson

**PRESENT:**

**Parish Council**:Cllr Flo Grainger (Chairman)

Cllr Colin Barker

Cllr Rosemary Blades

Cllr David Broadley

Cllr Valerie Broadley

Cllr John Ellis

Cllr Ian Johnson

Cllr Brian Metcalfe

Cllr Neil Pickard

Cllr Nigel Simms

Tom Johnson (Parish Clerk)

**County Council:** Cllr Margaret Atkinson

**Present:** 12 Members of Public (MoP)

**1. APOLOGIES:**,Cllr Wendy Bowlingand Cllr Rob Greensit

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

2.1 **Minutes of the Monthly Meeting held on 9th January 2017**. It was **proposed** by Cllr Pickard and **seconded** by Cllr Simms that the Minutes of the 9th January meeting be formally approved as a true and accurate record. All those who were in attendance at the 9th January meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record.

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

3.1 Cllr Johnson declared an interest in the council bench survey options at item 9 and Cllr Barker in the Market Trader discussions at item 7.

3.2 Due to the public interest in the Market Fruit & Veg Trader item it was agreed that it would be discussed ahead of items 4,5 & 6. Therefore, at this point the meeting was adjourned for the Public Discussion Interval by the Chairman.

**PUBLIC DISCUSSION INTERVAL**

1. The Chairman reported that the Saturday Fruit & Veg Trader had ceased attendance at the Masham Market and therefore there was a need to find a suitable replacement. Since his announced retirement from the market 3 traders had submitted requests to join the Saturday market and the Market Superintendent had requestedthat, on this occasion, the council determine which trader be invited to attend. The Chairman asked for MoP comment.

2. Mr Heron presented his case for being selected, which included the employment of Allison, who had been a part of the previous traders’ stall for a number of years and therefore was familiar with the market and with the customers. It was noted that only fruit and vegetables would be offered for sale and that the stall profile would besmaller than the previous traders’. The other nominees were a Mr Garner, who already attended the market on Wednesdays and a Mr Banks, who was known to one of the other traders. Discussion then ensued on these 3 different nominees. It was noted that there was significant support at the meeting for Mr Heron and the Clerk also presented details of 6 individuals who had contacted him via email to express their support for Mr Heron particularly in view of his credentials as a local businessman.

3. The Chairman pointed out to the meeting the importance of the market to the council and to the local community. As the main source of revenue for the council the market was the major reason why the council did not levy its own separate Precept, something the council was very proud of. However, the council also acknowledged its role in support of local businesses. Mr Dunn presented pictures of market stall layouts that he had been involved with and offered his assistance and advice to any new traders in this respect.

4. One of the existing market traders suggested that the composition of the market be written down to avoid confusion regarding what items should be sold and how this would be regulated within the number of traders attending the market. After further discussion it was determined that the council would make its decision on the new trader after the MoPs had left the meeting.

5. Therefore, having heard all the comments from MoPs the Chairman thanked them for their attendance and input. Immediately prior to MoPs leaving the meeting Cllr D Broadley presented a progress report on a number of issues that he had been pursuing. Details of these are included at the relevant agenda items. Cllr D Broadley then offered his apologies and left the meeting. At this point the Public Discussion Interval was closed and the monthly meeting reconvened.

**4. PLANNING MATTERS**

4.1 Planning Applications received:

4.1.1 **12 Park Street, Masham – Demolition of Existing Substandard 2 Storey Extension & Erection of Replacement**. After discussion it was **proposed** by Cllr Ellis and **seconded** by Cllr Johnson that Masham Parish council (MPC) objected to the proposal on the grounds that it was out of character with adjacent properties and overlooked their private amenity space. All those present voted in favour The **RESOLUTION** was carried. The Clerk was requested to advise Harrogate Borough Council (HBC) of the MPC decision. **Action: CLERK**

**4.2 Planning Approvals.** The list of planning approvals appears at Appendix A.

**4.3 Planning Enforcements.** The list of planning enforcements appears at Appendix A.

4.3.1 HBC had completed their investigation into the tree felling at Unit 1 Fearby Road and had determined that there had been no breach of planning regulations. Jameson’s had contacted the council regarding this matter and after discussion it was acknowledged that in future MPC may choose to liaise directly with property owners to discuss and resolve any concerns prior to submitting a report to HBC. On this occasion Jameson’s had offered an alternative planting plan, but after discussion it was agreed that as there had been no breach no further action was required by Jameson’s. The Clerk was requested to write to Jameson’s to advise them of this.

**Action: CLERK**

**5. FINANCIAL MATTERS**

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

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

**6. VISIT OF TRAVELLERS TO MASHAM**

6.1 The Clerk reported that he had submitted the planning application for the height restriction barrier on 10th January. Unfortunately, despite seeking advice from HBC Planning staff prior to its submission, the application was deemed to be incomplete. On 31st January the Clerk contacted the HBC case officer to discuss this and identified a course of action to resolve her concerns, to include:

6.1.1 Provision of a scale map plan of the installation. This had been achieved by use of Ordnance Survey maps at a cost of £29.50 + VAT.

6.1.2 A request to Cllr Barker for precise installation information, including the position and additional elevations of the actual barrier.**Action: CLLR BARKER**

6.1.3 An agreement with HBC that no further flood risk assessment comment was required.

6.2 The Clerk also reported that he had obtained HBC confirmation that a sum of £331.80 was available from Commuted Sums.

6.3 To prepare the site for the control of access after the height barrier installation it was noted that the positioning of large boulders along The Avenue was required and that liaison with Marfield Quarry was necessary to obtain these. **Action: CLLR GRAINGER**

**7. MASHAM MARKET REGENERATION**

7.1 Discussions followed on from the Public Discussion Interval regarding the attendance of a new fruit and veg trader at the Saturday market. After further consideration it was agreed that given the extensive range of produce provided by the previous trader, it would be beneficial to the market and to the customers to invite 2 traders to attend on Saturdays. At this stage it was **proposed** by Cllr Simms and **seconded** by Cllr Ellis that the existing Wednesday trader, Mr Garner, be selected and also, because of the extensive level of local support and the case presented by Mr Heron, that he also be invited to attend. All those present voted in favour, with one abstention (Cllr Barker). The **RESOLUTION** was carried.

7.2 It was acknowledged that the change of market layout that would be required to accommodate these 2 new traders was an opportunity to consider and refine the appearance of the market.

7.3 Cllr Barker presented the latest Masham Development Group (MDG) report and stated that despite the regrettable resignation of Peter Usher effort was continuing to ensure that planned activities and dates were supported during 2017. Investigation of a coach parking area was still in hand and discussions with organisations offering tours in the local area would include some incentives for them to return.

7.4 The review of the Market Superintendents’ contract was ongoing with Cllr D Broadley in liaison with Jim Hunter regarding any required changes. This matter would be discussed with the Market Superintendent in the very near future.

**8. COUNCIL STORAGE BUILDING – CONCERNS**

8.1 Cllr Simms reported that he had not yet managed to look at changing the lock on the building, but hoped to do that in the near future. It was agreed that once this had been done a revised key access list would be produced and Jameson’s would be informed of the change and the reason for it. **Action: CLLR SIMMS, CLERK**

**9. COUNCIL BENCH SURVEY – MAINTENANCE OPTIONS**

9.1 Cllr Johnson advised that he had not yet completed his work on the revision of the original quote for this work to separate out those elements that could be undertaken by the HBC Youth Offending Team. See item 10 for further information. **Action: CLLR JOHNSON**

**10. HBC YOUTH OFFENDING TEAM – SUITABLE TASKS**

10.1 Cllr D Broadley reported that after contact with the HBC Youth Team they had agreed to visit Masham on Friday 10th February for further discussions with him and anticipated that they would be able to start work on the Swinton Terrace and Low/High Burton footpaths as soon as Sunday. Thereafter they were looking to tackle the Ellington standing water problem.

10.2 Work on the council benches awaited a breakdown of work from Cllr Johnson (see item 9) and work on refurbishment of The Oak Leaf Sculptures would be undertaken once the weather improved. Having provided this brief Cllr D Broadley offered his apologies and left the meeting.

**Action: CLLR D BROADLEY**

**11. SWINNEY BECK – ENVIRONMENT AGENCY PERMISSIONS**

11.1 The Clerk reported that on 24th January he had been advised by Cllr Barker that Andrew Falshaw (Contractor) had been unable to gain authorisation of his work by the Environment Agency. This was regrettable, and as a result Andrew had withdrawn from the work.

11.2 The Clerk had subsequently requested 2 additional quotes for the work, one from Andrew Wise and a second from Ken Rodney & Co. Having had no immediate response he had spoken to both earlier today and both were now in the process of providing a quote for the work. Both contractors would contact Cllr Barker for a more detailed job specification.

**Action: CLLR BARKER**

11.3 It was also noted that Area 6 Highways had indicated that they would carry out the clearance work under the box culvert at the junction of The Oaks and Westholme road, or may be willing to pay for contractor effort if our preferred contractor was also willing to undertake this aspect of the work.

**12. CERAMIC POPPY – OPENING PLAQUE**

12.1 Cllr D Broadley reported that work on this matter awaited completion of the Town Hall internal decoration. **Action: CLLR D BROADLEY**

**13. COUNCIL SPONSORED EVENT – PURCHASE OF A GAZEBO**

13.1 Cllr Barker reported that the reason for this purchase was to provide the council with a facility to house entertainment, local information leaflets, additional covered space for traders not normally attending the market and any other use that required the provision of covered space. After some discussion it was agreed that a councillor would have to be responsible for management of the gazebo, including its’ erection/dismantling and storage.

13.2 It was **proposed** by Cllr Johnson and **seconded** by Cllr Barker that MPC investigate the purchase of a 3 x 3 metre gazebo to a maximum cost of £500. All those present voted in favour. The **RESOLUTION** was carried. It was agreed that 3 quotes be obtained and brought to the next council meeting for consideration. **Action: CLLR BARKER, CLLR JOHNSON**

**14. TOUR DE YORKSHIRE – COUNCIL SUPPORT**

14.1 The Chairman advised that she had attended a meeting at West Tanfieldat which Welcome to Yorkshire were present and that there was a further meeting in the Masham Town Hall on 23rd February. She then presented details of some of the organisation on the day, including preparation and timing for road closures and the scheduling of the 2 races; the ladies and men’s.

14.2 On the day in Masham it was understood that local brewery planned events would be limited. The Primary School would be asked to repeat their Market Place artwork once again and it was suggested that the council should be willing to support this and other events that may be planned in order to maximise the profile of Masham during the event. It was noted that Cycling’s Road World Championships were likely to visit North Yorkshire in 2019 and Masham may feature along the route. HBC had been approached regarding their support to the Tour de Yorkshire event and would be requested to fund the hire of toilet facilities. However, it was acknowledged that arrangements needed to be put in place for this hire and it was agreed that an approach would be made to Sherwood’s to cost the hire of 6 toilets. **Action: CLLR GRAINGER**

14.3 It was suggested that MPC involvement be limited to the provision of these toilets, but after further discussion it was **proposed** by Cllr Simms and **seconded** by Cllr V Broadley that MPC be prepared to provide funding to a maximum of £1000 for the Tour de Yorkshire. This figure would cover the cost of the toilets and paint for the Masham Primary School as well as other, yet to be identified and agreed costs. All those present voted in favour. The **RESOLUTION** was carried.

14.4 Other activity options that were discussed included:

14.4.1 **MUGA 5-a-Side Football tournament.** As this was the anniversary of the opening of the MUGA Cllr Barker agreed to investigate the possibility of a repeat tournament.

**Action: CLLR BARKER**

14.4.2 **Display of Bunting.** It was generally agreed that a display of bunting around the town would be welcome. Cllr Grainger agreed to investigate the cost of bunting material and also who would be able to use the material to produce the bunting. **Action: CLLR GRAINGER**

14.5 It was noted that Nick Reed had offered his services as co-ordinator of activity for the event. After discussion it was agreed to wait until after the 23rd February meeting to see what assistance might be required in this respect. **ALL TO NOTE**

**15. CRAVEN & HARROGATE DISTRICT CITIZENS ADVICE BUREAU – REQUEST FOR SUPPORT FUNDING**

15.1 The Chairman briefed the meeting on some of the recent difficulties faced by the CAB based in Ripon. After a brief discussion it was **proposed** by Cllr Barker and **seconded** by Cllr Johnson that MPC donate a sum of £300 to the CAB. All those present voted in favour. The **RESOLUTION** was carried. **Action; CLERK**

**16. MASHAM C OF E PRIMARY SCHOOL – REQUEST FOR MAYPOLE DANCING EVENT ON WEDNESDAY 3RD MAY 2017**

16.1 After a brief discussion it was agreed that this event should be approved by MPC. The Clerk was requested to advise the school and the Market Superintendent. **Action: CLERK**

**17. MASHAM PARISH COUNCIL – INFORMATON PAGE ON DATA NY WEBSITE**

17.1 The Clerk reported to the meeting that after a considerable period of trying to upload information onto this website he had now completed the task and could confirm that all the council’s policy documents, a list of councillors as well as all meeting documentation for 2015 and 2016 were now available on this website. Documents for 2017 and subsequent years would now be added as they became available.

17.2 The Chairman thanked the Clerk for his efforts in completing this task, which was further evidence of the council working in an open and transparent manner. It was noted that currently the council was not required to comply with this aspect of the Openness of Local government Regulations 2014.

**18. CORRESPONDENCE**

18.1 Details of the correspondence received in the month for discussion/information is shown at Appendix C.

**Item 2 – Swinton Estate – Termination of Employment.** A letter had been received announcing the termination of employment of John Hoyes. The Clerk had responded to say that one of the things John had initiated was a monthly discussion visit with the council and it was hoped that this would continue.

**Item 3 – Clerk – Bus Shelter ATM Lighting.** Concern had been expressed by some residents regarding the lack of lighting when using the ATM. It was thought that a light had previously been in position and the Clerk had written to Note Machine to ask if this was the case, and to have one installed for the future.

**Item 4 – NABMA – Annual Membership**. NABMA had written to ask if MPC wished to use money from its budget in the current FY to pay for next year’s membership and thus avoid any possible increase in the fee. It was decided that this option would not be taken up and indeed it was not clear whether any rise in fees would be levied.

**Item 7 – Nick Reed – Highways England S274 Brown Tourism Sign Cost Breakdown.** Despite several hasteners no exact costs were available for this installation.

**Item 8 – Clerk - Repairs to Market Place Kerb Edging.** More tarmac repairs had been carried out by NYCC Area 6 and the Clerk had written to them to seek assurance that they would subsequently be properly repaired using York stone edging. Area 6 had indicated that this would be dependent on the availability of funds towards the end of 2017.

**Item 9 – Bentley Drivers Club (BDC) – Visit to Masham 11th July 2017.** To facilitate this visit to Masham the club had requested that suitable parking space be made available for their use. After a brief discussion it was agreed that a visit of this nature that would include up to 46 Bentley’s of all ages, was very welcome and could be used in publicity for the market event on that date. Because of this approval was given for the visit and it was agreed that no charge would be levied. The Clerk was requested to advise BDC of this decision and ask if they would be willing to allow publicity and photographs of the cars and also to advise the Market Superintendent of the need to cone off a suitable area. **Action: CLERK**

**Item 10 – NYCC – Consultation on Public Rights of Way (PROW) Management.** NYCC were proposing to make changes to the way in which they managed the PROW network and wanted to know if parish councils were willing to be involved in identification of priorities to enable better targeting of maintenance effort and funding. After some discussion it was agreed that a local walking group or individual should be invited to provide comment and it wassuggested that the MCO would be best positioned to identify such a group or individual. **Action; CLERK**

**Item 11 – Clerk – VAT Refund Submission.** The Clerk reported that he had recently submitted a VAT Refund for £1061.07.

**19. ANY OTHER BUSINESS**

19.1 Pot holes were reported on Silver Street near to Corks & Cases and on Swinton road. Cllr Ellis agreed to provide photographs of these and to report them to Area 6 Highways.

**Action: CLLR ELLIS**.

19.2 It was reported that the filming that took place near to St Mary’s Church in January had actually lasted for almost 2 days and not the half day that had been agreed with the location company. It was agreed that the Clerk should contact the company to ascertain what happened and see if an additional payment for use of the area was appropriate. **Action: CLERK**

19.3 The surface of the small walkers’ car park next to the Masham Bridge was in need of some repair and refurbishment and the Clerk was requested to ask the Parish Caretaker to undertake this work. **Action: CLERK**

19.4 Martin Wilkinson had requested confirmation of whether he should include clearance of the Dixon Keld steps as well as the Market Place in his winter treatment work as required. After a brief discussion it was agreed that this should be done. The Clerk was requested to contact Martin Wilkinson to ask him to carry out this work as required. **Action: CLERK**

19.5 It was reported that the development at 46 Park Street was not in accordance with the submitted plans and was causing concern to residents of adjacent properties in Swinburn Court and Swinton Terrace. The Clerk was requested to report these issues to HBC Planning Enforcement. **Action: CLERK**

**20. DATE OF NEXT MEETING**

20.1 Monday 6th March 2017 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chairman, Cllr Grainger declared the Meeting closed at 21:50 pm.

**APPENDIX A**

**MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 6FEBRUARY 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| 12 Park Street, Masham, HG4 4HN | Application No: 6.31.1058.FUL 16/05421/FUL  Demolition of existing substandard 2 storey rear extension & erection of replacement + alterations to fenestration & installation of concealed roof terrace  Applicant: Miss N Hanshaw | **8 February 2017** |
|  |  |  |
|  |  |  |
|  |  |  |

**PLANNING APPLICATIONS**

**GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 6 FEBRUARY 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| 21 – 23 Market Place, Masham | Includes Listed Building Application. Conversion & extension of annex to form enlarged ancillary accommodation | **APPROVED** |
| Bank Villa Guest House, The Avenue, Masham | Crown clean & removal of deadwood to Weeping Willow | **APPROVED** |
| Unit 1 Fearby Road, Masham | Conversion of Industrial building to form 5 units | **APPROVED** |
|  |  |  |

**PLANNING ENFORCEMENTS**

**NOTIFIED BY HARROGATE BOROUGH COUNCILTO 6 FEBRUARY 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| 1 Fearby Road, Masham, HG4 4ES | Removal of screen planting – in breach of Conditions 5 & 7 of 83/00911/FUL | **NO BREACH** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 10 January to 6 February 2017** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents | |  |  |  |  | £512.00 |  |
| Honesty Box - Market Place 1 | | |  |  |  | £476.56 |  |
| Honesty Box - Recreation Ground One | | | |  |  | £19.13 |  |
| Honesty Box - Recreation Ground Two | | | |  |  | £10.73 |  |
| HBC - Ground Maintenance Grant 2015/16 | | | | |  | £266.65 |  |
| MCLA - Xmas Lights Payment for 100549 & 100550 | | | | |  | £1,467.27 |  |
| Alastair Don - Filming in Masham | | | |  |  | £260.00 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | |  | **£3,012.34** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 6 February 2017 meeting for approval and signature** | | | | | | |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | | | | |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Gwenneth Mackenzie, Litter Picker - February Salary (Tax £0.00) | | | | | |  | 100544 |
| T P Johnson, Parish Clerk - February Salary (Tax £129.00) | | | | | |  | 100545 |
| Margaret Halliwell, Relief Litter Picker - January 2017 Salary (Tax £0.00) | | | | | |  | 100546 |
|  |  |  | **February Staff Salaries Total** | | | **£1,134.24** |  |
| HMRC - PAYE February | | |  |  |  | £129.00 | 100547 |
| Gregg Electrical - Xmas Lights Mounting/Dismounting (VAT £260.52) | | | | | | £1,563.12 | 100548 |
| Gregg Electrical - Xmas Lights Weatherproof Connection Box (VAT £129.14) | | | | | | £774.84 | 100549 |
| Gregg Electrical - Xmas Lights Photocell + Timer etc (VAT £164.31) | | | | | | £985.88 | 100550 |
| D3 Office Group - Writing Pens (VAT £3.80) | | | | |  | £22.79 | 100551 |
| CANCELLED | |  |  |  |  |  | 100552 |
| Parish Clerk - Refunded Costs (Rec Grd OS Map) (VAT £5.90) | | | | | | £35.40 | 100553 |
| Eric Wilkinson - Parish Caretaker (Routine works) | | | | |  | £132.00 | 100554 |
| MFJ Land Management - Grass Cutting (VAT £191.00) | | | | | | £1,146.00 | 100555 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Direct Debits** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electricity Bill (VAT £2.53) | | | |  |  | £53.19 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£5,976.46** |  |



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| --- | --- |
| **APPENDIX C**  **MASHAM PARISH COUNCIL - MEETING - 6 FEBRUARY 2017** | |
|  |  |
| Correspondence for information/consideration etc. | |
|  |  |
| **1** | Clerk - Parish Caretaker Routine Work |
|  |  |
| **2** | Swinton Estate - Termination of Employment of John Hoyes |
|  |  |
| **3** | Clerk - Bus Shelter ATM Lighting |
|  |  |
| **4** | NABMA - Annual Membership |
|  |  |
| **5** | YLCA - Harrogate Branch Meeting Monday 20th February 2017 in Boroughbridge |
|  |  |
| **6** | MCO - Visit of North Yorkshire Police & Crime Commissioner to Masham 3 April 2017 |
|  |  |
| **7** | Nick Reed - Highways England S274 Tourism Sign Cost Breakdown Hastener |
|  |  |
| **8** | Area 6 Highways - Repairs to Kerb Edges on the Market Place |
|  |  |
| **9** | Andy Ashworth - visit of Bentley Drivers Club to Masham Tuesday 11th July |
|  |  |
| **10** | NYCC - Public Rights of Way Consultation |
|  |  |
| **11** | Clerk - VAT Refund Submission |

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place

Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209

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

Office hours: Monday and Tuesday, 09:00 – 1630

Chairman: Clerk to the Council:

Councillor Flo Grainger Tom Johnson

**PRESENT:**

**Parish Council**:Cllr Flo Grainger (Chairman)

Cllr Colin Barker

Cllr Rosemary Blades

Cllr David Broadley

Cllr Ian Johnson

Cllr Brian Metcalfe

Cllr Neil Pickard

Cllr Nigel Simms

Tom Johnson (Parish Clerk)

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

**1. APOLOGIES:**, Cllr Margaret Atkinson, Cllr Valerie Broadley, Cllr John Ellisand Cllr Rob Greensit

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

2.1 **Minutes of the Monthly Meeting held on 6th February 2017**. It was **proposed** by Cllr Simms and **seconded** by Cllr Pickard that the Minutes of the 6th February meeting be formally approved as a true and accurate record. All those who were in attendance at the 6th February meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record.

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

3.1 Cllr Johnson declared an interest in the council bench survey options at item 10 and Cllr Barker in the Travellers Visit discussions at item 8.

**4. RESIGNATION OF CLLR WENDY BOWLING**

4.1 It was with regret that the Chairman announced that after serving as a councillor for 3 years a notice of resignation had been received from Cllr Wendy Bowling. The Chairman had spoken to Cllr Bowling to see if she would reconsider her position, but was advised that her decision was final. The Chairman noted that during her time as a councillor Wendy had made a significant contribution to the council, and she had been particularly passionate about the need to regenerate the market and the business aspects of the town. The Clerk was requested to write to Wendy to express the views of the council and to thank Wendy for her contributions.

**Action: CLERK**

4.2 The Clerk then outlined the procedure to be adopted in order that a replacement could be sought. Initially Harrogate Borough Council (HBC) Electoral Office staff needed to be advised formally of the resignation. They would then provide a notice for display to announce the vacancy. **Action: CLERK**

*(Clerk’s Note: Notice received and displayed on all council notice boards 7th March)*

**5. PLANNING MATTERS**

5.1 Planning Applications received:

5.1.1 **Trinity, 8 Market Place, Masham – Change of Use from Business to Dwelling**. After discussion it was **proposed** by Cllr Simms and **seconded** by Cllr Pickard that Masham Parish council (MPC) object to the proposal on the grounds that given its prime location in the Masham Market Place a loss of business was very unwelcome. The council was very keen to promote the business community in the town and would like to retain this unit for possible future business use All those present voted in favour.The **RESOLUTION** was carried. The Clerk was requested to advise HBC of the MPC decision. **Action: CLERK**

**5.2 Planning Approvals.** The list of planning approvals appears at Appendix A.

**5.3 Planning Enforcements.** The list of planning enforcements appears at Appendix A.

**6. FINANCIAL MATTERS**

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

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

6.3 The Clerk presented the results of the latest quarterly check by Stephen Hill, which had been undertaken on 13th February. In addition to the standing caveats only one minor matter had been reported, that being the lack of VAT visibility and thus opportunity for MPC to claim refunds on materials bought by the Parish Caretaker to carry out tasks as directed by the council. Although this was only an occasional circumstance, it was acknowledged that if supplier VAT details were available, then MPC would be able to reclaim the relevant VAT amounts. The Clerk advised that he had spoken to the Parish Caretaker and it had been agreed that where possible these details would be provided and supplier invoices would be directed to MPC and not to the caretaker. It was noted that the first example of this was included at Appendix B, where a payment was being made to H Hill & Sons. VAT would be reclaimed on this invoice.

6.4 It was **proposed** by Cllr D Broadley and **seconded** by Cllr Simms that MPC accept the content and conclusion of the quarterly report. All those present voted in favour. The **RESOLUTION** was carried.

**7. MASHAM MARKET REGENERATION**

7.1 It was reported that some traders were setting up their stalls very early in the morning. After discussion it was agreed that some were in breach of the Masham Market Rules that stated stalls could be set up from 6 am and not before. It was agreed that the Mkt Sup be advised of this matter. **Action: MDG**

7.2 The Chairman reported that an email had been received from Mr Dunne, who had been booking entertainment acts for forthcoming market seasonal events. Mr Dunne had expressed concern regarding the reception of these acts by the Mkt Sup at previous events, as a result of which he was reluctant to confirm any future bookings. It was generally agreed that the situation presented in Mr Dunne’s email was now largely a thing of the past and the Chairman agreed to speak to Mr Dunne regarding this matter with a view of seeking entertainer bookings for future seasonal events. **Action: CLLR GRAINGER**

7.3 A letter had been received from Rob Theakston which confirmed in principle that Black Sheep were willing to allow MPC to utilise their Fearby Road field for coach parking to support the group travel initiative previously agreed by MPC. It was noted that some changes to the area would be required but Rob had agreed to meet to discuss this matter further. It was suggested that once the arrangements were in place the Clerk would notify the council’s insurers to ensure that cover was extended to include use of this area. **Action: CLERK**

7.4 The Mkt Sup had requested the purchase of 25 new traffic cones to replace or supplement the existing cones, some of which were damaged and/or missing. The clerk reported that he had looked at prices on the internet and they ranged from £94 to £170 for the required number of cones. After a brief discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Barker that 25 traffic cones be purchasedat a maximum cost of £200. All those present voted in favour. The **RESOLUTION** was carried. The Clerk agreed to present the options to the Mkt Sup for his selection before placing an order. **Action: CLERK, MKT SUP**

7.5 The Chairman noted that it had previously been agreed that the seasonal events were an essential part of the regeneration/development process, but to ensure their continuation there was a need for an extra pair of hands to co-ordinate the activities. It was noted that the costs of these 2017 events, 4 x £300 event costs plus 4 x £250 personal costs had been approved previously at item 6.4 and 6.5 of the 3rd October 2016 minutes. After discussion it was suggested that a self-employed individual needed to be identified to take on the task to ensure the proper running of these events. It was then **proposed** by Cllr D Broadley and **seconded** by Cllr Simms that the Clerk ask Nick Reed if he would be willing to provide the support required to co-ordinate these events. All those present voted in favour. The **RESOLUTION** was carried. **Action: CLERK**

7.6 The review of the Market Superintendents’ contract was ongoing with Cllr D Broadley in liaison with Jim Hunter regarding any required changes. A couple of meetings had been scheduled to discuss matters with the Market Superintendent (Mkt Sup), who had failed to attend, apparently due to concerns about the meeting. The Chairman had discussed these concerns with the Mkt Sup who had subsequently agreed to meet with Cllr D Broadley and Jim Hunter. It was noted that part of the discussion was aimed at setting up a detailed understanding of how John performed his duties and to establish a viable transition plan for the future to ensure a successful and seamless transfer of duties on his eventual retirement. It was also acknowledged that the meeting with the Mkt Sup needed to happen to facilitate further work on development of the market. **Action: CLLR D BROADLEY, MKT SUP**

**8. VISIT OF TRAVELLERS TO MASHAM**

8.1 The Chairman announced that Cllr Greensit had offered to provide boulders of suitable size to seal the gaps between the trees along The Avenue to prevent access to The Shooting Holme by this route. Cllr Greensit would deliver and position these boulders free of charge. After a brief discussion it was agreed that this offer would be accepted.

8.2 The Clerk reported that Cllr Barker had provided him with the barrier elevation information requested by HBC, which he had then forwarded to HBC. On 27th February HBC had confirmed receipt of all the required information for their consideration of the planning application and a decision was now awaited.

8.3 The Clerk also reported that due to a revision of the barrier specification, this to meet the slightly revised location, there was now a slight increase in the contractor quote. The previously accepted quote for £1480 was now amended to £1680 to reflect this change. In view of the status of the planning application, and the rationale for the increase it was **proposed** by Cllr Simms and **seconded** by Cllr D Broadley that MPC accept the new quote. All those present voted in favour, with one abstention. The **RESOLUTION** was carried.

8.4 The Chairman asked the councillors if they wished to have the riverbank area cleared as had been done in 2016. After some discussion it was agreed that this was not required for 2017, but that it would be considered once again in 2018.

8.5 Pruning of the Lime Trees along The Avenue was discussed and it was agreed that this should be done to tidy up their appearance and to improve spectator visibility for the Tour de Yorkshire. It was suggested that this might be a suitable job for the HBC Youth Offending Team. It was noted that HBC approval would be needed before any work was carried out.

**Action: CLERK**

**9. COUNCIL STORAGE BUILDING – CONCERNS**

9.1 Cllr Simms reported that he had now completed the lock change. It was agreed that the new keys would now be handed out to those councillors who needed access to the building. **Action: CLERK**

9.2 The Clerk reported that he had started to compose the letter that would announce this lock change, and the rationale behind it. He then requested confirmation of to whom the letter should be sent and what control procedures the council wished to announce. It was confirmed that the letter should go to all Masham event organisers and should confirm that access would only be possible by contacting Cllr Grainger. **Action: CLERK**

9.3 The Chairman reported that storage of the Christmas Lights in the MPC building was not an issue at this time, but may be a matter for consideration in the future. With this in mind she believed there was still a need to further review the storage of items and that this may be assisted by the use of pallet racking. The Chairman reported that a selection of this racking may be available at reduced cost and after a brief discussion it was agreed that she investigate this matter further. **Action: CLLR GRAINGER**

**10. COUNCIL BENCH SURVEY – MAINTENANCE OPTIONS**

10.1 Cllr Johnson advised that he had now completed his work on the revision of the original quote for this work and those elements that could be undertaken by the HBC Youth Offending Teamhad now been separated out. Discussion of the revised quote then ensued and it was noted that the overall cost for the work had now reduced to £900 and this included provision of the paint required by the HBC Team to complete the refurbishment work. After discussion it was **proposed** by Cllr D Broadley and **seconded** by Cllr Barker that MPC accept the revised quote. All those present voted in favour, with one abstention (Cllr Johnson). The **RESOLUTION** was carried. See item 11 for further information. **Action: CLLR JOHNSON**

**11. HBC YOUTH OFFENDING TEAM – SUITABLE TASKS**

11.1 Cllr D Broadley requested that another councillor liaise with the HBC Team for the next 2 weeks, during which he was unavailable. Cllr Grainger agreed to meet with them on Sunday (12th March) and Cllr Simms agreed to transport the wheelbarrow required for their duties on the following Sunday.

11.2 Additional tasks were being identified as work progressed and future tasks were likely to include the High & Low Burton footpaths and the area at the rear of the Masham Town Hall.

**12. SWINNEY BECK – ENVIRONMENT AGENCY PERMISSIONS**

12.1 The Clerk reported that on 6th February he had spoken to Andrew Wise and Ken Rodney & Co (local contractors) who had both agreed to contact Cllr Barker to discuss what work was required to clear out Swinney Beck. Cllr Barker noted that he had not received any communication from either contractor. After a brief discussion Cllr Barker requested that he be provided with the contact details for the 2 contractors so he could contact them directly.

**Action: CLERK, CLLR BARKER**

12.3 It was noted that The Environment Agency had carried out further work on 13th February, but this had been limited to a walk through and clearance work on the banks rather than the bed of the beck.

**13. CERAMIC POPPY – OPENING PLAQUE**

13.1 Cllr D Broadley reported that he had now spoken with the Royal British Legion and it had been agreed that the display would not include a donation box. He would continue to liaise with them and would report back at the next meeting. **Action: CLLR D BROADLEY**

**14. COUNCIL SPONSORED EVENT – PURCHASE OF A GAZEBO**

14.1 Cllrs Barker and Johnson reported that they had obtained several quotes for a 3m x 3m structure by internet searches and these were presented to the meeting for consideration. It was noted that a pair of weights was also required to secure the structure once it had been erected. The council was reminded that the reason for this purchase was to provide the council with a facility to house entertainment, local information leaflets, and additional covered space for traders not normally attending the market plus any other use that required the provision of covered space.

14.2 After some discussion it was **proposed** by Cllr Simms and **seconded** by Cllr Barker that MPC purchase a 3 x 3 metre Gala Shade Pro-40 Gazebo (Leaftree) to a maximum cost of £500. All those present voted in favour. The **RESOLUTION** was carried. It was agreed that the gazebo would be delivered to Cllr D Broadley’s office. **Action: CLERK**

**15. TOUR DE YORKSHIRE – COUNCIL SUPPORT**

15.1 It was noted with regret that there had been no council representative at the 23rd February TdY meeting in the Masham Town Hall. Various plans were now being developed and it was acknowledged that a co-ordinator was required. After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Barker that MPC seek the effort of Nick Reed as detailed in his offer of 26th January 2017 to a maximum of 10 days plus a sum of £250 for consumables, this being a total of £1000. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to advise Nick of this decision. **Action; CLERK**

15.2 Concern was expressed at the poor state of the road surface through the town on the TdY route, particularly along Silver Street. **Action: CLERK**

**16. MASHAM PARISH COUNCIL – ANNUAL POLICY REVIEWS**

16.1 The Clerk reported to the meeting that a number of annual policy reviews were required, and more would follow in April and again later in the year. Those policies for review at this meeting had been forwarded to the councillors ahead of the meeting for their consideration.

16.1.1 **Discipline Policy.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr D Broadley that the policy be accepted without further amendment. All those present voted in favour. The **RESOLUTION** was carried. **Action CLERK**

16.1.2 **Complaints Procedures.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr D Broadley that the procedures be accepted without further amendment. All those present voted in favour. The **RESOLUTION** was carried. **Action CLERK**

16.1.3 **Guidance for Effective Recording at Parish Meetings.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr D Broadley that the guidance policy be accepted without further amendment. All those present voted in favour. The **RESOLUTION** was carried.

**Action CLERK**

16.1.4 **Openness of Local Government.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr D Broadley that the policy be accepted without further amendment. All those present voted in favour. The **RESOLUTION** was carried. **Action CLERK**

**17. RESIGNATION OF LITTER PICKER**

17.1 The Clerk reported that he had received a resignation letter from the Litter Picker. The reasons for this resignation were presented to the councillors and accepted with regret. It was noted that Gwen and Robin had undertaken the role of Litter Picker at different times for over 20 years and that throughout that time they had undertaken the work with a remarkable level of commitment and consistency. After some discussion it was agreed that a letter be sent to Gwen to express the council’s appreciation for her efforts in support of the council. It was also **proposed** by Cllr Grainger and **seconded** by Cllr Barker that a bouquet of flowers and a £75 M&S Gift Voucher be given to Gwen in thanks. All those present voted in favour. The **RESOLUTION** was carried. **Action: CLERK**

17.2 It was acknowledged that there was a need to find a replacement and the Clerk was requested to advertise the job. It was **proposed** by Cllr Johnson and **seconded** by Cllr Barker that an interview panel consisting of Cllr Grainger and Cllr Pickard be set up. All those present voted in favour. The **RESOLUTION** was carried. **Action CLERK**

*(Clerk’s Note: Job adverts displayed in various areas around town on 7th March. Closing date for applications 24th March, with interviews on 28th March at 1pm)*

**18. CORRESPONDENCE**

18.1 Details of the correspondence received in the month for discussion/information is shown at Appendix C.

**Item 3 – Richard Best – Yorkshire Pedalthon 12th May 2017.** A request had been received for use of the Shooting Holme for the subject event. After a brief discussion the request was agreed. **Action: CLERK**

**Item 4 – Area 6 Highways - Changes to the Parking Limit Restrictions in Masham.** The Clerk reported that notification of this work had now been received, but as yet no firm dates had been announced.

**Item 5 – Mr & Mrs Linford - Concerns Regarding Marfield Wetlands.** An email had been received expressing concerns at the effect on the wetlands of the presence of the local hunt and dog waste. The Chairman agreed to present these matters at the forthcoming Marfield Quarry Liaison Meeting. **Action: CLLR GRAINGER**

**Item 6 – Area 5 Highways - River Ure Bank Erosion Work.** The Clerk reported that Area 5 had now agreed to carry out willow work to repair the eroded bank and that a permit for this work was now awaited from the Environment Agency.

**Item 7 – YLCA – S137 Spending Limits for 2017/18.** Details of these limits for 2017/18 had been received from YLCA. The revised amount per resident was now £7.57, making an overall sum of £8955.31 for MPC.

**Item 8 – HBC – Grass Cutting Grant.** HBC had recently announced that they were extending the grass cutting grant. The Clerk reported that MPC did not receive a grant from HBC for this purpose as it was acknowledged that HBC carried out the regular cutting of areas in Masham. However, as MPC pay to cut several areas in and around Masham he had written to HBC to ask if MPC would be eligible for a grant. **Action: CLERK**

**Item 9 – Ian Smithson – Annual Return Internal Audit.** Ian had been in contact to offer his services once again for the forthcoming Internal Audit, this time at a cost of £135. Ian had conducted Internal Audits for MPC for several years and it was agreed that this matter would be placed on the Agenda for the next meeting. **Action; CLERK**

**19. ANY OTHER BUSINESS**

19.1 It was reported that the Market Rents had not been reviewed for some time and the Market Superintendent had suggested that a review was overdue. After a brief discussion it was agreed that the Masham Development Group (MDG) should carry out a review. **Action: MDG**.

19.2 It was reported that the damage to the Masham Bridge on the Swinton Road had still not been repaired and due to its condition was a cause of concern. **Action: CLERK**

19.3 At a recent meeting with Swinton Estates it was suggested that a 25 year Development Plan should be available to the community and it made sense that MPC lead on the production of this. It was noted that HBC would be able to provide some assistance on the production of this plan and it was acknowledged that the views of the community would be required. Cllr Simms agreed to contact HBC to ascertain what support and advice would be available.

**Action: CLLR SIMMS**

19.4 It was reported that the door of the new Electrical Distribution Box on the Market Place had been damaged and needed to be repaired. **Action: CLERK**

19.5 The dog fouling notice on Millgate had faded and needed to be replaced. **Action: CLERK**

**20. DATE OF NEXT MEETING**

20.1 Monday 3rd April 2017 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chairman, Cllr Grainger declared the Meeting closed at 21:50 pm.

**APPENDIX A**

**MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 6MARCH 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Trinity, 8 Market Place, Masham, HG4 4EB | Application No: 6.3.105.J.COU 17/00470/COU  Change of use of cafe (Use Class A3) to one dwelling (Class C3)  Applicant: Mr James Gibney | **16 March 2017** |
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**PLANNING APPLICATIONS**

**GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 6 MARCH 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| 19 Leyburn Road, Masham, HG4 4ER | Erection of replacement porch extension | **APPROVED** |
| 12 Park Street, Masham, HG4 4HN | Demolition of existing substandard 2 storey rear extension & erection of replacement 2 storey extension & alterations to fenestration & replacement of concealed roof terrace | **REFUSED** |
| Fremington, 21-23 Market Place, Masham, HG4 4EG | Approval of details required under conditions 3, 4 & 6 of permission 16/05059/FUL | **DISCHARGED** |
|  |  |  |

**PLANNING ENFORCEMENTS**

**NOTIFIED BY HARROGATE BOROUGH COUNCILTO 6 MARCH 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| New Dwellings to Rear of 26 Park Street, Masham | Alleged new dwellings incorrectly sited & higher than approved plans | **NO BREACH** |

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|  |  |  |  |  |  | **APPENDIX B** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
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| **RECEIPTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 7 February to 6 March 2017** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents | |  |  |  |  | £584.00 |  |
| Honesty Box - Market Place 1 | | |  |  |  | £755.42 |  |
| Honesty Box - Recreation Ground One | | | |  |  | £40.57 |  |
| Honesty Box - Recreation Ground Two | | | |  |  | £9.22 |  |
| HMRC - VAT Refund | |  |  |  |  | £1,061.07 |  |
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|  |  | **Total receipts for the month** | | |  | **£2,450.28** |  |
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| **PAYMENTS** | |  |  |  |  |  |  |
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| **(ii) Cheques drawn for 6 March 2017 meeting for approval and signature** | | | | | |  |  |
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| **Barclays - Masham Parish Council Account** | | | | |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Gwenneth Mackenzie, Litter Picker - March Salary (Tax £0.00) | | | | | |  | 100556 |
| T P Johnson, Parish Clerk - March Salary (Tax £129.00) | | | | | |  | 100557 |
| John Todd, Market Superintendent - Salary January to March (Tax £0.00) | | | | | |  | 100558 |
|  |  |  | **March Staff Salaries Total** | | | **£1,598.01** |  |
| HMRC - PAYE March | |  |  |  |  | £129.00 | 100559 |
| Gregg Electrical - Market Place Electrical Dist Box Refurb (VAT £77.63) | | | | | | £465.73 | 100560 |
| Citizen's Advice Bureau - Council Donation | | | | |  | £300.00 | 100561 |
| D3 Office Group - Stationery Items (VAT £5.10) | | | | |  | £30.60 | 100562 |
| Parish Clerk - Refunded Costs (VAT £2.50) | | | | |  | £21.60 | 100563 |
| Masham Town Hall - Meeting Room Hire (VAT £5.40) | | | | | | £32.40 | 100564 |
| H Hill & Sons - Bowling Green Car Park Aggregate (VAT £32.60) | | | | | | £195.60 | 100565 |
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| **Direct Debits** | |  |  |  |  |  |  |
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| Green Energy - Electricty DDR (VAT £1.32) | | | | |  | £27.67 |  |
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|  |  | **Total Payments** | |  |  | **£2,800.61** |  |
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|  |  |  |  |  |  |  |  | **APPENDIX C** |  |  |
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| **MASHAM PARISH COUNCIL - MEETING - 6 MARCH 2017** | | | | | | | | |  |  |
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| Correspondence for information/consideration etc. | | | | | | |  |  |  |  |
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| **1** | Clerk - Filming in Masham - Extended Stay | | | | |  |  |  |  |  |
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| **2** | Julian Smith MP - Visit of Farming Minister to Skipton | | | | | |  |  |  |  |
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| **3** | Richard Best - Yorkshire Pedalthon 12th May 2017 | | | | |  |  |  |  |  |
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| **4** | Area 6 Highways - Changes to the Parking Limit Restrictions in Masham | | | | | | | |  |  |
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| **5** | Mr & Mrs Linford - Concerns Regarding Marfield Wetlands | | | | | |  |  |  |  |
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| **6** | Area 5 Highways - River Ure Bank Erosion Work | | | | |  |  |  |  |  |
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| **7** | YLCA - S137 Spending Limits 2017/18 | | | |  |  |  |  |  |  |
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| **8** | HBC - Grass Cutting Grant | | |  |  |  |  |  |  |  |
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| **9** | Ian Smithson - Internal Audit | | |  |  |  |  |  |  |  |

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place

Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209

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

Office hours: Monday and Tuesday, 09:00 – 1630

Chairman: Clerk to the Council:

Councillor Flo Grainger Tom Johnson

**PRESENT:**

**Parish Council**:Cllr Flo Grainger (Chairman)

Cllr Colin Barker

Cllr Rosemary Blades

Cllr John Ellis

Cllr Rob Greensit

Cllr Ian Johnson

Cllr Brian Metcalfe

Cllr Neil Pickard

Cllr Nigel Simms

Tom Johnson (Parish Clerk)

**County Councillor:** Cllr Margaret Atkinson

**Present:** 16 Members of Public (MoP)

Before the meeting began the Chairman reported that earlier today she, Cllr Pickard and the Clerk had visited Gwen and Robin MacKenzie to present the bouquet of flowers and gift card on the retirement of Gwen as Litter Picker. The Chairman had passed on the best wished and gratitude of the council for all the hard work and strong commitment that they had both made to the town during their respective time in the post of Litter Picker.

**1. APOLOGIES:**, Cllr Valerie Broadley

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

2.1 **Minutes of the Monthly Meeting held on 6th March 2017**. It was **proposed** by Cllr Simms and **seconded** by Cllr Johnson that the Minutes of the 6th March meeting be formally approved as a true and accurate record. All those who were in attendance at the 6th March meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record.

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

3.1 CllrsSimmsand Barker both declared an interest in the planning application for 11 Swinton Terrace.

**13. TOUR DE YORKSHIRE – UPDATE FROM NICK REED**

13.1 This item was brought forward to allow Nick Reed to present an update.

13.2 Nick reported on the rolling road closure program that was planned and the streets that would be affected. All of this, and more, was contained in a TdY Newsletter that was to be distributed to all households in the town. A number of planned activities and events were detailed and Nick stated that assistance would be required to ensure that these were adequately resourced and Nick requested that anyone interested in assisting contact him as soon as possible.

13.3 Nick further reported that Masham had been successful in obtaining a grant of £615 from Harrogate Borough Council (HBC). He then presented a detailed budget showing how this and other monies previously allocated by Masham Parish Council (MPC) would be spent. Parking on the Shooting Holme was discussed and it was agreed that any income from this source be allocated to local charities with Yorkshire Cancer Support having first call. The Chairman thanked Nick for his report and for his efforts to date. Before leaving the meeting Nick briefed on planning activity for forthcoming Market events. Details of this brief can be found at item 7.

13.4 The Chairman, being aware of the number of MoPs who were present to discuss planning matters, then adjourned the meeting for the Public discussion Interval.

**PUBLIC DISCUSSION INTERVAL**

1. MoPs were invited to express their views on the planning applications for the land adjacent to Foxholme Lane. Concerns regarding access to the site and the impact on the infrastructure of the town, including the schools, doctors, sewage etc, were detailed. It was noted that the access road had not been intended as a through road and the box culvert leading onto Westholme road was not considered adequate for the likely volume of traffic. Vehicle parking already caused issues in the area, and with more vehicles this was assessed as likely to get worse.
2. Notwithstanding these issues it was acknowledged that additional housingpresented an opportunity to the town, but perhaps there were other better development area that in combination could fulfil the requirement. It was noted that the 40% affordable housing was an HBC norm unless the development posed specific problems to the developer. It was acknowledged that the previously discussed issues may be pertinent in this respect. The inclusion of commercial units in the development was welcome as it was agreed that additional employment opportunities were required for the wellbeing of the town.
3. Having listened to these views the Chairman asked the councillors to form their opinion and offer their decision on the application.
4. Joy Rayden presented details of a Hope Community Support initiative that offered one-to-one support to members of the community. Joy also presented details of a Wellbeing Cafe that was being set up in the Methodist Church on Wednesday 26th April from 1:30 to 3:30 pm and invited volunteers to help with this and other activities and support planned by the group.
5. At this point the Public discussion Interval was closed and the meeting reconvened.

**4. PLANNING MATTERS**

4.1 Planning Applications received:

4.1.1 **Land at Foxholme Lane, Masham – Environmental Impact Assessment & Screening Opinion**. After discussion it was **proposed** by Cllr Greensit and **seconded** by Cllr Ellis that MPC had no objection to the assessment being carried out. All those present voted in favour.The **RESOLUTION** was carried. The Clerk was requested to advise HBC of the MPC decision. **Action: CLERK**

4.1.2 **Land at Foxholme Lane, Masham – Outline Planning Permission**. After discussion and consideration of the points raised during the Public Discussion Interval it was **proposed** by Cllr Pickard and **seconded** by Cllr Johnson that MPC had did not object or support the application, but wished to seek assurances and safeguards regarding the matters raised pertaining to access to the site, its effect on the infrastructure of the town and the proposed maximum number of properties. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to advise HBC of the MPC decision. **Action: CLERK**

4.1.3 **11 Swinton Road, Masham – Erection of Single Storey Extension**. After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that MPC had no objection to the application. All those present voted in favour.The **RESOLUTION** was carried. The Clerk was requested to advise HBC of the MPC decision. **Action: CLERK**

**4.2 Planning Approvals.** There were no planning approvals.

**4.3 Planning Enforcements.** There were no planning enforcements.

**5. YLCA – ANNUAL MEMBERSHIP RENEWAL**

5.1 After a brief discussion it was **proposed** by Cllr Simms and **seconded** by Cllr Ellis that MPC renew the YLCA Membership at a cost of £413. All those present voted in favour. The **RESOLUTION** was carried. **Action: CLERK**

**6. FINANCIAL MATTERS**

6.1 The Clerk reported that the annual return internal audit was scheduled for 24th April and a quote of £135 for this work had been received from Ian Smithson, who had undertaken this task for the past 5 or more years. After a brief discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that MPC accept the quote. All those present voted in favour. The **RESOLUTION** was carried. **Action; CLERK**

6.2 The Clerk reported that the Town Hall planters had required urgent replacement and these had been purchased at a cost of £333 + VAT. The Chairman advised that she was in discussion with the Town Hall Trustees to seek a contribution to this cost, and indicated that this was likely to be in the order of £200. After a brief discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that MPC accept the cost and the Chairman continue to seek a contribution from the Town Hall Trustees. All those present voted in favour. The **RESOLUTION** was carried. It was suggested that Commuted Sums may be available to cover this cost. **Action; CLERK**

6.3 Advice of Receipts and Payments. Details of the Receipts and payments made in the month are scheduled under Appendix B (1/2).

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

**7. MASHAM MARKET REGENERATION**

7.1 Nick Reed reported on some of the forthcoming planned activity that was now part of his remit with MPC. These plans included the possibility of regular Sunday markets during the summer months, but after discussion this suggestion was rejected.

7.2 Contract discussions with the Market Superintendent (Mkt Sup) were progressing slowly, but the Chairman noted that the Mkt Sup had written to her to advise MPC that he considered his current working hours to be inadequate for his needs. Discussion then ensued regarding the justification for this and it was suggested that the matter could only be resolved on completion of the job description and contract work that was ongoing. The Chairman agreed to notify the Mkt Sup of this decision. **Action: CLLR GRAINGER**

7.3 A request had been received from Herriot Hospice for a stall at the Tour de Yorkshire Market. After discussion it was agreed that a stall could be had, but as the charity was not based in Masham the normal £10 charge would be applied. **Action: CLERK**

7.4 Cllr Barker reported that Black Sheep had agreed to the use of their Fearby Road site for a coach park to facilitate the visit to Masham of larger groups. A peppercorn rent of £50 would be levied with an agreement running initially for 3 years. The space available would allow 4 or 5 coaches to be parked, but some extra space may be needed and this would require additional hardcore. Cllr Barker agreed to obtain a quote for the hardcore and the Clerk was requested to check the insurance cover. **Action: CLLR BARKER, CLERK**

7.5 A complaint had been received regarding timing of deployment of the cones used to prevent vehicles from parking on market areas the day before markets. It had been stated that these cones were being positioned as early as 2:30pm and this was affecting custom at commercial premises in the market place. There was general sympathy with this view and after discussion it was agreed that the Market Superintendent should be requested not to deploy these cones until at least 4:45 pm. **Action: Cllr GRAINGER**

7.6 A review of rents had been passed to the Masham Development Group (MDG) for their consideration. However, the Chairman suggested that it was more appropriate for this review to be conducted by the full council. This was agreed and there followed a review of the rental charges. After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Barker that the following charges apply from October 2017 (all charges based on 12 foot stall frontage).

7.6.1 A Summer rate of £15 for regular traders and £20 for casual traders.

7.6.2 A Winter rate of £8 for regular traders and £10 for casual traders.

All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to amend the Market Rules accordingly. **Action: CLERK**

7.7 It was noted that there was a problem with the layout of the market on Saturday 1st April, which had limited the space available for stalls.

**8. VISIT OF TRAVELLERS TO MASHAM**

8.1 The Clerk reported that he had responded to HBC questions on 20th March, but no decision or response had yet been received from HBC. It was agreed that the Clerk should hasten a reply from HBC. **Action: CLERK**

*(Clerk’s Note: HBC approved the application on 7th April)*

**9. COUNCIL STORAGE BUILDING – CONCERNS**

9.1 The Clerk reported that he had sent a letter to all event organisers on 16th March, as yet no replies had been received. New keys had been distributed to most councillors who required access to the building. **Action: CLERK**

**10. HBC YOUTH OFFENDING TEAM –TASK ACCEPTANCE & UPDATE**

10.1 It was reported that the work on the Swinton Road footpath was now complete and the footpath looked good. Work on the Low Burton footpath would be tackled once availability of the team could be confirmed. Other tasks would follow.

10.2 Pruning of the Lime trees along The Avenue was required in time for the TdY and it was suggested that this might be a suitable task for the team. The Clerk was requested to advise Cllr D Broadley. **Action: CLERK**

*(Clerk’s Note: After the meeting Cllr D Broadley advised that this task was not considered appropriate for the team, but he offered to seek the assistance of other councillors and tackle the work himself)*

10.3 A riverbank bench was reported as being in need of relocation to secure its position. Cllr Ellis agreed to speak with the Parish Caretaker to task him with this work. **Action: CLLR ELLIS**

**11. SWINNEY BECK – ENVIRONMENT AGENCY PERMISSIONS**

11.1 Cllr Barker reported that he had contacted both contractors (Ken Rodney & Andrew Wise) and now awaited their respective quotes for the clearance work. It was suggested that a third quote be obtained and Coxon Bros of Exelby were identified as suitable. The Clerk was requested to provide their contact details to pass to Cllr Barker. **Action: CLERK, CLLR BARKER**

**12. CERAMIC POPPY – OPENING PLAQUE**

12.1 In the absence of Cllr D Broadley there was no update. **Action: CLLR D BROADLEY**

**13. TOUR DE YORKSHIRE –UPDATE**

This item was reported on earlier in the meeting, see page one for details.

**14. MASHAM PARISH COUNCIL – ANNUAL POLICY REVIEWS**

14.1 The Clerk reported to the meeting that following those reviews undertaken in March further reviews were now required. Those policies for review at this meeting had been forwarded to the councillors ahead of the meeting for their consideration.

14.1.1 **Financial Regulations.** After discussion it was **proposed** by Cllr Simms and **seconded** by Cllr Pickard that the policy be accepted without further amendment. All those present voted in favour. The **RESOLUTION** was carried. **Action CLERK**

14.1.2 **Winter Maintenance.** It was noted that recent questions regarding this policy hadpreviously been incorporated.After discussion it was **proposed** by Cllr Simms and **seconded** by Cllr Greensit that the procedures be accepted without further amendment. All those present voted in favour. The **RESOLUTION** was carried. **Action CLERK**

14.1.3 **Insurance Cover & Risk Assessments.** It was noted that the insurance risk level figures had been updated for 2016/17. It was acknowledged that in addition to the weekly inspections carried out by Cllr Simms on the Westholme court Children’s Play Park, checks were also required on the Multi User Games Area. Cllr Barker agreed to undertake and record these checks. After discussion it was **proposed** by Cllr Grainger and **seconded** by Cllr Greensit that the assessments be accepted without further amendment. All those present voted in favour. The **RESOLUTION** was carried. **Action CLERK**

14.1.4 **Asset Register.** After discussion it was **proposed** by Cllr Simms and **seconded** by Cllr Metcalfe that the contents of the register be accepted without further amendment. All those present voted in favour. The **RESOLUTION** was carried. **Action CLERK**

14.1.5 **Rents Review**.After discussion it was **proposed** by Cllr Simms and **seconded** by Cllr Ellis that the School Ground Rent be increased in line with the NYCC rate increase, which was thought to be 4.9%. Charges for use of the Market Place would be reviewed on receipt of a request and all other rents would remain unchanged. All those present voted in favour. The **RESOLUTION** was carried. **Action CLERK**

14.2 The Clerk was requested to update the documents and NYCC Data website as required. **Action: CLERK**

**15. EMPLOYMENT OF NEW LITTER PICKER**

15.1 It was reported that only one application had been received for the job by the deadline of Friday 24th March. This applicant, Eric Wilkinson, had been interviewed on Tuesday 28th March and had then been offered the job, which he had accepted. The new employment was to start Monday 3rd April. The Clerk was requested to ensure that a new contract was signed by MPC and Eric and that all other registrations were duly carried out. **Action: CLERK**

**16. COUNCILLOR VACANCY**

16.1 The HBC Vacancy Notice had been displayed for the statute 14 day period and HBC had written to advise that there was no requirement for an election and therefore MPC could proceed to Co-opt. The Clerk presented details of all those who had been nominated in the May 2016 elections, but had not been elected.

16.2 After some discussion, and in recognition of her regular attendance at MPC meetings, it was **proposed** by Cllr Pickard and **seconded** by Cllr Johnson that Mrs Jane Vickery be co-opted. All those present voted in favour. The **RESOLUTION** was carried. TheClerk wasrequested to ensure that all the required registration paperwork was duly completed. **Action; CLERK**

**17. CAR PARKING ON MARKET PLACE AND RECREATION GROUND**

17.1 Cllr Barker reported that he had beenadvised of vehicles being parked on the Market Place when the occupants were simply coming to walk in the surrounding country and not visiting the town. Whilst there was no desire to prevent people from visiting Masham to walk locally it was acknowledged that the limited parking spaces on the Market Place were for visitors using the local shop, cafes or pubs or those less mobile visitors.

17.2 It was suggested that suitably worded flyers could be appended to vehicles where the occupants were clearly not visiting the town and that these vehicles be encouraged to use the Recreation Ground car parks. Cllr Barker presented details of a flyer to be placed on these vehicles and it was agreed that this should be produced in numbers and used to encourage these occupants to car on the Recreation Ground. The Clerk was requested to provide 50 copies of the flyer. **Action: CLERK**

17.3 It was also suggested that local employers be encouraged to ask their employees to park their vehicles on the Recreation Ground during the warmer weather so as to free up additional parking spaces on the Market Place. As Cllr D Broadley had already indicated that he would support this it was agreed that this initiative should begin with Broadley’s.

**Action: CLLR D BROADLEY**

**18. LOCAL DEVELOPMENT PLAN**

18.1 Cllr Simms had circulated details to all councillors ahead of the meeting. Cllr Pickard reported that he had looked at local examples of these plans and thought the Dishforth PC version may be suitable for MPC. It was suggested that Fearby & Healy be invited to contribute to any plan and that the plan itself should focus on a period up to 2050.

18.2 After discussion it was agreed that MPC would consider development of such a plan and in so doing would consult with nearby councils as well as local businesses and residents. Cllr Pickard agreed to lead on the initial work on this matter and Cllr Simms agreed to assist.

**Action; CLLRs Pickard, SIMMS**

**19. CORRESPONDENCE**

19.1 Details of the correspondence received in the month for discussion/information is shown at Appendix C.

**Item 4 – Highways England – Tourism Sign Costs.** A breakdown of costs had been received from Highways England (HE), including a VAT amount. Regrettably there was no VAT registration or company detail attached to the HE letter so Nick Reed had gone back to seek more detailed information that would allow recovery of the VAT. **Action: CLERK**

**Item 7 – Bentley tour of Yorkshire – Change of visit Date.** The Clerk reported that the club could not now make the visit on the previously agreed date of Tuesday 11th July, instead they wanted to visit on Wednesday 12th July. After discussion it was agreed that MPC welcomed the visit but that insufficient space would be available to park up to 40 Bentleys given that the new date was a market day. It was suggested that another date be selected or the vehicles be parked on the Recreation Ground, which would of course deny the spectacle of all these cars appearing in the Market Place. **Action: CLERK**

**Item 9 – Classic Commercial Vehicle Run – Friday 15th September 2017.** A request had been received for permission to park 10 to 20 small classic commercial vehicles in the Market Place on this date. After discussion it was agreed that approval be given for this visit. **Action: CLERK**

**Item 10 – HBC – Parish council Bulb/Flower Scheme.** After discussion it was agreed that MPC would accept Daffodil bulbs. **Action; CLERK**

**20. ANY OTHER BUSINESS**

20.1 Cllr Atkinson reported that additional funding had been received for:

20.1.1 The “Keep Moving” initiative and this would help ensure the continued viability of the group.

20.1.2 The repair of pot holes. An additional £800K had been allocated.

20.2 Cllr Atkinson was requested to hasten repairs to:

20.2.1 Swinton Bridge, which was considered to be a potential danger and for which repairs had been requested by MPC.

20.3 Haregill Bank surface water problem that had also previously been reported.

**21. DATE OF NEXT MEETING**

21.1 Monday 8th May 2017 starting at 7pm in the Meeting Room of the Town Hall. The Annual Meeting and the Annual Parish Meeting will be included.

**CLOSURE:** The Chairman, Cllr Grainger declared the Meeting closed at 22:10 pm.

**APPENDIX A**

**MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 3APRIL 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Land Comprising Field at 422023 480727 Foxholme Lane, Masham | Application No: 6.3.SCREEN 17/01065/SCREEN  Environmental Impact Assessment Screening Opinion for demolition of existing buildings & erection of up to 60 dwellings, commercial units & public open space  Applicant: | **6 April 2017** |
| Application No: 6.3.336.OUTMAJ 17/01057/OUTMAJ  Outline planning permission with access considered for up to 60 houses, demolition of existing buildings, construction of commercial units | **10 April 2017** |
| 11 Swinton Terrace, Masham, HG4 4HS | Application No: 6.3.216.B.FUL 17/00056/FUL  Erection of single storey extension & alterations to fenestration | **12 April 2017** |
|  |  |  |

**PLANNING APPLICATIONS**

**GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 3 APRIL 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
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**PLANNING ENFORCEMENTS**

**NOTIFIED BY HARROGATE BOROUGH COUNCILTO 3 APRIL 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
|  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 7 March to 3 April 2017** | | | | |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents | |  |  |  |  | £683.00 |  |
| Honesty Box - Market Place 1 | | |  |  |  | £960.14 |  |
| Honesty Box - Recreation Ground One | | | |  |  | £103.78 |  |
| Honesty Box - Recreation Ground Two | | | |  |  | £21.49 |  |
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|  |  | **Total receipts for the month** | | |  | **£1,768.41** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 3 April 2017 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | | | | |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Gwenneth Mackenzie, Litter Picker - April Salary (Tax £0.00) | | | | | |  | 100566 |
| T P Johnson, Parish Clerk - April Salary (Tax £129.00) | | | | | |  | 100567 |
|  |  |  | **March Staff Salaries Total** | | | **£967.20** |  |
| HMRC - PAYE April | |  |  |  |  | £129.00 | 100568 |
| J Hodgson (Masham) Ltd - Storage Building Lock + Keys (VAT £8.67) | | | | | | £52.02 | 100569 |
| J Hodgson (Masham) Ltd - 6 x Town Hall Window Box Planters (VAT £66.54) | | | | | | £399.24 | 100570 |
| Parish Clerk - Refunded Costs (VAT £28.45) | | | | |  | £245.70 | 100571 |
| YLCA - Annual Membership Renewal | | | |  |  | £413.00 | 100572 |
| Gala Tent - Gazebo (VAT £77.99) | | | |  |  | £467.96 | 100573 |
| Parish Clerk - Refunded Costs (VAT £2.50) | | | | |  | £15.00 | 100574 |
| Eric Wilkinson - Parish Caretaker routine Works | | | | |  | £204.00 | 100575 |
| Nick Reed - Tour de Yorkashire Management Fee - Initial Payment | | | | | | £375.00 | 100576 |
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| **Direct Debits** | |  |  |  |  |  |  |
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|  |  | **Total Payments** | |  |  | **£3,268.12** |  |



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|  |  |  |  |  |  | **APPENDIX C** |
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| **MASHAM PARISH COUNCIL - MEETING - 3 APRIL 2017** | | | | | | |
|  |  |  |  |  |  |  |
| Correspondence for information/consideration etc. | | | | | | |
|  |  |  |  |  |  |  |
| **1** | HBC - Business Rate Relief, Masham Market | | | | |  |
|  |  |  |  |  |  |  |
| **2** | Ripon & District Scouts - Invitation to St George's Day Parade Sunday 23rd April 2017 | | | | | |
|  |  |  |  |  |  |  |
| **3** | Swinton Estate - Newsletter | | |  |  |  |
|  |  |  |  |  |  |  |
| **4** | Highways England - S278 Costs Notification | | | | |  |
|  |  |  |  |  |  |  |
| **5** | Clerk - Parish Caretaker Bus Shelter Tidy Up | | | | |  |
|  |  |  |  |  |  |  |
| **6** | Note Machine - Bus Shelter ATM Light | | | |  |  |
|  |  |  |  |  |  |  |
| **7** | Bentley Tour of Yorkshire - Visit to Masham Change of Date | | | | | |
|  |  |  |  |  |  |  |
| **8** | CAB - Thank You for donation | | |  |  |  |
|  |  |  |  |  |  |  |
| **9** | David Cox - Classic Commercial Vehicle Visit to Masham | | | | | |
|  |  |  |  |  |  |  |
| **10** | HBC - Community Bulb Scheme | | | |  |  |

**PRESENT:**

**Parish Council:** Cllr Flo Grainger (Chairman), Cllr Colin Barker, Cllr Valerie Broadley,Cllr John Ellis, Cllr Robert Greensit, Cllr Ian Johnson, Cllr Brian Metcalfe,Cllr Nigel Simms, Cllr Jane Vickery

**Clerk:** Tom Johnson

**County Council:** Cllr Margaret Atkinson

**Present:**  4 Members of the Public

**1. APOLOGIES:**

Apologies were received from Cllr Rosemary Blades, Cllr David Broadley and Cllr Neil Pickard.

**2. RECEIPT OF MINUTES OF THE ANNUAL MEETING HELD ON**

**16th MAY 2016:**

It was **RESOLVED** that the Chairman should sign the Minutes of the Annual Meeting held on 16th May 2016 as a true and correct record. **Proposed** by Cllr Greensit and **seconded** by Cllr Johnson. All those who were in attendance at the 16th May 2016 meeting and who were present voted in favour.

**3. MATTERS ARISING:**

None.

**4. CHAIRMAN’S REPORT:**

The Chairman, Cllr Grainger, then presentedher report.

This year the Council reports a strong financial position with the End of year financial balance of £44.851, some £14,462 up on the 2016 figure, compared to last year’s of £30,388 at 31.03.16.The variations on income being; market rents up £1,264 with honesty box income up slightly on last year.Grants for the MUGA totalled £35,910 from the Derbyshire Environmental Trust, and £811 from HBC Commuted Sums.

As a result of these income rose from £63.4k to £93.3.

Variations on Expenditure were MUGA costs, £30.3k and associated additional Christmas Lights displays resulting in an increase from £64.6k to £78.9k.

Significant activity in 2016/17 was the completion of the MUGA and formal opening on 29th April 2016 as reported at last year’s annual meeting.

Masham Development Group continued through into the second year with the appointment of Peter Usher who took the initiative forward successfully to the year end, when he then retired to concentrate on other avenues, one of which is leading our very successful Christmas Lightscampaign.

Earlier this year Nick Reed was appointed to continue this MDG work for the rest of the year, to work alongside the sub-committee to arrange another full programme of special market events designed to increase visitor numbers to the whole town. This also includes the continuing appearance of the Farmer’s Market on the first Sunday of each month to and including September. The significant increase in Market rents and honesty box takings over the last two years, justify somewhat the Council’s investment, and also the group’s work, and has attracted very good feedback from local businesses, on increased trade and visitor numbers.

Members of the group are currently pursuing the provision of a bus park with kind permission of the BSB, to allow tour operators to drop off in the market place and park on the edge of town for the duration of their stay, thus increasing further still, the visitor attendance whist saving on car parking spaces, already at a premium.

It was with great delight that we learned last autumn that the 2017 Tour de Yorkshire cycle race would pass through the town. This was again ably organised and led by Nick Reed, and was a highly successful weekend in Masham, with our school children making us proud by painting another great Rob Blades design of ground art, on the Market Place, which was shown on the TV coverage. The town again responded with great enthusiasm which was evident also to the organisers of the race.

The Christmas Lights Group again worked very hard to provide an increased display, which was very impressive, and made the town look extremely attractive. Having completed their proposed displayrange, the group will now continue to work to raise funds for maintenance and replacement. They are still re-roping old frames so will from time to time add to the display. This seasonal display was enhanced by a new Door Wreath competition suggested by a local resident, and managed by Cllr David Broadley, which proved to be very successful and will be continued this year.

This year our Clerk has uploaded all necessary documentation onto the NYCC website, ahead of any statute requirement. Thanks are due to Tom who’s continuing, conscientious and diligent work, keeps the Council in good order and is to be complimented on his exceptional financial skills which attract no adverse comments from an extremely rigorous external audit, and from quarterly internal appraisals by Stephen Hill. Mention must be made also of the clear and accurate recording of market rent transactions, and related book-keeping by John and Kath Todd.

The retirement of our hard-working and conscientious Litter pickers, of over 30 years, Gwen and Robin McKenzie, due to Rob’s ill health, was a great sadness and loss to us all, and it was with immense gratitude that just before the last meeting, we were pleased to present them with a gift of appreciation on behalf of the Community, and send our best wishes to them, especially Robin, at this difficult time. We are grateful that Eric Wilkinson has taken over the position, enabling Masham to continue to be litter free.

It was also with regret that we accepted the resignation of Cllr Wendy Bowling, who has represented Swinton with Wathermarske for almost 3 years. We are pleased to announce that Jane Vickery has been co-opted, and we welcome her to the council.

Significant Projects for 2017/18:

* + Co-ordination role for Tour de Yorkshire activities.
  + Ongoing involvement in the Christmas Lights upgrade,
  + The Council is in the early stages of gathering information towards the forming of a Town & area plan. Help will be needed from interested parties in the community. Further information will shortly be available.

**The Council has sanctioned:**

* + The clearance of silt and surplus vegetation in Swinney Beck.
  + Tree maintenance on Recreation Ground to protect the MUGA.
  + Repairs to the Recreation Ground Bowling Club car park.
  + Additional dog waste bins have been installed.
  + Employment of HBC Youth Offending Team to undertake various routine maintenance tasks around the town.
* Council Donations – amounted to £5303:
  + The largest was £3497 to the Community Office.
  + Masham Primary School £650.Donation
  + Masham Community Bonfire £600. Donation to cover insurance costs.
  + British Legion £50. – Armistice Day Wreaths
  + Queen’s 90th Birthday Commemorations £306. – Coin tokens for all children under 11
  + Masham Town Hall Christmas Charity £200. To provide a free film for the children.

**5. PUBLIC QUESTION TIME:**

There were no public questions, but a member of the public thanked the councillors for their efforts on behalf of the town over the past 12 months.

**CLOSURE:**

The Chairman Cllr Grainger declared the Meeting closed at 7.25pm.

**PRESENT:**

**Parish Council:** Cllr Flo Grainger (Chairman)

Cllr Colin Barker

CllrValerie Broadley

Cllr John Ellis

Cllr Robert Greensit

Cllr Ian Johnson

Cllr Brian Metcalfe

Cllr Nigel Simms

Cllr Jane Vickery

Tom Johnson (Clerk)

**County Council:** Cllr Margaret Atkinson

**Present:** 4 Members of the Public

**1. ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE:**

It was **RESOLVED** that Cllr Flo Grainger should be elected as Chairman of the Parish Council for the ensuing year. **Proposed** by Cllr Greensit and **seconded** by Cllr Ellis. All those present voted in favour.

**2. DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Grainger signed the Declaration of Acceptance of Office.

**3. APOLOGIES:**

Apologies were received from Cllr Mrs Rosemary Blades, Cllr David Broadley and Cllr Neil Pickard.

**4. ELECTION OF VICE CHAIRMAN:**

In his absence Cllr Neil Pickard had indicated that he was willing to stand as Vice Chairman. It was **RESOLVED** that Cllr Neil Pickard should be elected as Vice Chairman of the Parish Council for the ensuing year. **Proposed** by Cllr Simms and **seconded** by Cllr Ellis. All those present voted in favour.

**5. RECEIPT OF MINUTES OF THE ANNUAL MEETING HELD ON**

**16th MAY 2016:**

It was **RESOLVED** that the Chairman should sign the Minutes of the Annual Meeting held on 16th May 2016 as a true and correct record. **Proposed** by Cllr Greensit, **seconded** by Cllr Metcalfe. All those in attendance at the 16th May 2016 meeting and who were present voted in favour.

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

The following Members were elected as representatives of the Council for the ensuing year:

Emergency Planning CllrsValerie Broadley, Grainger, Ellis and Metcalfe

Town Hall Cllr Grainger

Community Office Cllr Johnson

School Governor Cllr Blades

Ripon CAB Cllr Greensit

Masham Sports Assoc. Cllr Barker

Rural Housing Cllr Simms

Market Working Group Cllrs Barker, Grainger, Ellis and Johnson

Christmas Lights Cllr Pickard (with MCLA)

Marfield Quarry Liaison Group Cllrs Grainger, Ellis and Greensit

YLCA Representatives Cllrs D Broadley, V Broadley and Simms

**7. CHAIRMAN’S ALLOWANCE FOR 2017/18:**

It was noted that only £68.64 of the £220 Chairman’s Allowance for 2016/17 had been used. Following a short discussion it was **RESOLVED** that the Chairman’s allowance for the ensuing year should be raised from £220 to £250. **Proposed** by Cllr Simms and **seconded** by Cllr Greensit. All those present voted in favour.

The Chairman noted that as in 2016/17 it was not her intention to draw the allowance, although she acknowledged that it should remain available as in 2016/17 for ad hoc expenses and in the future for the Chairman as required.

**8. AUDIT MATTERS FOR THE YEAR ENDED 31st MARCH 2017:**

(1) Approval of the Annual Governance Statement:

It was RESOLVED that each section of the Annual Governance Statement should be completed in the affirmative, with the exception of statement 9 regarding Trust Funds which was not applicable, and that the statement should be signed by the Chairman. Proposed by Cllr Ellis and seconded by Cllr Simms.All those present voted in favour.

**(2) Approval of the Annual Receipts and Payments Accounts for the year ended 31st March 2017:**

The Clerk presented the detailed Annual Receipts and Payments Accounts for the year ended 31st March 2017 and explained the figures to the satisfaction of the Meeting. It was **RESOLVED** that the Parish Council should adopt these Financial Accounts and that they should be signed by the Chairman. **Proposed** by Cllr Simms and **seconded** by Cllr Ellis. All those present voted in favour.

(3) Approval of the Statement of Accounts of the Annual Return:

It was RESOLVED that the Statement of Accounts of the Annual Return for the year ended 31st March 2017 should be approved.Proposed by Cllr Simms and seconded by Cllr Johnson. All those present voted in favour.

A vote of thanks for the efforts of the Clerk in preparing these accounts was offered by Cllr Simms on behalf of the council.

**CLOSURE:**

The Chairman Cllr Grainger declared the Meeting closed at 7.45 pm.

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place

Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209

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

Office hours: Monday and Tuesday, 09:00 – 1630

Chairman: Clerk to the Council:

Councillor Flo Grainger Tom Johnson

**PRESENT:**

**Parish Council**:Cllr Flo Grainger (Chairman)

Cllr Colin Barker

Cllr David Broadley – arrived for item 7 onwards

Cllr Valerie Broadley

Cllr John Ellis

Cllr Rob Greensit

Cllr Ian Johnson

Cllr Brian Metcalfe

Cllr Nigel Simms

Cllr Jane Vickery

Tom Johnson (Parish Clerk)

**County Councillor:** Cllr Margaret Atkinson

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

**1. APOLOGIES:**, Cllr Rosemary Blades& Cllr Neil Pickard

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

2.1 **Minutes of the Monthly Meeting held on 3rd April 2017**. It was **proposed** by Cllr Johnson and **seconded** by Cllr Simms that the Minutes of the 3rd April meeting be formally approved as a true and accurate record. All those who were in attendance at the 3rd April meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record.

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

3.1 Cllr Johnson for item 10.

**4. PLANNING MATTERS**

4.1 Prior to consideration of new applications the Chairman invited Mark Cunliffe-Lister to present details of the proposed change of use of The Old Chapel Post House at 31 Silver Street, Masham to make it suitable for use as staff accommodation for Swinton Estates. Mark detailed the changes that would be required to the building to allow for this change of use. Some concern was expressed regarding the limited car parking in the area and Mark advised MPC that it was likely that most staff would be transported to/from work thus reducing the number of vehicles at the property. It was noted that no formal application had yet been received from HBC, but the Chairman thanked Mark for his presentation. Mark noted that thanks to the efforts of the HBC Youth Offending Team the footpath on Swinton Road was now in extremely good condition and he thanked the HBC Team and MPC for this effort.

4.2 Planning Applications received:

4.2.1 **Ivy Dene, 25 Market Place, Masham – Crown Reduction of Horse Chestnut**. It was noted that the Harrogate Borough Council (HBC) Planning decision had already been received. After discussion it was agreed that Masham Parish Council (MPC)accept the HBC decision and had no further comment to make. The Clerk was requested to advise HBC of the MPC decision. **Action: CLERK**

4.2.2 **25 Swinburn Road, Masham – Erection of Garage**. After discussion and consideration of the points raised during the Public Discussion Interval it was **proposed** by Cllr Pickard and **seconded** by Cllr Johnson that MPC had no objectionto the application. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to advise HBC of the MPC decision. **Action: CLERK**

**4.3 Planning Approvals.** The list of planning approvals appears at Appendix A.

**4.4 Planning Enforcements.** There were no planning enforcements.

**13. TOUR DE YORKSHIRE – UPDATE FROM NICK REED**

13.1 This item was brought forward to allow Nick Reed to present an update.

13.2 Nick presented his report and stated that the event had been a good day, with good visitor numbers as well as a significant number of amateur cyclists. Trade comment was that the day was busy but not spectacular, but there was considerable hope for follow on visits as a result of the town’s exposure. The TV coverage had once again been very positive, particularly the very striking and colourful Market Place mural. After the event thanks had been received from Welcome to Yorkshire for the efforts and involvement of the local community. Nick then detailed some changes that he would consider appropriate for future events of this nature.

13.3 The Clerk presented a thank you letter from the MCO, thanking MPC for its role in ensuring that the town’s efforts were co-ordinated and for employing Nick to do this task very competently and successfully.

13.4 It was reported that the HBC Small Grant application had been completed and forwarded to HBC on 8th May and would result in a sum of £615 being awarded. The budget showed a £176 under-spend due to a couple of changes to the events/activities on the day. He noted that NYCC Highways and the emergency services were better prepared and more effective than for the TdF and hoped that this would continue for future events. He highlighted that a number of the vehicles parked on the Market Place were either residents or local business staff and wondered if it was possible to have a voluntary residents parking permit to provide some income for these parking spaces. Nick thanked MPC for employing him for this role, which he stated he had thoroughly enjoyed. A MoP thanked the organisers for their efforts and for the success of the day’s events.

**5. NABMA – ANNUAL MEMBERSHIP RENEWAL**

5.1 After a brief discussion it was **proposed** by Cllr Simms and **seconded** by Cllr Ellis that MPC renew the NABMA Membership at a cost of £318 + VAT. All those present voted in favour. The **RESOLUTION** was carried. **Action: CLERK**

**6. FINANCIAL MATTERS**

6.1 The Clerk presented the latest quarterly check by Stephen Hill, which had been carried out on 18th April and which concluded the checks for 2016/17. After a brief discussion it was **proposed** by Cllr Simms and **seconded** by Cllr Ellis that MPC accept the findings of the quarterly check. All those present voted in favour. The **RESOLUTION** was carried. **Action: CLERK**

6.2 The Clerk had previously reported that the Town Hall planters had required urgent replacement and these had been approved and purchased at a cost of £333 + VAT. The Chairman advised that as a result of discussions with the Town Hall Trustees it had been agreed that they would make a contribution of £200 to this cost, and this was confirmed by Nick Reed. The Clerk was requested to submit an invoice for this sum to Nick. **Action; CLERK**

6.3 Advice of Receipts and Payments. Details of the Receipts and payments made in the month are scheduled under Appendix B (1/2).

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

6.5 The Chairman then adjourned the meeting for the Public discussion Interval.

**PUBLIC DISCUSSION INTERVAL**

1. A MoP raised concerns regarding the lack of progress on the work required to clear the Swinney Beck. Cllr Barker briefed the meeting on his contact with 2 contractors, but the Clerk confirmed that no quotes had been received from them for the work. Cllr Barker agreed to speak again with the contractors to hasten their formal response. **Action: CLLR BARKER**
2. A MoP applauded the council’s action to install a height restriction barrier on the entrance to the Shooting Holme, but suggested that it be open for 10 days prior to the Appleby Fair. The Chairman noted that a campaign against the barrier had been raised by a local resident and there was concern that this had unnecessarily inflamed the situation. It was noted that operation of the barrier would be discussed fully at item 8.
3. A MoP raised the issue of speeding along the Leyburn Road. Discussion ensued regarding this matter and it was noted that previous monitoring had not identified a problem. After further discussion Cllr Atkinson agreed to pursue this matter with her NYCC colleagues.

**Action: CLLR ATKINSON**

1. A MoP reported a trip hazard problem on the footpath between the Fire Station and The Oaks. After some discussion it was agreed that E Leathley& Son be requested to quote for the resolution work. Cllr Johnson agreed to pursue this. **Action: CLLR JOHNSON**
2. At this point the Public discussion Interval was closed and the meeting reconvened.

**7. MASHAM MARKET REGENERATION**

7.1 Nick Reed reported that he had attended 2 working group meetings in the month. He noted that the TdY weekend had been quoted as steady but no more by the traders. He then reported that as the 29/30 April seasonal event had been covered by the TdY a further 4 seasonal events were planned; 1st& 2nd July, 30 July, 3rd September and the Christmas event on 9thDecember, plus the Farmers Markets in July, August & September.

7.2 Contract discussions with the Market Superintendent (Mkt Sup) were progressing slowly, with further details being reported at a separate meeting.

7.3 The Clerk reported that he had received notification from The National Markets Group regarding liability for counterfeit goods sold at the Masham Market. After discussion it was agreed that this matter was monitored by the Mkt Sup/ and/or councillors and that any potential incidents would be reported to Trading Standards.

7.4 Cllr Barker reported that, as agreed at item 7.4 of the 3rd April meeting, he had obtained a quote for the additional hardcore and refurbishment work. After a brief discussion it was **proposed** by Cllr Greensit and **seconded** by Cllr Barker that the quote of £805 + VAT from Falshaw Partners be accepted. All those present voted in favour. The **RESOLUTION** was carried. Cllr Barker agreed to notify the contractor. **Action: CLLR BARKER**

7.5 Nick asked the meeting to consider the costs of an annual event license rather than the present individual event applications. This would save both time and money. After discussion it was noted that the actual cost would be in excess of the license application, but it was **proposed** by Cllr Barker and **seconded** by Cllr D Broadley that an annual license be applied for. All those present voted in favour. The **RESOLUTION** was carried. Nick agreed to make the application. **Action: NICK REED**

7.6 Traffic coning to be discussed at the separate meeting.

7.7 A request had been received from Christian Aid for a stall at the 20th May market. After a brief discussion it was agreed that this be approved at no charge and Cllr Johnson agreed to advise the Mkt Sup. **Action: CLLR JOHNSON**

**8. VISIT OF TRAVELLERS TO MASHAM**

8.1 The Clerk reported that the installation of the barrier was now complete and that he had secured it in the open position pending a decision on its deployment by the council. After discussion it was **proposed** by Cllr Simms and **seconded** by Cllr Ellis that the barrier be permanently locked in the closed position, with access being provided to Masham Sports Association, HBC and contractor vehicles as required. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to secure the barrier without delay.

**Action: CLERK**

*(Clerk’s Note: After the meeting the barrier was secured and the MSA, MCO, Swinton Estate & HBC given the combination. Additionally, NY Police & the Gypsy Council were advised of the installation)*

8.2 The Chairman reported that she had become aware of a local resident who had been very active on social media in condemning the installation and stated that in her view this had unnecessarily inflamed the situation with the travelling community. Provision of access by Bowtop horse drawn vehicles was considered, although it was acknowledged that this would require additional work. In the interim additional boulders were to be provided to secure other access points along The Avenue.

**9. COUNCIL STORAGE BUILDING – CONCERNS**

9.1 The Chairman reported that there was no further activity on this matter, which was now pending the Sheep Fair & Steam Rally activity. Additional pallet racking had been considered and Cllr Grainger agreed to obtain costs for this. **Action: CLLR GRAINGER**

**10. HBC YOUTH OFFENDING TEAM –TASK ACCEPTANCE & UPDATE**

10.1 It was reported that the work on the Low Burton footpath had been undertaken by NYCC Area 6 Highways.

10.2 Other progress was reported as follows:

10.2.1 High Ellington Green partially done and would be completed shortly.

10.2.2 Area at rear of Town Hall was complete.

10.2.3 Work on the bench refurbishment awaited provision of paint and other preparation work by Cllr Johnson, who agreed to provide details of the paint requirements to Cllr Simms for his purchase. **Action: CLLR JOHNSON, CLLR SIMMS**

10.3 Other work was identified:

10.3.1 The horse trough area and stream through Low Ellington required clearance work. Cllr Greensit agreed to advise the team. **Action: CLLR GREENSIT**

10.3.2 The footpath from the Fire Station to The Oaks was in need of a clear and tidy up. Cllr D Broadley agreed to advise the team. **Action: CLLR D BROADLEY**

**11. SWINNEY BECK – ENVIRONMENT AGENCY PERMISSIONS**

11.1 This matter had been discussed at item 1 of the Public Discussion Interval.

**Action: CLLR BARKER**

**12. CERAMIC POPPY – OPENING PLAQUE**

12.1 Cllr D Broadley reported that the plaque was now available and discussions continued regarding its placement. **Action: CLLR D BROADLEY**

**13. TOUR DE YORKSHIRE –UPDATE**

This item was reported on earlier in the meeting, see page one for details.

**14. LOCAL DEVELOPMENT PLAN**

18.1 In the absence of Cllr Pickard his written update was presented to the meeting. Contact had been made with HBC and Cllr Pickard now awaited direct contact from their representative a Joe Varga.

**15. CORRESPONDENCE**

15.1 Details of the correspondence received in the month for discussion/information is shown at Appendix C.

**Item 1 – HBC – Economic Growth Strategy.** HBC had written to advise that they were developing this strategy and were seeking the involvement of partners and stakeholders. After discussion, and as this was associated with the Local Development Plan, Cllr Pickard should be asked if he would be willing to look at this matter also. **Action: CLERK, CLLR PICKARD**

**Item 3 – Julia Selby – Pedal for Parkinson’s.** The Clerk reported that a request had been received to use the Shooting Holme on Sunday 2 July for the 2017 event. After a brief discussion the request was approved and the Clerk was requested to advise Julia and advise her of the height restriction barrier. **Action: CLERK**

**Item 6 – Clerk – Oakleaf Walk Damage Stile .**This problem had been reported to NYCC who had sought confirmation of the actual stile in question. During discussion Cllr D Broadley stated that he was progressing this matter with Swinton Estate and that the Oakleaf at Sandy Bay was also under consideration. **Action: CLLR D Broadley**

**Item 7 – YLCA – Good Councillor’s Guide 2017.** YLCA are offering paper copies of this revised publication for £3.49 + p&p. After discussion it was agreed that electronic copies, available on the YLCA website, would suffice and the Clerk was requested to download the file and forward it to councillors. **Action; CLERK**

**Item 8 – Bedale town council – Invitation to Civic & Community Service Sunday 14th May**. After a brief discussion Cllr Grainger advised that she would attempt to attend this service. **Action: CLERK**

**Item 9 – Ripon & District Scout Group – AGM 24th May.** An invitation had been received to this event. After a brief discussion it was suggested that Cllr Pickard be asked if he could attend. **Action: CLERK**

**Item 10 – Brian Jenkinson – Walkers visit to Masham 4th June.** A request had been received for coach parking for this event. After some discussion it was suggested that the Fearby Road parking site would be suitable for this use. The Clerk was requested to advise Brian accordingly. **Action: CLERK**

**Item 11 – NYCC – Roadwork Permit Scheme Consultation.** After discussion it was agreed that MPC would not join the consultation on this scheme.

**16. ANY OTHER BUSINESS**

16.1 There was no other business.

**17. DATE OF NEXT MEETING**

17.1 Monday 5th June 2017 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chairman, Cllr Grainger declared the Meeting closed at 22:15 pm.

**APPENDIX A**

**MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 8MAY 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Ivy Dene,25 Market Place, Masham, HG4 4EG | Application No: 6.3.109.X.TPO 17/01409/TPO  Crown reduction by 1m to 1.5m leaving final height of 16m of one Horse Chestnut T2 within TPO 21/1997  Applicant: Mrs Gibbs | **10 May 2017** |
| 25 Swinburn Road, Masham, HG4 4HU | Application No: 6.3.310.A.FUL 17/01224/FUL  Erection of Garage  Applicant: Mr & Mrs D Thompson | **23 May 2017** |

**PLANNING APPLICATIONS**

**GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 8 MAY 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| Trinity, 8 Market Place, Masham, HG4 4EB | Change of use of cafe (A3) to 1 flat (C3) | **APPROVED** |
| Masham Recreation Ground | Installation of a Height Restriction Barrier | **APPROVED** |
| Ivy Dene, 25 Market Place, Masham, HG4 4EG | Crown clean & removal of deadwood | **APPROVED** |
|  |  |  |

**PLANNING ENFORCEMENTS**

**NOTIFIED BY HARROGATE BOROUGH COUNCILTO 8 MAY 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
|  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 4 April to 8 May 2017** | | | | |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents | |  |  |  |  | £3,762.50 |  |
| Honesty Box - Market Place 1 | | |  |  |  | £1,671.43 |  |
| Honesty Box - Recreation Ground One | | | |  |  | £376.65 |  |
| Honesty Box - Recreation Ground Two | | | |  |  | £75.87 |  |
|  |  | **Total receipts for the month** | | |  | **£5,886.45** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 8 May 2017 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | | | | |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - May Salary (Tax £91.00) | | | | | |  | 100577 |
| T P Johnson, Parish Clerk - May Salary (Tax £130.20) | | | | |  |  | 100578 |
|  |  |  | **May Staff Salaries Total** | | | **£885.30** |  |
| HMRC - PAYE May | |  |  |  |  | £221.20 | 100579 |
| Mr A N Reed - Tour de yorkshire Initial costs (VAT £59.42) - Issued 21 April | | | | | | £505.52 | 100580 |
| D3 Office Supplies - Inkjet Cartridges (VAT £11.25) | | | | |  | £67.48 | 100581 |
| MCO - Office Accommodation + Sundries | | | |  |  | £193.70 | 100582 |
| NABMA Annual Membership Renewal (VAT £63.60) | | | | |  | £381.60 | 100583 |
| Parish Clerk - Refunded Costs | | |  |  |  | £8.87 | 100584 |
| H Hill & Sons - 5 Ton Crusher Run (VAT £56.00) | | | | |  | £336.00 | 100585 |
| CANCELLED | |  |  |  |  |  | 100586 |
| John Todd - Market Superintendent Annual Bonus | | | | |  | £396.27 | 100587 |
| Swinton Estates - Market Place & Recreation Ground Rents | | | | | | £51.00 | 100588 |
| Ian Smithson - Internal Audit Fees | | | |  |  | £135.00 | 100589 |
| Mr A N Reed - TdY 50% Management Fee Final Payment | | | | | | £375.00 | 100590 |
| Masham CE School BAFS - TdY Market Place Paints | | | | |  | £124.93 | 100591 |
| Mr A N Reed - TdY Event Costs (VAT £26.31) | | | | |  | £237.90 | 100592 |
| WE Jameson & Son Ltd (VAT £7.69) | | | |  |  | £46.16 | 100593 |
| Aon Insurance Renewal | | |  |  |  | £268.82 | 100594 |
| Eric Wilkinson - Parish Caretaker routine Works | | | | |  | £133.00 | 100595 |
| Guy Rodgers - Height Restriction Barrier | | | |  |  | £1,711.50 | 100596 |
| North Yorkshire Conveniences - TdY Toilet Hire | | | | |  | £600.00 | 100597 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£6,679.25** |  |



**APPENDIX C**

|  |  |
| --- | --- |
| **MASHAM PARISH COUNCIL - MEETING - 8 MAY 2017** | |
|  |  |
| Correspondence for information/consideration etc. | |
|  |  |
| **1** | HBC - Economic Growth Strategy |
|  |  |
| **2** | NYCC - Urban Grass Cutting |
|  |  |
| **3** | Julia Selby - Pedal for Parkinson's Sunday 2 July |
|  |  |
| **4** | Clerk - VAT Refund Claim |
|  |  |
| **5** | Clerk - Streetwise, MUGA ROSPA Comments |
|  |  |
| **6** | Clerk - Oakleaf Walk Damaged Stile |
|  |  |
| **7** | YLCA - 2017 Good Councillor's Guide |
|  |  |
| **8** | Bedale Town Council - Invite to Civic & Community Service 14th May |
|  |  |
| **9** | Ripon & District Scouts - Invite to AGM 24th May |
|  |  |
| **10** | Brian Jenkinson - Walkers Coach visit to Masham 4th June |
|  |  |
| **11** | NYCC - Roadwork Permit Scheme Consultation |
|  |  |
| **12** | Clerk/NYCC - Stile on Oakleaf Walk & Damaged Stone |

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place

Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209

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

Office hours: Monday and Tuesday, 09:00 – 1630

Chairman: Clerk to the Council:

Councillor Flo Grainger Tom Johnson

**PRESENT:**

**Parish Council**:Cllr Flo Grainger (Chairman)

Cllr Colin Barker

Cllr Rosemary Blades

Cllr John Ellis

Cllr Rob Greensit

Cllr Ian Johnson

Cllr Brian Metcalfe

Cllr Neil Pickard

Cllr Nigel Simms

Cllr Jane Vickery

Tom Johnson (Parish Clerk)

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

**1. APOLOGIES:**, Cllr David Broadley, Cllr Valerie Broadley & Cllr Margaret Atkinson

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

2.1 **Minutes of the Monthly Meeting held on 8th May 2017**. It was **proposed** by Cllr Johnson and **seconded** by Cllr Greensit that the Minutes of the 8th May meeting be formally approved as a true and accurate record. All those who were in attendance at the 8th May meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record.

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

3.1 Cllr Barker for the planning application at Little Fold &Cllr Johnson for item 9.

**4. PLANNING MATTERS**

4.1 Planning Applications received:

4.1.1 **Post House, 31 Silver Street, Masham – Change of Use from Dwelling House to Multiple Occupation**. After discussion it was **proposed** by Cllr Barker and **seconded** by Cllr Ellis that Masham Parish Council (MPC)had no objection, but that assurances should be sought regarding improvements to the road surface on Quaker Terrace. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to advise Harrogate Borough council (HBC) of the MPC decision. **Action: CLERK**

4.1.2 **Little Fold, Low Ellington – Erection of Single Storey Extension**. After discussion it was **proposed** by Cllr Greensit and **seconded** by Cllr Pickard that MPC had no objectionto the application. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to advise HBC of the MPC decision. **Action: CLERK**

**4.2 Planning Approvals.** The list of planning approvals appears at Appendix A.

**4.3 Planning Enforcements.** There were no planning enforcements.

**5. FINANCIAL MATTERS**

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

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

**6. MASHAM MARKET REGENERATION**

6.1 The meeting was advised that the next Masham Development Group (MDG) meeting was scheduled for Wednesday this week and that preparations for the next market event were progressing well. It was noted that the first coach to use the new Fearby Road car park had arrived on Sunday 4th June, although the passengers had consisted of a walking party rather than prospective market customers.

6.2 Work on the car park had been completed in time, although further extensions to the parking surface were being considered and would be suggested if the demand for parking necessitated such action. Spare keys were available and would be distributed amongst the councillors to provide a response in the event of a coach arrival to unlock the area. Some clearance of the site may be beneficial and would perhaps be a suitable task for the HBC Youth Offending Team. Cllr Barker agreed to speak with the Mashamshire Community Office to seek their assistance of the point of contact for visiting coaches. **Action: CLLR BARKER**

6.3 Contract discussions with the Market Superintendent (Mkt Sup) had resulted in a set of new documents being produced, including a revised Contract, Job Description and Action Lists, and these had been circulated to councillors separately.

6.4 Nick Reed had completed the HBC Annual Event License application and it was noted that the cheque for the fee had been part of the Appendix B payments.

**7. VISIT OF TRAVELLERS TO MASHAM**

7.1 It was reported that the Travellers had gained access to the Shooting Holme at approximately midday on Sunday 28th May by probable removal of the centre security post. Notwithstanding this it was generally agreed that there had been few, if any, reported incidents of inappropriate behaviour during the stay. It was noted that the barrier had been opened during the later afternoon today whilst the Travellers were leaving the area and therefore it was suggested that the combination be changed. **Action: CLERK**

7.2 For the future it was agreed that additional boulders be placed across the central opening to block this access route. It was noted that the Sheep Fair were in agreement with this action. Cllr Greensit agreed to source the additional boulders. **Action: CLLR GREENSIT**

7.3 The Clerk advised that he had reported the height barrier installation on the Wild Camping website to advise their members. The report had received several responses, some of which were thought to be unworthy and inaccurate. After discussion it was agreed by the meeting that the reason for the council decision to install a height barrier was well documented over many years and clear to all who lived in and around Masham. The question of any bias or undeclared interest by any member of the council was therefore completely out of the question. It was agreed that having made the announcement there was no point in further debate with the website members.

7.4 The Clerk reported that he had received an email from a Mr & Mrs Exelby who were retired frequent visitors to Masham and who were now unable to access the Recreation Ground because of the height restriction barrier. After some discussion it was acknowledged that any denial of access for day visitors was regrettable, but that the action had been taken in response to concerns from the local community in response to specific issues that had arisen over a prolonged time. It was noted that if visitors were attending as cricket spectators then the MSA should be able to provide access to onsite parking. If not, other nearby parking was available. The Clerk was requested to response accordingly to Mr & Mrs Exelby. **Action: CLERK**

7.5 Mr & Mrs Exelby had also raised the question of access to the site for emergency services to attend incidents on the Recreation Ground. It was acknowledged that this was a relevant matter and the Clerk was requested to obtain contact details for these services to ensure their continued access to the site. **Action: CLERK**

*(Clerk’s Note: 6th June Contact numbers obtained for all emergency services, combination changed and all parties advised by email)*

**8. COUNCIL STORAGE BUILDING – CONCERNS**

8.1 The Chairman reported that the next activity would be the movement of Steam Rally equipment in July. Additional pallet racking costs were being obtained and would hopefully be available in time for the next meeting.**Action: CLLR GRAINGER**

**9. HBC YOUTH OFFENDING TEAM –TASK ACCEPTANCE & UPDATE**

9.1 A Mr John O’Driscoll had contacted the Clerk to thank the council and the HBC Team for the work they had conducted on the Market Place. A number of other positive comments had also been received regarding this work and other activity in and around the town.

9.2 Other progress was being made, but it had been agreed that clearance if the area around the horse trough in High Ellington was not suitable for the team and it was suggested that the Parish Caretaker be requested to carry out this work. **Action: CLERK**

9.3 Cllr Johnson reported that the bench refurbishment work was underway and he expected that the benches would be ready for the HBC Team to paint by mid to late June.

**Action: CLLR JOHNSON**

**10. SWINNEY BECK – ENVIRONMENT AGENCY PERMISSIONS**

10.1 Cllr Barker reported that 3 contractors had been requested to provide quotes for this work, but only Coxon Bros had responded with a written quote. Their quote was £696 + VAT for the clearance work either side of the box culvert had been received from Coxon Brothers. It was noted that an additional cost for disposal of the waste, £10 to £15 per tonne, may also be levied, although it was hoped that this could be reduced or avoided. It was **proposed** by Cllr Simms and **seconded** by Cllr Johnson that MPC accept the quote. All those present voted in favour. The **RESOLUTION** was carried. Cllr Barker was requested to advise the contractor and ask for the work to begin. **Action: CLLR BARKER**

10.2 It was noted that NYCC Area 6 Highways had indicated that they would undertake the clearance work underneath the box culvert, but may be also be willing to refund the costs of a contractor carrying out the work. It was therefore agreed that Coxon Bros be asked if they would carry out this work, and if so if they would initially provide a quote for the work. This quote could then be submitted to NYCC Area 6 Highways for their consideration. **Action: CLLR BARKER**

**11. CERAMIC POPPY – OPENING PLAQUE**

11.1 In the absence of Cllr D Broadley it was reported that the plaque was now available and the location had been agreed. **Action: CLLR D BROADLEY**

11.2 The Chairman then adjourned the meeting for the Public Discussion Interval.

**PUBLIC DISCUSSION INTERVAL**

1. The following matters were reported byMoPs.
2. The narrow footpath from Westholme road to Fearby Road was in need of work to level the surface. After discussion Cllr johnson agreed to contact E Leathley to seek a quote for the work. **Action: CLLR JOHNSON**
3. Concern was expressed at the impact of the measures taken by MPC to deny access to the Recreation Ground, which had resulted in Travellers initially camping on the grass verge opposite the Shooting Holme. It was suggested that some protection be provided for the verge, but it was agreed that ownership of the land would need to be confirmed prior to any consideration of control of access measures. The Clerk was requested to investigate ownership.

**Action: CLERK**

1. A progress report was requested regarding the Black Bull access issue. Cllr Blades reported that the matter was still with the Secretary of state but agreed to contact NYCC to seek an update. **Action: CLLR BLADES**
2. Parking issues along Thorpe Road were now causing regular and potentially dangerous situations for vehicles, including large HGVs. It was suggested that the matter be raised with Highways to see if a solution could be identified. **Action: CLERK**
3. Amendments to the Traffic Restrictions on Silver Street and Church Street had been agreed some while ago and notices had been displayed suggesting that action to implement the changes was now imminent. However, there had been no action and an update and implementation timescale was requested. **Action: CLERK**
4. At this point the Public discussion Interval was closed and the meeting reconvened.

**12. MASHAM PRIMARY SCHOOL – KEEP CLEAR MARKINGS REVISIONS**

12.1 Changes had been proposed by Highways to ensure that the restrictions outside the school were enforceable. After a brief discussion it was **proposed** by Cllr Simms and **seconded** by Cllr Metcalfe that MPC accept the changes. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to advise Highways of the MPC decision. **Action: CLERK**

**13. LOCAL DEVELOPMENT PLAN**

13.1 Cllr Pickard reported that he had made contact with Joe Varga from HBC and was now looking to consider the area to be included within any plan that was developed and therefore who needed to be consulted with in its formation. It was likely that Fearby & Healey Council would be part of this debate. Subsequently it would then be necessary to hold consultation meetings with local residents and businesses to enable their views to shape the plan and meet the needs of Masham up to 2050. It was acknowledged that any plan produced by MPC needed to comply with the HBC Plan, which was still in preparation for reissue. **Action: CLLR PICKARD**

13.2 Cllr Pickard also stated that he was still to consider whether consideration of the HBC Economic Growth Strategy fitted into his development of the local plan. **Action: CLLR PICKARD**

13.3 Cllr Simms reported that as part of the local plan thought should be given to the provision of a relief road running from behind I’Ansons Mill to allow the local business heavy goods vehicles to avoid the town centre in the execution of their business. This suggestion was generally thought to be very worthy of consideration.

**14. CRAVEN & DISTRICT CAB – ASSISTANCE WITH MOVING COSTS**

14.1 the CAB had written to MPC and other local bodies detailing the circumstances that had resulted in increased costs for the organisation and had requested consideration of donations to help cover these costs and enable the CAB to expand its service provision to the local communities. After discussion it was **proposed** by Cllr Greensit that a sum of £500 be donated. There was no seconder for this proposal but Cllr Ellis **proposed** a first amendment for a sum of £100, for which there was no seconder. Cllr Simms **proposed** a second amendment for a sum of £300 and this was **seconded** by Cllr Barker. A vote was taken on the second amendment and all those present voted in favour. All those present voted against the first amendment and the original proposal. The **RESOLUTION** to donate £300 to the CAB was carried. **Action: CLERK**

**15. CORRESPONDENCE**

15.1 Details of the correspondence received in the month for discussion/information is shown at Appendix C.

**Item 1 – NYCC – Liftshare Initiative.** Details of this scheme had been circulated to the councillors ahead of the meeting and all agreed it was an excellent project.

**Item 2 – HMRC – PAYE Payment Option.**The Clerk reported that HMRC had requested that future PAYE payments be made by BACS. The Clerk advised that he had responded to state that this was not an option for MPC and that therefore future payments would need to be made by cheque payment.

**Item 4 – Zion Evangelical Baptist Church – Open Air Preaching in Masham 5th august 2017**. A letter advising that for 2017 the open air preaching would be conducted, in accordance with previous agreements, on 5August. This was noted by the council. **Action: CLERK**

**Item 5 – Nick Reed – Highways England (HE) Tourism Sign Costs Update.** Further correspondence from HE had confirmed that the VAT paid on the Tourism Sign installation would be refunded, although precise details of this had not been offered as yet.

**Item 6 – Fields in Trust – Protected Outdoor Spaces.** Fields in Trust were offering a registration and protection service for outdoor spaces that would include a grant of up to £5000 for the installation of outdoor fitness equipment, although this was dependent upon identification of a suitable target audience and a regular programme of fitness classes for this audience. It was suggested that such an installation may be possible on the Recreation Ground. Whilst it was thought that there was little benefit in registering the Recreation Ground as it was already protected by virtue of the MPC lease with Swinton Estate, after a brief discussion Cllr Ellis agreed to investigate the relevance of the grant on offer. **Action: CLLR ELLIS**

**Item 7 – MCLA – Christmas Light Insurance Cover etc.** The MCLA had requested confirmation of 3 matters related to the Christmas Lights:

* **Insurance Cover for Christmas Lights.** Assets of approximately £15000 were now held and the MCLA had asked if MPC would include cover for these items in its annual insurance policy. After discussion it was agreed that the Clerk should contact Aon to seek a quote for inclusion of these assets. **Action: CLERK**
* **Quotes for Installation/Removal.** The MCLA had advised that despite requesting a number of quotes they were struggling to obtain 3 separate quotes. After discussion it was agreed that they must continue to strive to obtain 3 quotes. **Action: CLERK**
* **HBC Grant.** The Clerk had provided details of MPC costs to enable MCLA to ask HBC for release of the agreed grants to MCLA.

**Item 8 – RDF – Filming in Masham.** The Clerk reported details of the submission he had received from RDF regarding filming of a series called “100 Year Old Driving School” for ITV in Masham. After discussion the meeting noted that the standard charges for use of the Market Place would apply in this case. **Action: CLERK**

**Item 9 – Seafarers UK – Merchant Navy Day 3rd September 2017.** Merchant Navy day was now an annual event and the Seafarers were asking organisations to commemorate it by purchasing a Red Ensign and flying it on the day. After discussion it was **proposed** by Cllr Barker and **seconded** by Cllr Johnson that MPC purchase a Red Ensign to match the size of the existing Union Flag, at a cost not to exceed £45.71. All those present voted in favour. The **RESOLUITION** was carried. Cllr Barker suggested that Mr Alan Burton, ex submariner, should be requested to hoist the Red Ensign on behalf of the council and after some discussion this was accepted by the meeting. The Clerk was requested to ask the Market Superintendent if he was aware of the size of the Union Flag and then order a Red Ensign to match this size and also to prepare a letter asking Mr Burton to hoist the Ensign. **Action: CLERK**

**Item 10 – HBC – Parish Consultation Meeting 13th September 2017.** Details of the arrangement for this meeting were given. Any MPC questions would need to be submitted by 25th August. This matter was to be placed on the Agenda for the July meeting. **Action: CLERK**

**Item 11 – NALC – Introduction of the General Data Protection Regulation (GDPR).** NALC had promulgated details of a change to the Data Protection Act 1998 and the introduction of the GDPR in May 2018. This change was likely to result in the need for MPC to review and amend its data protection procedures. It was noted that the NALC announcement was a “heads up” and that more details would follow in due course. It was likely that YLCA would offer training to ensure correct implementation of the new regulation by councils.

**16. ANY OTHER BUSINESS**

16.1 It was reported that Derick Simms has recently retired after 43 year service to the Masham Fire Service and it was suggested that this extraordinary commitment and service should be commended by MPC. After discussion it was agreed that as letter be sent to Derek to express the thanks of the council on behalf of the residents of Masham. **Action: CLERK**

16.2 Concern was expressed at the continued presence of the contractors work cabins outside the GP Surgery, especially as there appeared to be no activity. After discussion it was agreed that MPC should write to the GP Practice Manager to enquire about the timescales for ongoing activity. **Action: CLERK**

16.3 It was noted that the council bench at Sandy Bay was very close to the riverbank and needed to be moved back some 3 to 4 yards to ensure its continued safety. It was agreed that the Parish Caretaker be requested to undertake this work. **Action: CLERK**

16.4 Cllr Grainger reported that Jan Driver from The Cutting Room in Masham had asked if a bench could be positioned outside the hairdressers. After some discussion it was agreed that after repair the spare bench currently located at the Council’s Storage Building would be suitable for this purpose. Cllr Grainger agreed to speak with Jan. **Action: CLLR GRAINGER**

**17. DATE OF NEXT MEETING**

17.1 Monday 3rdJuly 2017 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chairman, Cllr Grainger declared the Meeting closed at 21:05 pm.

**APPENDIX A**

**MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 5 JUNE 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Post House, 31 Silver Street, Masham, HG4 4EJ | Application No: 6.3.217.B.FUL 17/01783/FUL  Change of use from dwelling to house of multiple occupation  Applicant: Mr Mark Cunliffe-Lister | **7June 2017** |
| Little Fold, Low Ellington, HG4 4PE | Application: 6.1.5.C.FUL 17/01676/FUL  Demolition of lean to and erection of single storey extension  Applicant: Mr & Mrs Deeker | **12 June 2017** |

**PLANNING APPLICATIONS**

**GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 5 JUNE 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| Land Comprising Field at Foxholme Lane, Masham | TPO 14/2017 | **APPROVED** |
|  |  |  |
|  |  |  |
|  |  |  |

**PLANNING ENFORCEMENTS**

**NOTIFIED BY HARROGATE BOROUGH COUNCILTO 5 JUNE 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
|  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 9 May to 5 June 2017** | | | | |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents | |  |  |  |  | £2,190.00 |  |
| Honesty Box - Market Place 1 | | |  |  |  | £1,043.66 |  |
| Honesty Box - Recreation Ground One | | | |  |  | £80.52 |  |
| Honesty Box - Recreation Ground Two | | | |  |  | £18.13 |  |
| HMRC - VAT Refund | |  |  |  |  | £499.32 |  |
| HBC Commuted Sums - Height Barrier | | | |  |  | £331.80 |  |
| Market Trader - Electricity Charges | | | |  |  | £9.00 |  |
| HBC - TdY Toilet Hire Grant | | |  |  |  | £615.00 |  |
| Bordar House Teas - Ground Rent | | | |  |  | £500.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | |  | **£5,287.43** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 5 June 2017 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | | | | |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Market Superintendent - Cash Books | | | |  |  | 19.21 | CASH |
| Eric Wilkinson, Litter Picker - June Salary (Tax Refund £91.00) | | | | | |  | 100598 |
| T P Johnson, Parish Clerk - June Salary (Tax £130.20) | | | | |  |  | 100599 |
| John Todd - Market Superintendent - Salary April to June (Tax £0.00) | | | | | |  | 100600 |
|  |  |  | **June Staff Salaries Total** | | | **£1,919.21** |  |
| HMRC - PAYE June | |  |  |  |  | £39.20 | 100601 |
| Parish Clerk - refunded costs | | |  |  |  | £7.61 | 100602 |
| R Blades - TdY School Painting Items | | | |  |  | £27.45 | 100603 |
| Masham Town Hall - Meeting Room hire (VAT £7.20) | | | | | | £43.20 | 100604 |
| Masham Skip hire - Tdy Mini Skip (VAT £42.00) | | | | |  | £252.00 | 100605 |
| Eric Wilkinson - Parish Caretaker routine Works | | | | |  | £143.00 | 100606 |
| E Leathley& Son Ltd - Market Place Repairs (VAT £224.38) | | | | | | £1,346.28 | 100607 |
| D Broadley - Christmas Decoration Awards (VAT 6.67) | | | | | | £40.00 | 100608 |
| HBC - Annual Event License | | |  |  |  | £100.00 | 100610 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electricity DDR (VAT £1.28) | | | | |  | £26.95 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£3,944.90** |  |



**APPENDIX C**

|  |  |
| --- | --- |
| **MASHAM PARISH COUNCIL - MEETING - 5 JUNE 2017** | |
|  |  |
| Correspondence for information/consideration etc. | |
|  |  |
| **1** | MCO - Masham Area LiftShare |
|  |  |
| **2** | HMRC - PAYE Payment Options |
|  |  |
| **3** | Clerk - Masham Primary School Ground Rent Request |
|  |  |
| **4** | Zion Evangelical Baptist Church - Open Air Preaching 5th August 2017 |
|  |  |
| **5** | Nick Reed - Highways England Tourism Sign Installation Costs |
|  |  |
| **6** | Fileds in Trust - Protected Outdoor spaces |
|  |  |
| **7** | MCLA - Various Questions Relating to Christmas Lights |
|  |  |
| **8** | RDF TV - Filming in Masham 22 & 23 June |
|  |  |
| **9** | Seafarers UK - Merchant Navy Day 3rd September 2017 |
|  |  |
| **10** | HBC - Parish Consultation Meeting 13th September 2017 |
|  |  |
| **11** | NALC - Introduction of the General Data Protection Regulation (GDPR) |

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place

Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209

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

Office hours: Monday and Tuesday, 09:00 – 1630

Chairman: Clerk to the Council:

Councillor Flo Grainger Tom Johnson

**PRESENT:**

**Parish Council**:Cllr Flo Grainger (Chairman)

Cllr Colin Barker

Cllr Rosemary Blades

Cllr David Broadley

Cllr Valerie Broadley

Cllr John Ellis

Cllr Ian Johnson

Cllr Neil Pickard

Cllr Nigel Simms

Tom Johnson (Parish Clerk)

**County Councillor:** Cllr Margaret Atkinson

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

**1. APOLOGIES:**, , Cllr Rob Greensit, Cllr Brian Metcalfe & Cllr Jane Vickery

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

2.1 **Minutes of the Monthly Meeting held on 5th June 2017**. It was **proposed** by Cllr Johnson and **seconded** by Cllr Simms that the Minutes of the 5th June meeting be formally approved as a true and accurate record. All those who were in attendance at the 5th June meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record.

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

3.1 Cllr Johnson for item 9.

**4. PLANNING MATTERS**

4.1 Planning Applications received:

4.1.1 **2 Westholme Crescent, Masham – Erection of Single Storey & First Floor Extensions etc**. After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr V Broadley that Masham Parish Council (MPC)had no objection to the application. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to advise Harrogate Borough council (HBC) of the MPC decision. **Action: CLERK**

4.1.2 **The Mill, Thorpe road, Masham – Erection of Extension to Office Building**. After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Barker that MPC had no objectionto the application. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to advise HBC of the MPC decision. **Action: CLERK**

**4.2 Planning Approvals.** The list of planning approvals appears at Appendix A.

**4.3 Planning Enforcements.** There were no planning enforcements.

**5. FINANCIAL MATTERS**

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

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

**6. MASHAM MARKET REGENERATION**

6.1 The Chairman of the Masham Development Group (CMDG) reported that several businesses had commented on the good attendance at the market event on 1st& 2nd July. Nick Reed’s revised letter to coach companies was to be discussed further at a meeting with MCO staff later this week and would then be issued. Local businesses would be contacted to encourage their involvement in discount initiatives aimed at supporting coach visitors to the town to include refreshments for drivers. These details would be promulgated and would be included on the market website and it was also suggested that inclusion in the MCO Annual business leaflet would be of benefit. Additional signage directing drivers to the coach park would be displayed and a clear division between short stay parking (Market Place) and longer term parking (Shooting Holme and elsewhere) was to be made. The parking of bicycles was also discussed.

6.2 There had been some confusion regarding attendance at the Saturday Festival Market on 1st July by a hog roast trader. This matter had been resolved by the Market Superintendent (Mkt Sup). To avoid future incidents of this nature a letter was to be produced to instruct traders and potential traders that their first point of contact with the Masham Market must be the Mkt Sup. A letter was to be produced to advise traders of this matter. **Action: MDG**

6.3 The Clerk reported that NABMA had circulated details of their 2018 Market Awards, which included categories that may be appropriate for an application on behalf of the Masham Market. It was agreed that the MDG would consider submission of an application. **Action: MDG**

6.4 The HBC Annual Event License application had been submitted and had attracted a number of responses, mostly favourable. The response from the fire & Rescue Service suggested that a number of actions were required to meet their requirements for issue of the licence and Nick Reed had agreed to speak with them to attempt to satisfy these. **Action: NICK REED**

6.5 After a brief discussion it was **proposed** by Cllr V Broadley and **seconded** by Cllr Johnson that a Sunday Market should be held during the Steam Rally weekend. All those present voted in favour. The **RESOLUTION** was carried.

6.6 Nick Reed had provided a list of dates for the 2018 market events. After a brief discussion it was agreed that these dates would be discussed at the next MDG meeting.

**Action: MDG**

6.7 It was noted that further parking issues had been identified by Nolon Stacey. This topic had been discussed previously but it was acknowledged that its resolution was more complex than originally thought. A discussion ensued regarding Kings Head visitor parking issues and the need to avoid disruption to businesses whilst ensuring a clear area for the market to set up and Cllr D Broadley agreed to address these issues with The Kings Head. It was agreed that repositioning of the traffic cones some 10 to 12 ft inside the market place perimeter would allow sufficient space for the market setup whilst allowing cars to continue to park along the perimeter.

**Action: CLLR D BROADLEY, MDG**

6.8 At this point the Chairman adjourned the meeting for the Public Discussion Interval.

**PUBLIC DISCUSSION INTERVAL**

1. Cllr Margaret Atkinson reported that NYCC was in a slightly better financial position than some neighbouring councils but notwithstanding this there were still significant pressures on the budget. Several Highways issues were reported to her and she agreed to follow them up.

**Action: CLLR ATKINSON**

2. Progress on the parking restriction work on Church Street and Silver Street was questioned. The Clerk advised that there had been a reported delay in execution of the TRO, but it was expected that the work would be undertaken during September.

3. At this point the Chairman closed the Public Discussion Interval and reconvened the meeting.

**6. MASHAM MARKET REGENERATION**

6.9 All MoPs having left the meeting room Cllr D Broadley then reported that contract discussions with the Mkt Sup were ongoing. A series of discussions and decisions were then held and the council agreed its position regarding amendments to contracted hours and the duties of the Mkt Sup. It was agreed that these decisions would be discussed further with the Mkt Sup. Due to their confidential nature these discussions and decisions will be reported separate to these minutes.

**7. VISIT OF TRAVELLERS TO MASHAM**

7.1 It was reported that the central gap along The Avenue had now been blocked by the positioning of 2 large boulders, thus completing the access security of the area.

7.2 It was reported that the barrier had been unlocked for a prolonged period at various times during the past week and it was not clear why this had occurred, or who had been responsible. Whilst this was seen as part of the teething problems associated with installation of the barrier, it was reaffirmed that access to the area should be strictly controlled and the barrier not left open for extended periods. Combination holders were to be advised of this. **Action: CLERK**

**8. COUNCIL STORAGE BUILDING – CONCERNS**

8.1 The Chairman presented some racking costs to the meeting, but advised that other options were available and prices would be collected for these as well once the actual storage requirements had been assessed after removal of the Sheep Fair items.

**Action: CLLR GRAINGER**

**9. HBC YOUTH OFFENDING TEAM –TASK ACCEPTANCE & UPDATE**

9.1 Cllr Johnson reported that the bench refurbishment work was almost complete and the benches were now ready for the HBC Team to paint once the paint was available. The required types and quantities were confirmed and would be obtained this week. **Action: CLLR JOHNSON**

9.2 Cllr D Broadley reported that work had been completed on tidying of the Allotments and the bench painting was next on the list of tasks. Additional footpath tasks were identified and would be presented to the team.

**10. SWINNEY BECK – ENVIRONMENT AGENCY PERMISSIONS**

10.1 The Clerk reported that NYCC had agreed to pay for the box culvert clearance work and Cllr Barker had advised Coxon Bros contractors. It was hoped that the work would be undertaken and completed by mid July.

**11. CERAMIC POPPY – OPENING PLAQUE**

11.1 Cllr D Broadley reported that the plaque was now available and the location had been agreed. An opening ceremony on Armistice Day was being considered.

**12. WESTHOLME COURT PLAY PARK & MUGA ANNUAL INSPECTIONS**

12.1 HBC had written to offer the annual inspection of the Westholme Court Play Park at a cost of £55 + VAT. The Clerk reported that he had asked if the MUGA could be included and HBC had indicated that this would be likely to incur an additional cost of £55 +VAT.

12.2 After discussion it was **proposed** by Cllr Ellis and **seconded** by Cllr D Broadley that the council ask for annual inspections on both sites at a total cost of £110 + VAT. All those present voted in favour. The **RESOLUTION** was carried. **Action: CLERK**

**13. HBC BUDGET 2018-19**

13.1 The Clerk reported that a questionnaire was available for completion. The questionnaire sought to identify priorities for spending given the budget reductions being faced by HBC. Cllr Pickard noted that he had already completed the questionnaire and Cllr Grainger agreed to complete one as well. **Action: CLLR GRAINGER**

**14. HBC PARISH CONSULTATION MEETING – PARISH QUESTIONS**

14.1 The Clerk advised that the meeting was scheduled for 13th September in Ripon and that questions were invited and needed to be submitted by 25th August. After some discussion the following questions were suggested:

14.1.1 Cllr Grainger stated that she would compose a question based on the disappointing HBC response to the MPC Green spaces submission. The precise wording would be presented at the next meeting.

14.1.2 Cllr Barker suggested “Is the money allocated by HBC equally distributed per head to all areas?”

14.2 The councillors were encouraged to develop more questions for consideration by the council at its next meeting.

**15. LOCAL DEVELOPMENT PLAN**

15.1 Cllr Pickard briefed the meeting on the HBC Economic Growth Strategy and its relevance to and impact on the Masham community. Various factors were seen to impact on Masham and the strategy stated that HBC were keen to see promotion of opportunities for growth and these could be used to help shape the development of the MPC Local Plan. The ongoing delay in production and adoption of the HBC Plan was noted with concern.

15.2The maps provided by HBC (Joe Varga) had been scrutinised and suggested that Fearby, Healey & Grewelthorpe Councils should be contacted and consulted to seek their views and comments on the proposed plan. Cllr Pickard agreed to make contact with these councils. **Action: CLLR PICKARD**

**16. CORRESPONDENCE**

16.1 Details of the correspondence received in the month for discussion/information is shown at Appendix C.

**Item 2 – NYCC Area 6 Highways – Response to Request for Traffic Parking Restrictions Along Thorpe Road.** The response, which in essence stated that as there was no evidence to support the need for this action there were no plans for implementation of any further restrictions, was presented to the meeting. However, it was noted that NYCC had accepted that if photographic evidence could be provided to support the concerns, then they may be willing to revisit the matter. **ALL TO NOTE**

**Item 3 – Nidderdale AONB Joint Advisory Committee – Vacancy for Representative**. As a result of a resignation from the committee there was a requirement for a new representative. Ex Cllr John Fort had been identified and wasthe preferred choice of the Nidderdale AONB Manager. After a brief discussion the meeting gave its support to this nomination.**Action: CLERK**

**Item 5 – Yorkshire Water – Masham Sewage works Problems.** It had been noted that a large number of tankers had been moving in/out of the Masham Works. Yorkshire Water had advised that a problem had occurred at the works, but this was now resolved and the last tanker movement should be Wednesday evening or Thursday morning.

**Item 7 – Seafarers UK – Merchant Navy Day 3rd September 2017.** After the discussions at the June meeting this matter was debated once again and it was agreed that Mr Burton be invited to attend the hoisting of the flag and to give the salute. In the absence of any Union Flag measurements from the Mkt Sup it was further agreed that a medium Red Ensign be purchased. **Action: CLERK**

**Item 8 – NYCC Area 6 Highways – Parish Portal.** The long awaited Parish Portal was now active and was to be used for the reporting of all Highways matters. The Clerk advised that he had signed by for an account and had successfully logged on and used the portal.

**Item 9 – GP Surgery – Cracked Paving Stones Outside Surgery.** The Surgery Practice Manager had reported that several paving stones outside the old entrance to the surgery were cracked and he had requested that MPC arrange for repairs. The Parish Clerk had initially contacted the Parish Caretaker to seek his effort on this repair, but after discussion the meeting was advised that these paving stones had actually been cracked as a result of deliveries to the surgery. It was therefore agreed that the surgery should pursue this matter and seek a response from the delivery organisation. **Action: CLERK**

**Item 10 – NYCC – Grit Bin Replenishment.** The Clerk advised the meeting that all MPC bins were either full or nearly full. Therefore, no replenishment was required.

**17. ANY OTHER BUSINESS**

17.1 Cllr D Broadley advised the meeting that the weeds on the cobbled area of the Market Place would be sprayed by the HBC Team.

17.2 Concern was expressed at the condition of some of the mail boxes around the town. It was agreed that the Clerk should write to the Royal Mail to seek their work to refurbish the boxes. **Action: CLERK**

17.3 It was reported that there was a need for additional disabled parking to facilitate visitors to the GP Surgery. After discussion regarding the most suitable location for these additional spaces it was agreed that they should be positioned outside the new entrance to the Surgery. The Clerk was requested to initially contact the surgery to seek their views and then NYCC Area 6 for their action. **Action: CLERK**

17.4 Cllr Grainger requested MPC approval of Steam Rally use of the Market Place for the annual rally run event. After a brief discussion the meeting unanimously approved the request. **Action: CLLR GRAINGER**

17.5 It was suggested that a a seating bench be installed on the Swinton road looking towards Warthermarske. After a brief discussion this was agreed. **Action: CLLR JOHNSON**

17.6 It was suggested that the bus shelter planters were in need of some colour and it was agreed that the Parish Caretaker be requested to resolve this.

**Action: CLERK, PARISH CARETAKER**

17.7 A number of advert boards had been observed around the town for the Albion Gem Shop that had relocated to Silver Street. As well as some of the boards being in potentially dangerous positions it was generally agreed that the display of these boards was inappropriate and something that MPC did not encourage. The Clerk was requested to write to the Gem Shop to ask that they remove the all the signs except the one directly outside their shop. **Action: CLERK**

**18. DATE OF NEXT MEETING**

18.1 Monday 7th August 2017 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chairman, Cllr Grainger declared the Meeting closed at 22:05 pm.

**APPENDIX A**

**MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 3 JULY 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| 2 Westholme Crescent, Masham, HG4 4EY | Application No: 6.3.337.FUL 17/02126/FUL  Erection of single storey & first floor extensions with roof lights, erection of porch, installation of fencing & alterations to fenestration including roof lights  Applicant: Mr & Mrs D Arnold | **5July 2017** |
| The Mill, Thorpe Road, Masham, HG4 4JB | Application: 17/02480/FUL  Erection of extension to Office Building  Applicant: Mr G Hall | **13 July 2017** |

**PLANNING APPLICATIONS**

**GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 3 JULY 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| Land Comprising Field At 422755 480244 Thorpe Road | Environmental Impact Assessment screening opinion for erection of up to 100 dwellings – proposal is considered not to pose significant effect on environment, therefore, assessment not required | **NOT REQUIRED** |
| 25 Swinburn Road, Masham | Erection of Garage | **APPROVED** |
| 11 Swinton Terrace, Masham, HG4 4HS | Erection of single storey extension to replace existing rear projection | **APPROVED** |
| Little Fold, Low Ellington, HG4 4PE | Demolition of lean to & erection of single storey extension | **APPROVED** |

**PLANNING ENFORCEMENTS**

**NOTIFIED BY HARROGATE BOROUGH COUNCILTO 3 JULY 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
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|  |  |  |  |  |  | **APPENDIX B** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 6 June to 3 July 2017** | | | | |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents | |  |  |  |  | £1,827.00 |  |
| Honesty Box - Market Place 1 | | |  |  |  | £1,383.38 |  |
| Honesty Box - Recreation Ground One | | | |  |  | £107.31 |  |
| Honesty Box - Recreation Ground Two | | | |  |  | £43.88 |  |
| Masham Primary School - Ground rents | | | |  |  | £672.00 |  |
| Masham Town Hall - Contribution for new Planters | | | | |  | £200.00 |  |
|  |  | **Total receipts for the month** | | |  | **£4,233.57** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 3 July 2017 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | | | | |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - July Salary (Tax Refund £91.00) | | | | | |  | 100609 |
| T P Johnson, Parish Clerk - July Salary (Tax £130.20) | | | | |  |  | 100611 |
|  |  |  | **July Staff Salaries Total** | | | **£976.30** |  |
| HMRC - PAYE July | |  |  |  |  | £130.20 | 100612 |
| Parish Clerk - refunded costs, comprising: | | | | |  | £397.72 | 100613 |
|  | HBC Annual Premises License - Newspaper Advert Fee £378.00 | | | | |  |  |
|  | Stamps + HBC Premises License Postage Fee £6.72 + £13.00 | | | | |  |  |
| Craven & District CAB - S137 Donation | | | |  |  | £300.00 | 100614 |
| Falshaw Partners - Fearby Rd Car Park Repairs (VAT £161.00) | | | | | | £966.00 | 100615 |
| Information Commissioner - Data Protection Registration | | | | | | £35.00 | 100616 |
| Ripon Review - Market Advert | | | |  |  | £48.00 | 100617 |
| Eric Wilkinson - Parish Caretaker routine Works (VAT £5.99) | | | | | | £262.00 | 100618 |
| Mr A N Reed - Market Event Costs (VAT £8.59) | | | | |  | £222.54 | 100619 |
| Mr A N Reed - Market Management Fees | | | |  |  | £250.00 | 100620 |
| d3 Office Group - Inkjet Cartridge (VAT £5.30) | | | | |  | £31.81 | 100621 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Direct Debits** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electricity DDR | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£3,619.57** |  |

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**APPENDIX C**

|  |  |
| --- | --- |
| **MASHAM PARISH COUNCIL - MEETING - 3 JULY 2017** | |
|  |  |
| Correspondence for information/consideration etc. | |
|  |  |
| **1** | Plunkett Foundation - Rural Co-operative |
|  |  |
| **2** | NYCC Area 6 - Traffic Parking Restrictions on Thorpe Road |
|  |  |
| **3** | Nidderdale AONB - Joint Advisory Committee Representation |
|  |  |
| **4** | YLCA - Joint Annual Meeting, Saturday 15th July 2017 |
|  |  |
| **5** | Clerk - To Yorkshire Water regarding Sewage works Activity & Damage |
|  |  |
| **6** | Clerk - To HBC Regarding Market Place Planters |
|  |  |
| **7** | Ian Slade - Flying of Market Place Flag |
|  |  |
| **8** | NYCC Area 6 - Parish Portal |
|  |  |
| **9** | GP Surgery - Cracked Paving Stones |
|  |  |
| **10** | NYCC - Grit Bin Replenishment |

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place

Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209

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

Office hours: Monday and Tuesday, 09:00 – 1630

Chairman: Clerk to the Council:

Councillor Flo Grainger Tom Johnson

**PRESENT:**

**Parish Council**:Cllr Flo Grainger (Chairman)

Cllr Colin Barker

Cllr Rosemary Blades

Cllr David Broadley

Cllr Valerie Broadley

Cllr John Ellis

Cllr Ian Johnson

Cllr Brian Metcalfe

Cllr Nigel Simms

Cllr Jane Vickery

Tom Johnson (Parish Clerk)

**County Councillor:** Cllr Margaret Atkinson

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

**1. APOLOGIES:**, , Cllr Rob Greensit, & Cllr Neil Pickard

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

2.1 **Minutes of the Monthly Meeting held on 3rd July 2017**. It was **proposed** by Cllr Simms and **seconded** by Cllr Johnson that the Minutes of the 3rd July meeting be formally approved as a true and accurate record. All those who were in attendance at the 3rd July meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record.

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

3.1 None.

**4. MSA – BRIEF ON PLANNED EXTENSION TO CLUB HOUSE**

4.1 The Chairman introduced and welcomed Mark Ellis (MSA Chairman) to the meeting. Mark explained that there were 3 aims of his visit to and briefing of the council meeting, he was seeking agreement from Masham Parish Council (MPC) to:

4.1.1 Extend the club house.

4.1.2 Consult with the local community regarding use of the club house.

4.1.3 Liaise with local community regarding the role of the MSA.

4.2 Mark reported that there had been a huge growth in the numbers of juniors in the club, particularly in cricket with over 80 juniors. The need for the club house extension was to cover the flooding risk, modernise the facilities and increase the scope of what was on offer in the MSA. The current facilities do not meet regulations for Safeguarding and must offer separate sex and individual changing and shower facilities. These changes were a priority as well as provision of a community room to allow for Saturday functions in parallel with MSA sports team activity.

4.3 Approximate costs for all of this were currently assessed as in the order of £250K, with external funds available, particularly if community use can be achieved, but whilst being aware of the other already existing community facilities. A partnership with these facilities was desired. Plans of the proposed extension were circulated for the councillors to consider.

4.4 After a brief discussion it was agreed that MPC fully supported the initiative and looked forward to further information and input in due course. The Chairman congratulated Mark and the MSA on their vision for the future and on the recent success of the Masham sports teams.

**5. PLANNING MATTERS**

5.1 Planning Applications received:

5.1.1 **Fremington, 21-23 Market Place, Masham – Erection of Porch etc**. After discussion it was **proposed** by Cllr Johnson and **seconded** by Cllr V Broadley that MPC had no objection to the application. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to advise Harrogate Borough council (HBC) of the MPC decision. **Action: CLERK**

5.1.2 **25 Swinburn Road, Masham – Erection of 1st Floor Extension**. After discussion it was **proposed** by Cllr Simms and **seconded** by Cllr Barker that MPC objected to the application on the grounds that it was overbearing, and would over shadow adjacent properties thus denying their light and would also set a precedent for applications in the area. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to advise HBC of the MPC decision. **Action: CLERK**

5.2 **Lane Comprising Field at Foxholme Lane – Planning Permission for up to 60 Houses**. HBC had written to announce an opportunity for a council representative to attend and speak at the Planning Committee meeting on 15th August to consider this application. After discussion it was suggested that Cllr Pickard be requested to attend this meeting to represent the MPC views. It was noted that when MPC had considered this application at its 3rd April monthly meeting it had not objected, but had sought assurances regarding access to the site and the effect of the application on the infrastructure of the town, including schools, doctors surgeries, sewage etc. During further discussion concern was also raised regarding the disposal of surface water into Swinney Beck, given its limited capacity for this. In his absence, the Clerk was requested to invite Cllr Pickard to attend this HBC meeting. **Action: CLERK**

**5.3 Planning Approvals.** The list of planning approvals appears at Appendix A.

**5.4 Planning Enforcements.** There were no planning enforcements.

**6. FINANCIAL MATTERS**

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

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

6.3 The Clerk reported that the latest Internal Check had been carried out by Stephen Hill on 1st August. No errors had been found, but a number of minor issues were reported. In conclusion the report stated that the records kept by the Parish Clerk appeared to be well maintained. After a brief discussion it was **proposed** by Cllr Ellis and **seconded** by Cllr Simms that the Internal Check Report be accepted. All those present voted in favour. The **RESOLUTION** was carried.

6.4 The Clerk reported that the Annual Return had now been received back from the External Auditor PKF Littlejohn LLP. No observations had been made by the auditor and the completed return was now on display on the MPC notice boards and would appear on the Data NY website well before the required by date of 30th September. No further action was required. The meeting thanked the Clerk for his efforts and attention to detail that had resulted in this positive response from the External Auditor.

**7. MASHAM MARKET REGENERATION**

7.1 The Clerk presented the latest Market Report from Nick Reed. Nick had requested that MPC consider several matters:

7.1.1 **2018 Market Festival Event Dates.** 14-15 April, 2-3 June, 1-2 September and 6-7 October plus 8 December for the Christmas Fair had been suggested. After a brief discussion it was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that these dates be accepted. All those present voted in favour. The **RESOLUTION** was carried.

7.1.2 **Apple/Fruit Themed Weekend in October.** After a brief discussion it was **proposed** by Cllr V Broadley and **seconded** by Cllr Metcalfe that the themed weekend be approved. All those present voted in favour. The **RESOLUTION** was carried.

7.1.3 **Sunday Markets in July/August 2018.** After a brief discussion it was **proposed** by Cllr Simms and **seconded** by Cllr Ellis that the suggestion be refused and that the situation remain as per 2017. All those present voted in favour. The **RESOLUTION** was carried. It was noted that the Steam Rally would have its own Sunday Market and that the normal Farmers Market schedule would continue.

The Clerk was requested to advise Nick of these decisions. **Action: CLERK**

7.2 Nick had spoken to the Fire & Rescue Service regarding the HBC Annual Event License application and had been advised that they would support the application. Issue of the license was now awaited. **Action: NICK REED**

7.3 Nick had presented the text of a letter to be sent to prospective coach tour operators. It was agreed that a slight change to the text should be suggested and it was noted that the MCO had agreed to be involved in the processing of the letter, including its distribution. The Clerk was requested to advise Nick of this decision. **Action: CLERK**

7.4 At this point the Chairman adjourned the meeting for the Public Discussion Interval.

**PUBLIC DISCUSSION INTERVAL**

1. An update was requested on the repairs required to the footpath between Westholme Court and Fearby Road. Cllr Johnson reported that he had spoken to Anthony Leathley and a quote for the work was now awaited. **Action: CLLR JOHNSON**

2. An update was requested on the progress of the refurbishment work at the GP Surgery. It was noted that the work had been delayed for a number of reasons, but the current estimate was that work would be complete by the end of September.

3. The problems posed by the inappropriate parking of vehicles along Thorpe Road were discussed. It had been noted that contact had been made with Area 6 Highways to see if any parking restrictions could be implemented. Their response had indicated that as a result of the evidence provided they were unwilling to go ahead with any changes, but they suggested that if convincing photographic evidence could be provided then they may be able to consider some action. Councillors had been encouraged to collect evidence to support a submission to Area 6. During further discussions it was suggested that MPC write to addresses in the area to see if a local solution could be found. Cllr Barker agreed to provide a list of the addresses to be written to. **Action: CLLR BARKER, CLERK**

4. The Chairman reported the current problems associated with the road resurfacing work between junctions 49 and 50 of the A1. It was noted that the Chairman and the Clerk had both contacted Highways England (HE) regarding this matter. The Chairman’s input had resulted in Julian Smith MP contacting HE, whilst a response was still awaited to the Clerk’s email.

5. It was reported that the repairs required to the bridge near the golf course on the Swinton Road were still outstanding and the bridge was considered to be a danger to pedestrians and road users. Cllr Atkinson agreed to hasten this matter with Area 6. **Action: CLLR ATKINSON**

6. At this point the Chairman closed the Public Discussion Interval and reconvened the meeting.

**7. MASHAM MARKET REGENERATION (contd)**

7.5 Cllr D Broadley reported that contract negotiations with the Market Superintendent (Mkt Sup) were ongoing although it was proving difficult to meet with the Mkt Sup. Further attempts would be made. **Action: CLLR D BROADLEY**

**8. VISIT OF TRAVELLERS TO MASHAM**

8.1 Confirmation of ownership of the grass verge along The Avenue was still awaited from Swinton Estates and would be discussed at the next monthly meeting with them on Tuesday 8th August. **Action: CLERK**

**9. COUNCIL STORAGE BUILDING – CONCERNS**

9.1 The Chairman advised that racking costs were still to be collected and would be confirmed once the actual storage requirements had been assessed after the Sheep Fair activity in September. **Action: CLLR GRAINGER**

**10. HBC YOUTH OFFENDING TEAM –TASK ACCEPTANCE & UPDATE**

10.1 Cllr D Broadley reported that he had spoken with the team leader regarding their further attendance and had been advised that they would return shortly.

**11. SWINNEY BECK – ENVIRONMENT AGENCY PERMISSIONS**

11.1 Cllr Barker reported that clearance work by Coxon Bros contractors had been suspended after they had found dead fish in the beck. They had then contacted The Environment Agency to seek advice on the way ahead, their response was still awaited.

**12. MASHAM PRIMARY SCHOOL – S137 DONATION**

12.1 After a brief discussion it was proposed by Cllr Simms and seconded by Cllr Ellis that MPC refund the £672 ground rents previously paid by the school. All those present voted in favour. The RESOLUTION was carried. **Action: CLERK**

**13. HBC PARISH CONSULTATION MEETING – PARISH QUESTIONS**

13.1 After discussion it was agreed that the question suggested by Cllr Barker would be the only one submitted by MPC:

13.1.1 “Is the money allocated by HBC equally distributed per head to all areas?”

The Clerk was requested to forward this question to HBC. **Action: CLERK**

**14. LOCAL DEVELOPMENT PLAN**

14.1 In the absence of Cllr Pickard the meeting was briefed that contact had been made with the local councils to see if they wished to be included in the Local Plan being developed by MPC. Grewelthorpe PC were to consider their position at their September meeting. No response had yet been received from Fearby & Healey District PC. **Action: CLLR PICKARD**

14.2 **The Clerk advised that the** Additional Sites Consultation period closed on 25th August. Discussion ensued regarding the sites identified on the 13th July HBC letter. After discussion it was **proposed** by Cllr D Broadley and **seconded** by Cllr Vickery that MPC accept the 3 sites (M8, M11 & M13) shown on the HBC document. All those present voted in favour. The **RESOLUTION** was carried. **Action: CLERK**

**15. GP SURGERY – CRACKED PAVING STONES**

15.1 Discussion ensued regarding the latest correspondence between Cllr D Broadley and the GP Practice Manager. Having heard the views of several councillors it was determined that:

15.1.1 MPC had no responsibility for the damage caused by the creeper that was climbing the exterior of the front of the GP Surgery.

15.1.2 However, if the creeper were to be removed, the roots killed, and the waste/residue completely removed from the front of the building, then MPC would make good the paving stone repairs.

The Clerk was requested to advise the GP Practice Manager accordingly. **Action: CLERK**

**16. CORRESPONDENCE**

16.1 Details of the correspondence received in the month for discussion/information is shown at Appendix C.

**Item 2 – Clerk – AON Insurance Changes.** The Clerk had written again to AON to ask for their response to the additional cover requested in his 10th July letter. **Action: CLERK**

**Item 3 – Amanda Chandler – Maple Creek Residents Concerns**. Amanda had written to advise that several of her residents had complained about the state of the small paddock at the rear of Maple Creek, the ownership of which was unclear. After discussion it was agreed that the Clerk should ask Peter Usher, who may be able to assist with the ownership query. **Action: CLERK**

**Item 4 – Black Sheep – Use of Shooting Holme for AGM Parking.** Black Sheep Brewery had requested use of the Shooting Holme for parking during their AGM.After a brief discussion it was acknowledged that MPC had no objection to this request.**Action: CLERK**

**Item 5 – Clerk – Request for Disabled Parking at GP Surgery.** The Clerk reported that Area 6 Highways had agreed to look at the provision of additional Disabled Parking spaces at the new entrance to the GP Surgery.

**Item 6 – Alan Burton – 3rd September 2017 Merchant Navy Day Flying of Red Ensign.** Mr Burton had written to MPC to say thank you for the invitation to be present at the raising/lowering of the Ensign but to advise that he was unable to attend. In recognition of the day, which Mr Burton stated also commemorated the entry of Great Britain into World War II, he had made a donation towards the cost of the Red Ensign. The meeting expressed its regrets that Mr Burton would be unable to attend the Ensign raising/lowering but thanked him for his very kind donation. The Clerk was requested to write to Mr Burton to express these thanks. **Action: CLERK**

**Item 7 – Albion Crafts – Display of notice Boards in Masham.** Mr Price had responded to a letter from MPC asking for the notice boards to be removed. During discussion it was suggested that whilst there was a need to control the number of display boards around the town it may be possible to achieve some exposure for local businesses if directional signs were displayed in the Market Place and it was suggested that finger posts would be appropriate for this purpose. It was further suggested that these posts could include a number of businesses in the town. Cllr Vickery agreed to speak with Mr Price to discuss this matter further. **Action: CLLR VICKERY**

**Item 8 – Clerk – VAT Refund.** The Clerk advised the meeting that he had recently submitted a VAT refund request to HMRC for £572.90.

**Item 9 – Clerk – Royal Mail Postal Box Refurbishment.** The Clerk reported that he had written to the Royal Mail to ask for refurbishment work on the 4 boxes in Masham.

**Item 10 – Green Energy – Price Rise.** Green Energy had announced that from October 2017 their prices would rise by 5.06%. After a brief discussion it was agreed that this rise was significantly less than other utility companies and therefore MPC would remain with this supplier.

**Item 11 – Clerk – Repairs to Dixon Keld Steps.** The Clerk reported that he had asked the Parish Caretaker to repair 2 broken paving steps. The Chairman announced that she was still trying to source replacement paving steps for those that had been previously repaired using concrete slabs. **Action: CLLR GRAINGER**

**Item 12 – Clerk – AON Insurance Changes.** The Clerk had sent a hastener to AON requesting a response to his 10th July letter. **Action: CLERK**

**Item 13 – YLCA – Reform of Data Protection Legislation.** More information regarding this change, which was due to become effective from May 2018, had been circulated by YLCA. At this time however there was still no detail regarding the impact it would have on MPC. **ALL TO NOTE**

**17. ANY OTHER BUSINESS**

17.1 Discussion ensued regarding use of the Multi User Games Area (MUGA). It was agreed that an article should be submitted to the Parish Magazine to ensure that the local community was made aware of the existence of the MUGA. **Action: CLERK**

17.2 It was noted that the area on the bank adjacent to the Victoria Fountain was in need of a tidy up and it was agreed that the Parish Caretaker should be requested to undertake this work. **Action: CLERK**

17.3 Cllr Blades reported her concerns once again for the availability of burial space in Masham given the existing limited area. During discussion it was suggested that additional space may be available from Swinton Estate and it was agreed that MPC should write to Susan Cunliffe-Lister to ask if this were possible. **Action: CLERK**

**18. DATE OF NEXT MEETING**

18.1 Monday 4th September 2017 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chairman, Cllr Grainger declared the Meeting closed at 21:40 pm.

**APPENDIX A**

**MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 7 AUGUST 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Fremington, 21-23 Market Place, Masham, HG4 4EG | Application No: 6.3.89.E.LB 17/02943/LB  Erection of porch, alterations to replacement fenestration, installation of rooflights & insulation, removal of ceiling & internal wall, infill of coves & doorways, formation of internal openings, various internal works including restoration of fireplace  Applicant: Mr Graham Trufhitt | **14 August 2017** |
| 25 Swinburn Road, Masham, HG4 4HU | Application No: 6.3.310.B.FUL 17/03077/FUL  Erection of first floor extension over existing rear lean-to  Applicant: Mr David Thompson | **21 August 2017** |
| Land Comprising Field at 422023 480727 Foxholme Lane, Masham | Outline Planning Permission with access into the site considered for up to 60 houses.  **OPPORTUNITY TO SPEAK** | **15 August 2017 at 2.00pm** |

**PLANNING APPLICATIONS**

**GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 7 AUGUST 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| Post House, 31 Silver Street, Masham, HG4 4EJ | Change of use from dwelling to house of multiple occupation | **APPROVED** |
| 2 Westholme Crescent, Masham, HG4 4EY | Erection of single storey & first floor extensions with roof lights, erection of porch, installation of fencing & alterations to fenestration including roof lights | **REFUSED** |
| The Mill, Thorpe Road, Masham, HG4 4JB | Erection of single storey extension to office building | **APPROVED** |
|  |  |  |

**PLANNING ENFORCEMENTS**

**NOTIFIED BY HARROGATE BOROUGH COUNCILTO 7 AUGUST 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
|  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 6 June to 7 August 2017** | | | | |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents | |  |  |  |  | £2,926.00 |  |
| Market electricity | |  |  |  |  | £27.00 |  |
| Honesty Box - Market Place 1 | | |  |  |  | £1,627.00 |  |
| Honesty Box - Recreation Ground One | | | |  |  | £189.81 |  |
| Honesty Box - Recreation Ground Two | | | |  |  | £35.71 |  |
| Highways England - VAT Refund on Tourism Sign Installation | | | | | | £1,015.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | |  | **£5,820.52** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 7 August 2017 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | | | | |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - August Salary (Tax £0.00) | | | | | |  | 100622 |
| T P Johnson, Parish Clerk - August Salary (Tax £130.20) | | | | | |  | 100623 |
|  |  |  | **August Staff Salaries Total** | | | **£976.30** |  |
| HMRC - PAYE August | | |  |  |  | £130.20 | 100624 |
| Hampshire Flag Company (VAT £7.06) | | | |  |  | £42.36 | 100625 |
| Zenith - Refuse Bags (VAT £6.40) | | | |  |  | £38.40 | 100626 |
| MCO - Office Accommodation | | |  |  |  | £229.25 | 100627 |
| Mr A N Reed - Market Management Fees 29 - 30 July | | | | | | £250.00 | 100628 |
| Mr A N Reed - Market Event Costs 29 - 30 July (VAT £8.59) | | | | | | £256.54 | 100629 |
| PKF Littlejohn LLP - Annual Return Audit Fee (VAT £60.00) | | | | | | £360.00 | 100630 |
| Eric Wilkinson - Parish Caretaker routine Works | | | | |  | £95.00 | 100631 |
| Gaynor Pearson - Tourism Signage Donation Refund | | | | | | £1,675.00 | 100632 |
| T Atkinson & Son - Council Bench Refurbishment Work | | | | | | £900.00 | 100633 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electricity DDR (VAT £1.08) | | | | |  | £22.77 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£4,975.82** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  | **APPENDIX C** |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **MASHAM PARISH COUNCIL - MEETING - 7 AUGUST 2017** | | | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Correspondence for information/consideration etc. | | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **1** | Clerk - Highways England Roadworks at Junction 50 A1(M) | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **2** | Clerk - Insurance Enquiries | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **3** | Amanda Chandler - Maple Creek Paddock Overgrown | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **4** | Black Sheep - AGM Use of Shooting Holme 21 September 2017 | | | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **5** | Clerk - Request for Disabled Parking at GP Surgery | | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **6** | Clerk - Letter to Alan Burton, Merchant Navy Day | | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **7** | Clerk - Letter to Albion, Display Boards + Response | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **8** | Clerk - HMRC VAT Refund Submission | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **9** | Clerk - Email to Royal Mail, Postal Box Refurbishment | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **10** | Green Energy - Price Increase from October 2017 | | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **11** | Clerk - Dixon Keld Step Repairs | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **12** | Aon - Insurance Renewal | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **13** | YLCA - Reform of Data Protection Legislation (GDPR) | | | | | |  |  |  |  |

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place

Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209

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

Office hours: Monday and Tuesday, 09:00 – 1630

Chairman: Clerk to the Council:

Councillor Flo Grainger Tom Johnson

**PRESENT:**

**Parish Council**:Cllr Flo Grainger (Chairman)

Cllr Colin Barker

Cllr Rosemary Blades

Cllr Valerie Broadley

Cllr John Ellis

Cllr Ian Johnson

Cllr Brian Metcalfe

Cllr Neil Pickard

Cllr Nigel Simms

Cllr Jane Vickery

Tom Johnson (Parish Clerk)

**County Councillor:** Cllr Margaret Atkinson

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

**1. APOLOGIES:**, , Cllr Rob Greensit

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

2.1 **Minutes of the Monthly Meeting held on 7th August 2017**. It was **proposed** by Cllr Simms and **seconded** by Cllr Ellis that the Minutes of the 7th August meeting be formally approved as a true and accurate record. All those who were in attendance at the 7th August meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record.

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

3.1 Cllr Vickery for the planning application at item 4.1.1.

**4. PLANNING MATTERS**

4.1 Planning Applications received:

4.1.1 **Jasmine Cottage, 7 Red Lane, Masham – Erection of 2 Storey Extension & 1st Floor Extension**. After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that Masham Parish Council (MPC) objected to the applicationon the grounds that it was considered inappropriate in design, materials and scale for development within the conservation area. All those present voted in favour with one abstention. The **RESOLUTION** was carried. The Clerk was requested to advise Harrogate Borough council (HBC) of the MPC decision. **Action: CLERK**

4.1.2 **Marfield Crest, 7 Gun Bank, Masham – Retention of Change of Use of Domestic Outbuilding**. After discussion it was **proposed** by Cllr V Broadley and **seconded** by Cllr Johnson that MPC did not object to or support the application but wished to seek assurances that approval would apply only to the current occupants and the activities that they currently undertook in the outbuilding. Approval would not transfer to any new owner of the property. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to advise HBC of the MPC decision. **Action: CLERK**

4.2 Cllr Pickard reported to the meeting that as requested he had attended and represented the MPC views at the HBC Planning Committee meeting to discuss the Jameson’s application for 60 houses on the land adjacent to The Oaks and Westholme Road. Alternative access to the site via Westholme Road was discussed but due to the existing access over Swinney Beck and Environment Agency concerns was unlikely to be approved. Additionally, it was noted that Highways had accepted the suitability of the existing access on The Oaks, but that construction traffic would be routed over the Jameson’s bridge thus keeping a separation from residential properties during the construction process. It was understood that the application would be discussed again in October and Cllr Pickard offered to attend. This offer was accepted by the councillors. Given the opposition by the Environment Agency to any additional access over Swinney Beck and the Highways acceptance of the existing access conditions, Cllr Pickard asked if MPC were now able to support the application. After a brief discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Barker that MPC support the application. All those present voted in favour with one abstention. The **RESOLUTION** was carried.**Action: CLLR PICKARD**

4.3 The Chairman reported that she had read a summary of the Thorpe Road development planning application on the HBC website and believed that some of the points raised previously had been omitted. It was noted that where multiple occasions of the same issue had been raised by different individuals, it would only be listed once in any summary report. It was also thought that progress on this application had been slow in comparison with other development applications. It was acknowledged that the MPC objections to the application were mainly related to the scale of the development and that if this were to be modified then MPC may be able to reconsider its position.

4.4 For the future it was agreed that any potential future developments should be given equal time and opportunity to be heard by MPC.

**4.5 Planning Approvals.** There were no planning approvals.

**4.6 Planning Enforcements.** There were no planning enforcements.

**5. FINANCIAL MATTERS**

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

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

**6. MASHAM MARKET REGENERATION**

6.1 The Clerk presented the latest Market Report from Nick Reed. There had been a problem with the cooking demo who had wanted to levy unexpected charges, which were reduced as a result of negotiation. It was noted that there had been some confusion regarding setting up of the demo and this may have been partly responsible for the level of the charges. Nonetheless it was acknowledged that lessons needed to be learned from this experience with an upfront notification of any charges to be levied by visiting traders. Scheduling of Masham Development Group (MDG) meeting ahead of festival events was also seen as a good way to avoid any confusion on the day.

6.2 To enable future cooking activity Nick had requested that MPC consider upgrading one of the existing 16A sockets in the Market Place distribution box for a 32A outlet. It was noted that one of the 16A sockets was damaged and in need of repair. After discussion it was **proposed** by Cllr V Broadley and **seconded** by Cllr Johnson that one socket be upgraded. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to contact Austen Gregg to ask for a quote for the upgrade work. **Action: CLERK**

6.3 Nick had reported that HBC had approved the Annual Event License and this would now allow traders to sell/sample alcohol from now on. The Clerk was requested to confirm if there were any limitations on this activity. **Action: CLERK**

6.4 It was unclear what was happening with the visiting coach letter distribution. The Clerk was requested to seek clarification from the MCO.

*(Clerk’s Note: The letter has been sent for printing, after which it will be distributed by the MCO)*

6.5 A request had been made for an extra market on 10 September. During discussion some concerns were raised at this additional Sunday market and the impact this would have on the residents. However, it was noted that other events in Masham on that date would potentially bring a large number of visitors into the town. After further consideration it was **proposed** by Cllr Johnson and **seconded** by Cllr Pickard that a market be approved, but a limit placed on the size of the market with the number of stalls allowed not to exceed 8. All those present voted in favour with 2 against. The **RESOLUTION** was carried. Cllr Grainger agreed to advise the Market Superintendent. **Action: CLLR GRAINGER**

6.6 At this point the Chairman adjourned the meeting for the Public Discussion Interval.

**PUBLIC DISCUSSION INTERVAL**

1. A number of highways matters were reported:

* 1. Repairs to Swinton Bridge were still outstanding.

1.2 Silver Street surface repairs were required.

1.3 Maple Creek residents had complained about the poor state of the road and pavement surface, which made it difficult to walk into town.

1.4 More problems were reported with the parking of vehicles on Thorpe Road/Park Street. It was noted that this had been reported previously and NYCC Highways had declined to impose any traffic parking restriction measures as proposed by MPC. It had however been suggested that this could be reconsidered if photographic evidence was provided. The Chairman encouraged all to obtain this evidence to allow a further submission to be made to NYCC Highways. **ALL TO NOTE**

1.5 The Chairman reported the problems that closure of the A1 junction 50 had caused to visitor numbers in the town and asked if NYCC could support her concerns and approach Highways England to express them.

1.6 Cllr Atkinson offered to investigate the above issues with NYCC Highways.

2. At this point the Chairman closed the Public Discussion Interval and reconvened the meeting.

**6. MASHAM MARKET REGENERATION (contd)**

6.7 A letter of resignation from the MDG had been received from Val Cocker and David Cooper. In their letter they expressed concern with the Market Superintendent (Mkt Sup) and the difficulties that they sometimes experienced in dealing with him. She also related a number of incidents with different traders and stated that as a result of these incidents and concerns they both felt unable to continue in their role with the MDG.

6.8 In answer to some of these concerns Jim Hunter was requested to update the meeting on the progress of the ongoing contract negotiations with the Mkt Sup. Jim reported that 2 meetings had been held with the Mkt Sup and these had resulted in agreement on a number of matters. At the first meeting the Mkt Sup had been advised that Jim and Cllr D Broadley were there to help the Mkt Sup reach an agreement that benefitted both MPC and the Mkt Sup. The second meeting had been able to present some changes to the contract, including a change to the chain of command, the number of hours allocated and the ability to claim reasonable out of pocket expenses. In return the Mkt Sup had agreed to attend 4 meetings per year. However, since these meetings it was noted that the contract had not been signed and it was understood that the Mkt Sup still had some reservations regarding the level of pay and other matters.

6.9 It was agreed that this matter now needed to be concluded to ensure that an agreed contract could be put in place without further delay and in any case before the next monthly meeting in October. It was suggested that any wage concerns could be addressed by assuring the Mkt Sup that MPC would continue to review the salary level and would ensure that it remained at least in line with the National Living Wage, which was expected to reach £10 per hour by 2020. The Chairman suggested a further meeting be held urgently with the Mkt Sup and the Clerk was requested to advise Cllr D Broadley accordingly. **Action: CLERK, CLLR D BROADLEY**

**7. VISIT OF TRAVELLERS TO MASHAM**

7.1 Confirmation of ownership of the grass verge along The Avenue was still awaited from Swinton Estates and had been discussed at the monthly meeting with them on Tuesday 8th August. Unfortunately no confirmation had been available so the matter would be discussed once again at the next meeting with Swinton Estates in October. **Action: CLERK**

**8. COUNCIL STORAGE BUILDING – PALLET RACKING OPTIONS**

8.1 The Chairman advised that she had looked at racking on the internet. After a discussion regarding the assize and capacity requirements she reported that the required racking was available at a cost of approximately £625 per rack. She then reported that her son had suitable racking available second hand at a cost of £250 per rack. At this point Cllr Grainger declared an interest in this matter and took no part in the subsequent resolution or voting.

8.2 After further discussion it was proposed by Cllr Simms and seconded by Cllr Ellis that MPC purchase 3 sets of racking at a total cost of £750. All those present voted in favour with one abstention. The RESOLUTION was carried. **Action: CLLR GRAINGER**

**9. HBC YOUTH OFFENDING TEAM –TASK ACCEPTANCE & UPDATE**

9.1 In the absence of Cllr D Broadley it was reported that the council benches had not yet been painted and it was agreed that this needed to be undertaken without delay to avoid weather issues. It was noted that other activity was also outstanding. The Clerk was requested to advise Cllr D Broadley of the bench painting priority. **Action: CLERK**

**10. SWINNEY BECK – WORK COMPLETION**

10.1 Cllr Barker reported that the clearance work by Coxon Bros contractors was due to start again next week now that the Environment Agency had given their approval for the work to continue.

**11. SHEEP FAIR – ELECTRICITY REFUND S137 DONATION**

11.1 After a brief discussion it was **proposed** by Cllr Johnson and **seconded** by Cllr Simms that MPC refund the £15 electricity charges previously paid by the Masham Sheep Fair. All those present voted in favour. The **RESOLUTION** was carried. **Action: CLERK**

**12. LOCAL DEVELOPMENT PLAN**

12.1 Cllr Pickard reported that he had now spoken with representatives from all the neighbouring council and had been advised that they would all be discussing the possibility of being part of the Masham Local Neighbourhood Plan at their next council meetings which were scheduled within the next month. There appeared to be significant interest from these councils in joining the plan. The Chairman thanked Cllr Pickard for his efforts to date.

**Action: CLLR PICKARD**

**13. HBC – DISTRICT IMPROVEMENT PLAN**

13.1 The Clerk presented details of the HBC District Improvement Plan (DIP). After discussion it was agreed that MPC should submit an application requesting consideration of an enhanced Market Place that included 2 specific aspects:

13.1.1 Declaration of separate short and long term parking areas. The Market Place would be designated as a short-term parking area, with long-term parking being available on the Recreation Ground/Shooting Holme. This would require additional parking signs on the Market Place, Recreation Ground and an The Avenue.

13.1.2 Finger direction signs to direct visitors to local businesses and tourist attractions outside the Market Place. It was likely that 2 sets of directions would be required, one in the centre of the Market Place, the other at the North-West corner adjacent to Church Street.

13.2 Cllr Ellis offered to produce templates for these signs and obtain quotes.

**Action: CLLR ELLIS**

13.3 The Clerk was requested to submit a DIP application to HBC. **Action: CLERK**

**14. AON INSURANCE CHANGES**

14.1 The Clerk reported that the MCLA Christmas Lights were now covered up to a value of £20K. Discussions were ongoing regarding cover for the Coach Parking area.

**15. PROVISION OF BURIAL SPACE IN MASHAM**

15.1 After the last meeting the Clerk had forwarded to the councillors a summary of all the previous correspondence and discussion on this subject for their consideration. The Clerk read out the comments from Rev Cleeves dated 2 June 2016 in which he stated that after some changes to the layout and structure of the existing space it was anticipated that provision for a further 10 years would be available. It was thought that having recently spoken to Rev Cleeves Cllr D Broadley may have an update on this statement and thus on the potential need for additional space and the involvement of MPC. It was agreed that this item should remain on the agenda for the October meeting. **Action: CLERK**

**16. CORRESPONDENCE**

16.1 Details of the correspondence received in the month for discussion/information is shown at Appendix C.

**Item 6 – MCO – Rental Agreement.** The Clerk presented the latest Rental Agreement with the MCO. After a brief discussion it was **proposed** by Cllr V Broadley and **seconded** by Cllr Simms that MPC sign the agreement. All those present voted in favour. The **RESOLUTION** was carried. **Action: CLERK**

**Item 7 – Shaun Singleton – Morris Minor Roses Run 17th September**. Shaun had advised that the run would result in up to 20 cars visiting the town on 17th September and would be parking in the Market Place. No request had been made for separate parking. After a brief discussion the request was approved and welcomed. **Action: CLERK**

**17. ANY OTHER BUSINESS**

17.1 The Chairman read out a letter from the Clerk in which he declared his resignation from the council. With regret the resignation was accepted. The Clerk commented that he had very much enjoyed working for and with the council for a number of years. He went on to say that he would, if required, continue to work until the end of November to allow time for recruitment of a new Clerk. A series of job related documents had been prepared by the Clerk and these were discussed. It was agreed that the job advert should be placed without delay and that the deadline for candidate responses be set at 13th October. **Action: CLERK**

**18. DATE OF NEXT MEETING**

18.1 Monday 2nd October 2017 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chairman, Cllr Grainger declared the Meeting closed at 21:45 pm.

**APPENDIX A**

**MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 4 SEPTEMBER 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Application No: 6.3.339.FUL 17/03562/FUL  Erection of 2 storey extension & 1st floor extension including clear-glazed rooflight, plus alteration to fenestration  Applicant: Mr & Mrs D Scrutton | **7September 2017** |
| Marfield Crest, 7 Gun Bank, Masham, HG4 4EW | Application: 6.3.239.B.COU 17/02825/COU  Retention of change of use of domestic outbuilding to form workshop (use class B1) & domestic outbuilding  Applicant: Miss K Slee | **6 September 2017** |
|  |  |  |

**PLANNING APPLICATIONS**

**GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 4 SEPTEMBER 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
|  |  |  |
|  |  |  |
|  |  |  |
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**PLANNING ENFORCEMENTS**

**NOTIFIED BY HARROGATE BOROUGH COUNCILTO 4 SEPTEMBER 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
|  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 8 August to 4 September 2017** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents | |  |  |  |  | £2,185.00 |  |
| Market electricity | |  |  |  |  | £12.00 |  |
| Honesty Box - Market Place 1 | | |  |  |  | £1,581.93 |  |
| Honesty Box - Recreation Ground One | | | |  |  | £200.58 |  |
| Honesty Box - Recreation Ground Two | | | |  |  | £63.33 |  |
| Sheep Fair - Electricity Charge 2016 | | | |  |  | £15.00 |  |
| Black Sheep - AGM Parking Donation | | | |  |  | £60.00 |  |
| Alan Burton - Red Ensign Donation | | | |  |  | £25.00 |  |
| HMRC - VAT Refund | |  |  |  |  | £572.90 |  |
|  |  | **Total receipts for the month** | | |  | **£4,715.74** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 4 September 2017 meeting for approval and signature** | | | | | | |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | | | | |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - September Salary (Tax £0.00) | | | | | |  | 100634 |
| T P Johnson, Parish Clerk - September Salary (Tax £130.20) | | | | | |  | 100635 |
| John Todd, Market Superintendent - July, August & September Salary | | | | | |  | 100636 |
|  |  |  | **September Staff Salaries Total** | | | **£1,785.16** |  |
| HMRC - PAYE September | | |  |  |  | £148.20 | 100637 |
| Masham Primary School - S137 Ground Rent Refund Donation | | | | | | £672.00 | 100638 |
| Parish clerk - Refunded Costs (VAT £0.36) | | | | |  | £8.87 | 100642 |
| J Hodgson Ltd - Council Bench Paint (VAT £19.42) | | | | |  | £116.50 | 100640 |
| AON UK Ltd - Insurance Cover for Christmas Lights | | | | |  | £7.98 | 100641 |
| D3 Office Group - A4 Printer Paper (VAT £2.10) | | | | |  | £12.60 | 100643 |
| Eric Wilkinson - Parish Caretaker routine Works | | | | |  | £150.00 | 100644 |
| PRATS - Pateley Longsword | | |  |  |  | £100.00 | 100645 |
| Eric Wilkinson - Parish Caretaker routine Works | | | | |  | £60.00 | 100646 |
| Mr A N Reed - Market Event Management Costs - September Event | | | | | | £250.00 | 100647 |
| Mr A N Reed - Market Event Costs - September Event | | | | | | £116.00 | 100648 |
| Amy Walker - Market Cooking Demo - September Event | | | | | | £150.00 | 100649 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£3,577.31** |  |

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**APPENDIX C**

|  |  |
| --- | --- |
| **MASHAM PARISH COUNCIL - MEETING - 4 SEPTEMBER 2017** | |
|  |  |
| Correspondence for information/consideration etc. | |
|  |  |
| **1** | Ben Golding - Filming in Masham |
|  |  |
| **2** | Clerk - Visit of Rolls Royce & Bentley Enthusiasts 10th September 2017 |
|  |  |
| **3** | Masham Cricket Club - Use of Shooting Holme 10 September 2017 |
|  |  |
| **4** | HBC - Review of Polling districts & Stations |
|  |  |
| **5** | Clerk - Grass Cutting Contractor Invitation to Tender |
|  |  |
| **6** | MCO - Proposed Rental Agreement with MPC |
|  |  |
| **7** | Shaun Singleton - Morris Minor visit to Masham 17 September |

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place

Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209

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

Office hours: Monday and Tuesday, 09:00 – 1630

Chairman: Clerk to the Council:

Councillor Flo Grainger Tom Johnson

**PRESENT:**

**Parish Council**:Cllr Flo Grainger (Chairman)

Cllr Colin Barker

Cllr Rosemary Blades

Cllr Rob Greensit

Cllr Ian Johnson

Cllr Neil Pickard

Cllr Nigel Simms

Tom Johnson (Parish Clerk)

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

**1. APOLOGIES:** Cllr Margaret Atkinson, Cllr John Ellis, Cllr Valerie Broadley, Cllr Brian Metcalfe,Cllr Jane Vickery

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

2.1 **Minutes of the Monthly Meeting held on 4th September 2017**. It was **proposed** by Cllr Johnson and **seconded** by Cllr Pickard that the Minutes of the 4th September meeting be formally approved as a true and accurate record. All those who were in attendance at the 4th September meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record.

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

3.1 Cllr Barker for the planning application at item 4.1.6. Cllr Greensit for the planning application at item 4.1.1. Cllr Grainger for item 14.

**4. PLANNING MATTERS**

4.1 Planning Applications received:

4.1.1 **Haregill Farm, High Ellington –Concreting of Farm Yard.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Johnson that Masham Parish Council (MPC)supported the application. All those present voted in favour with one abstention. The **RESOLUTION** was carried.

4.1.2 **20 Market Place, Masham – LB Consent for conversion of garage to form holiday cottage etc**. After discussion it was **proposed** by Cllr V Pickard and **seconded** by Cllr Barker that MPC supported the application but wished to seek assurances that car parking space would be available within the confines of the property. All those present voted in favour, with one abstention. The **RESOLUTION** was carried.

4.1.3 1**2 Park Street, Masham – Erection of Gable Roof Extension etc**. After discussion it was **proposed** by Cllr Simms and **seconded** by Cllr Barker that MPC had no objection to the application. All those present voted in favour. The **RESOLUTION** was carried.

4.1.4 **25 Swinburn Road, Masham – Erection of 1st Floor Extension over existing Garage.** After discussion it was **proposed** by Cllr Simms and **seconded** by Cllr Barker that MPC objected to the application on the grounds that no neighbouring properties had extensions and therefore it was considered that its design was overbearing and had a detrimental impact on these neighbouring properties. All those present voted in favour. The **RESOLUTION** was carried.

4.1.5 **The Mill, Thorpe Road, Masham – Extension to House 4 new silos + Cladding of 2 Existing Silos.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Greensit that MPC had no objection to the application.All those present voted in favour. The **RESOLUTION** was carried.

4.1.6 **Little Fold, Low Ellington – Erection of Single Storey Extension (Revised Scheme).** After discussion it was **proposed** by Cllr Greensit and **seconded** by Cllr Pickard that MPC supported the application. All those present voted in favour with one abstention. The **RESOLUTION** was carried.

4.1.7 **42 Park Street, Masham – Erection of one Dwelling, Detached Garage etc.** After discussion it was **proposed** by Cllr Greensit and **seconded** by Cllr Pickard that MPC had no objection to the application, but wished to express concern regarding the level of traffic exiting onto Swinton Road, which should be monitored. Cllr Blades **proposed** a first amendment to object to the application, for which there was no seconder. A vote was taken on the first amendment and all those present voted against, with one in favour. A vote was then taken on the original proposal and all those present voted in favour with one abstention. The original **RESOLUTION** was carried.

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

4.2 It was noted that a letter of concern had been issued by I’Anson’s regarding the proposed outline Thorpe Road development. After a brief discussion it was agreed that further discussion on this application would need to be postponed until the revised plan had been received by MPC.

4.3 The meeting was advised that the proposed outline development on land adjacent to Jameson’s had now almost obtained HBC approval and was now awaiting HBC Head of Planning sign-off. Discussion ensued regarding the development capacity of Masham and of the wider HBC District area. It was noted that given the current government housing targets, the lack of a HBC Local Plan and the lack of development within and around Masham in recent years it would now be difficult to object to future applications.

**4.4 Planning Approvals.**A list ofplanning approvals appears at Appendix A.

**4.5 Planning Enforcements.**A list of planning enforcements appears at Appendix A.

**5. FINANCIAL MATTERS**

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

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

**6. MASHAM MARKET REGENERATION**

6.1 It was noted that the next market event would be the forthcoming Apple/Fruit Themed weekend. A discussion then ensued regarding the hosting of additional market events and the meeting was reminded of its previous decision to limit these events during the summer months.

6.2 Cllr D Broadley briefed the meeting on the progress regarding the Market Superintendent’s (Mkt Sup) contract negotiations. It was noted that the Mkt Sup had signed the contract, but was still unwilling to attend the required 4 MDG meetings per year. After discussion it was agreed that a compromise would be presented to the Mkt Sup that required his attendance at 2 such meetings per year, but it was agreed that whatever the outcome this requirement for 4 meetings would be reinstated into any future Mkt Sup contract. As a result of the contract signing it was agreed that the additional hours change would backdated to April 2017 and that a one-off payment for these additional hours would be made in November. **Action: CLERK**

6.3 It was reported that the previously agreed work to repair the Market Place electricity supply and upgrade one socket to 32A was still outstanding. The Clerk was requested to hasten the work. **Action: CLERK**

6.4 The Clerk reported that 108 stamps and envelopes had been provided to MCO staff for distribution of the coach company letter. It was expected that additional addressees would be identified and that letters would subsequently be forwarded to these. **Action: CLERK**

6.5 It was noted that tree foliage on the entrance to the Recreation Ground was in need of a cutback to allow easier access to the area for large vehicles. It was suggested that Cllr Blades advise her son of the MPC intention to undertake this work and that Cllr Greensit ask John Middleton to carry out the cutback work. **Action: CLLR BLADES, CLLR GREENSIT**

6.6 Cllr Ellis had obtained templates for some proposed parking signs to designate both short and long stay parking areas and these signs were discussed. After some discussion it was agreed that a site visit would better facilitate the decision as to where to locate the signs and what additional signage was required to better identify the areas. It was agreed that the visit be scheduled for Thursday at 6pm starting at the entrance to the Recreation Ground. **ALL TO NOTE**

**7. VISIT OF TRAVELLERS TO MASHAM**

7.1 Swinton Estates had confirmed that at this time they did not wish to fence off the grass verge along The Avenue.

7.2 It was agreed that Cllr Greensit would arrange for the large stones to be repositioned to close off the middle entrance to the Shooting Holme. **Action: CLLR GREENSIT**

7.3 It was reported that a member of the Masham Sports Association (MSA) had complained about the closure of the height restriction barrier and the problems that this presented to the MSA in ensuring access was provided where required to contractors and visitors. Without any formal written submission from the MSA it was agreed that no further action would be taken at this time.

**8. COUNCIL STORAGE BUILDING – PALLET RACKING OPTIONS**

8.1 With the Sheep Fair hurdles no longer stored in the council building it was now possible to plan the arrival of the pallet racking, which would be positioned to enable and ensure better and safer storage of authorised items.

**9. HBC YOUTH OFFENDING TEAM –TASK ACCEPTANCE & UPDATE**

9.1 Cllr D Broadley reported that it had been difficult to secure the services of the team and therefore progress had been slow. He then provided more detailed information on some of the outstanding tasks:

9.1.1 **Oak Leaf Sculptures** – due to their location repairs could be problematic.

9.1.2 **High Ellington** – resolution of the standing water issues was partly complete with more willows to cut.

9.1.3 **Low Ellington** – stream in the ditch still to be cleared.

9.1.4 **Footpath to Fire Station** – to be cleared.

9.1.5 **Market Place** – weeds on cobbles to be removed.

9.1.6 **Area Around Bank Villa &Tittybottle Park** – weeds to be removed from this area.

9.1.7 **Council Bench Painting** – work ongoing.

**10. SWINNEY BECK – WORK COMPLETION**

10.1 Cllr Barker reported that the clearance work by Coxon Bros contractors had been delayed, but it was hoped that it would be completed by the middle of next week at the latest.

**11. REMEMBRANCE DAY – PURCHASE OF RBL WREATHS**

11.1 After a brief discussion it was **proposed** by Cllr Johnson and **seconded** by Cllr Grainger that MPC purchase 2 wreaths and make a donation of £50 to the Royal British Legion. All those present voted in favour. The **RESOLUTION** was carried. **Action: CLERK**

**12. LOCAL NEIGHBOURHOOD PLAN**

12.1 Cllr Pickard distributed copies of a quick guide that had been obtained. He stated that a reply had been received from Fearby & Healey Council who had agreed that they would like to be involved with the development of a plan. Grewelthorpe PC had been less clear. Cllr Pickard proposed that a meeting be convened with representatives of these local councils and suggested that a sub-group of MPC be formed to represent this council. After discussion it was agreed that the MPC sub-group would comprise Cllrs Grainger, Blades and Simms as well as Cllr Pickard.

**Action: CLLR PICKARD**

**13. PROVISION OF BURIAL SPACE IN MASHAM**

13.1 Cllr D Broadley briefed the meeting of the discussions he had had with Rev Cleeves regarding this matter. It was noted that Swinton Estates had advised Rev Cleeves and MPC that they were willing to consider a request for the provision of additional land. It was therefore concluded that no further action was required at this time.

**14. MASHAM TOWN HALL – CHRISTMAS MOVIES IN MASHAM**

14.1 A request had been received from the Town Hall for a contribution towards the cost of hosting the children’s Christmas movie. After a brief discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr D Broadley that MPC make a S137 donation of £200 towards these costs. All those present voted in favour. The **RESOLUTION** was carried. **Action: CLERK**

**15. POLICY REVIEWS – STANDING ORDERS**

15.1 The Standing Orders had been forwarded to councillors ahead of the meeting. After a brief discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr D Broadley that MPC accept the Standing Orders without amendment. All those present voted in favour. The **RESOLUTION** was carried.

**16. COUNCIL STAFF ANNUAL SALARY REVIEW**

16.1 The Clerk presented details of the annual employee salary review. All revised salaries would be effective from 1st April 2018. After a brief discussion on each employee’s salary the following changes were **proposed** by Cllr D Broadley and **seconded** by Cllr Pickard:

16.1.1 **Litter Picker.** The Litter Picker’s salary would rise in line with the National Living Wage (NLW) revision, which was due to be announced shortly by the Low Pay Commission. It was noted that significant rises were expected in the NLW, which was predicted to rise to £10 per hour by 2020.

16.1.2 **Market Superintendent.** It was acknowledged that the recently concluded contract negotiations had agreed an additional ½ hour for each market event and it was agreed that with this and the anticipated rises in the NLW no further rise would be made.

16.1.3 **Parish Clerk.** It was acknowledged that the new Clerk’s starting point on the LC1 SP18/22 ladder would depend on the relative qualification and experience of the successful candidate.

Having discussed each employee’s details in turn all those present voted in favour of accepting the above actions. The **RESOLUTION** was carried. **Action: CLERK**

**17. CORRESPONDENCE**

17.1 Details of the correspondence received in the month for discussion/information is shown at Appendix C.

**Item 3 – NYCC Area 6 Highways – Thorpe Road Parking Problems.** NYCC had responded to the latest set of photographs showing potential road safety situations and presented for their consideration. Regrettably they had found the evidence to be non-conclusive. It was therefore agreed that more photographs should be provided. **ALL TO NOTE**

**Item 4 – Swinton Estates – Erection of Artisan Mosaic**. Swinton Estates had confirmed that they were content to allow for the erection of this sign on the understanding that they were not responsible for any permissions required or for future maintenance. To identify a suitable site it was agreed that Artisan would be invited to attend the Thursday evening visit to The Avenue.

**Item 9 – Clerk – Collection of HBC Bulbs.** After a briefdiscussion Cllr Vickery’s offer to collect and plant the bulbs should be accepted. **Action: CLLR VICKERY**

**Item 10 – Masham Bonfire Committee – Request for Donation.** This request had been received too late for inclusion in the October meeting, therefore it was requested that it be added to the November meeting. It was generally thought likely that a donation corresponding to those made in previous years would be made.

**18. ANY OTHER BUSINESS**

18.1 Cllr D Broadley presented a map that detailed the defence positions in Masham from WWII. After some discussion it was agreed that this was of some historic interest and therefore it should be framed and displayed in the Town Hall. Cllr Grainger agreed to ask the Town Hall Trustees for their views and action on this matter. **Action: CLLR GRAINGER**

18.2 It was reported that there was a pane of glass missing from the BT telephone kiosk at the Little Market Placecorner. **Action: CLERK**

18.3 It was reported that there was a loose kerbstone outside Mrs Bemrose’s and that several others had been repaired by NYCC Area 6 Highways by simply covering the gap with tarmac. This practice was generally agreed to be inappropriate for the Market Place conservation area. Cllr Barker agreed to investigate what was required to resolve this situation. **Action: CLLR BARKER**

18.4 It was noted that the rain trench outside Bordar House Teas was in need of repair to avoid a potential trip hazard. **Action: CLLR BARKER**

18.5 Cllr Johnson advised the meeting that he had attempted to refit the danger to swim sign on the Masham Bridge but had found the sign to be badly damaged. It was suggested that Cllr Ellis should seek to obtain a replacement. **Action: CLLR ELLIS**

18.6 A number of NYCC Area 6 Highways matters were reported:

18.6.1 It was noted that the number of signs displayed on the verge at the bottom of Station Bank had recently increased significantly. It was agreed that these needed to be removed to avoid a potential road safety risk and the Clerk was requested to contact Area 6 Highways to get them to remove the signs.

18.6.2 The 40mph sign adjacent to The Greens at Low Burton had been knocked down and needed to be replaced.

18.6.3 A black bollard on the A6108 Leyburn Road just after the Co-operative had been knocked down and needed to be replaced.

The Clerk was requested to report these matters to NYCC Area 6 Highways. **Action: CLERK**

18.7 The Litter Picker had suggested some changes to the litter collection to avoid unnecessary additional effort and any mess caused by torn or damaged refuse bags. After some discussion it was agreed that this matter be put on the November Agenda and that the Clerk contact HBC to seek their comments regarding suitable containers for refuse collection by their staff. **Action: CLERK**

**19. DATE OF NEXT MEETING**

19.1 Monday 6th November 2017 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chairman, Cllr Grainger declared the Meeting closed at 21:35 pm.

**APPENDIX A**

**MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 2 OCTOBER 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Haregill Farm, High Ellington, HG4 4PR | Application No: 6.1.18.C.FUL 17/03381/FUL  Concreting of farm yard  Applicant: Mr Erik Greensit | **4October 2017** |
| 20 Market Place, Masham, HG4 4EB | Application No: 6.3.18.H.LB 17/03938/LB  LB consent for conversion of garage to form one holiday cottage with single storey extension, installation of bio folding doors & creation of internal partition walls  Applicant: Scott Paul Investments | **4 October 2017** |
| 12 Park Street, Masham, HG4 4HN | Application No: 6.31.1058.J.FUL 17/03796/FUL  Erection of gable roof extension, installation of replacement windows from UPVC to Timber & installation of door  Applicant: M Hanshaw | **4 October 2017** |
| 25 Swinburn Road, Masham, HG4 4HU | Application No: 6.3.310.C.FUL 17/04065/FUL  Erection of 1st Floor extension over existing garage  Applicant: Mr D Thompson | **10 October 2107** |
| The Mill, Thorpe Road, Masham, HG4 4JB | Application No: 6.3.21.AE.FUL 17/03744/FUL  Extension to House 4 new silos + Cladding of 2 existing silos | **10 October 2017** |
| Little Fold, Low Ellington, HG4 4PE | Application No: 6.1.5.D.FUL 17/03752/FUL  Erection of single storey extension (revised scheme)  Applicant: Mr & Mrs Dexter | **16 October 2017** |
| 42 Park Street, Masham, HG4 4HN | Application No: 6.3. 17/04160/FUL  Erection of one dwelling, detached garage; demolition of part of boundary wall to form access  Applicant: C/O Agent | **16 October 2017** |

**PLANNING APPLICATIONS**

**GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 2 OCTOBER 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| 25 Swinburn Road, Masham, HG4 4HU | Erection of first floor extension over existing lean-to | **REFUSED** |
| 7 Gun Bank, Masham, HG4 4EW | Retention of change of use of domestic outbuilding to form workshop (use Class B1) & domestic outbuilding | **APPROVED** |

**PLANNING ENFORCEMENTS**

**NOTIFIED BY HARROGATE BOROUGH COUNCILTO 2 OCTOBER 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| 25 Swinburn Road, Masham, HG4 4HU | Erection 1st Floor Extension – planning permission refused 8 September | **UNDER INVESTIGATION** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 5 September to 2 October 2017** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents | |  |  |  |  | £1,867.50 |  |
| Market electricity | |  |  |  |  | £24.00 |  |
| Honesty Box - Market Place 1 | | |  |  |  | £1,428.34 |  |
| Honesty Box - Recreation Ground One | | | |  |  | £134.81 |  |
| Honesty Box - Recreation Ground Two | | | |  |  | £36.92 |  |
| RREC - Visit Donation | | |  |  |  | £60.00 |  |
| Sheep Fair - Electricity Charges 2017 | | | |  |  | £20.00 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | |  | **£3,571.57** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 2 October 2017 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | | | | |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - October Salary (Tax £18.20) | | | | | |  | 100650 |
| T P Johnson, Parish Clerk - October Salary (Tax £130.20) | | | | | |  | 100651 |
|  |  |  | **October Staff Salaries Total** | | | **£958.10** |  |
| HMRC - PAYE October | | |  |  |  | £148.40 | 100652 |
| Masham Sheep Fair - S137 Donation | | | |  |  | £15.00 | 100653 |
| Parish clerk - Refunded Costs | | |  |  |  | £80.46 | 100654 |
| Masham Town Hall - Room Hire (VAT £5.40) | | | | |  | £32.40 | 100655 |
| YLCA - Clerk Job Advert Costs | | |  |  |  | £15.00 | 100656 |
| Zenith Hygiene Group plc - Refuse Bags (VAT £6.40) | | | | |  | £38.40 | 100657 |
| D3 Office Group - USB Data Stick (VAT £1.75) | | | | |  | £10.50 | 100658 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Direct Debits** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £1.07) | | | |  |  | £22.47 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£1,320.73** |  |

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**APPENDIX C**

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| **MASHAM PARISH COUNCIL - MEETING - 2 OCTOBER 2017** | |
|  |  |
| Correspondence for information/consideration etc. | |
|  |  |
| **1** | BHIB - Insurance Brokers |
|  |  |
| **2** | Clerk - Email to Royal Mail Regarding Refurbishment Request |
|  |  |
| **3** | Clerk - Email to Area 6 Regarding Parking on Thorpe Road |
|  |  |
| **4** | Swinton Estates - Artisan sign erection on The Avenue |
|  |  |
| **5** | Masham Primary School - Thank You for Donation |
|  |  |
| **6** | RREC - Thank You for visit + Donation |
|  |  |
| **7** | HBC - Parish Consultation Meeting, Response to MPC Question |
|  |  |
| **8** | Samantha Francis - Sheep Fair Concerns |
|  |  |
| **9** | Clerk - Collection of MPC Daffodils |
|  |  |
| **10** | Masham Bonfire Committee - Request for Donation |
|  |  |
| **11** | MCLA - 1st Quote for Mounting/Dismounting of Lights |
|  |  |
| **12** | Clerk - ATM Annual Rent Request |
|  |  |
| **13** | Clerk - HBC Ground Maintenance Grant Bid |

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place

Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209

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

Office hours: Monday and Tuesday, 09:00 – 1630

Chairman: Clerk to the Council:

Councillor Flo Grainger Tom Johnson

**PRESENT:**

**Parish Council**:Cllr Flo Grainger (Chairman)

Cllr Colin Barker

Cllr Rosemary Blades

Cllr Valerie Broadley

Cllr John Ellis

Cllr Rob Greensit

Cllr Ian Johnson

Cllr Brian Metcalfe

Cllr Neil Pickard

Cllr Jane Vickery

Tom Johnson (Parish Clerk)

**County Councillor:** Cllr Margaret Atkinson

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

**1. APOLOGIES:**Cllr David Broadley

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

2.1 **Minutes of the Monthly Meeting held on 2nd October 2017**. It was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that the Minutes of the 2nd October meeting be formally approved as a true and accurate record. All those who were in attendance at the 2nd October meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record.

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

3.1 Cllr Metcalfe for item 14.

**4. PLANNING MATTERS**

4.1 Planning Applications received:

4.1.1 **20 Market Place, Masham – Conversion of Garage to form Holiday Cottage etc**. After discussion it was **proposed** by Cllr V Pickard and **seconded** by Cllr Barker that Masham Parish Council (MPC)supported the application. All those present voted in favour. The **RESOLUTION** was carried.

4.1.2 **2 Westholme Crescent, Masham – Erection of 2 Storey & Single Storey Extension etc**. After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Johnson that MPC supported the application. All those present voted in favour. The **RESOLUTION** was carried.

4.1.3 **Beckside, 6 The Oaks, Masham – Removal of Dead Wood & Ivy from Oak Tree.** After discussion it was **proposed** by Cllr V Broadley and **seconded** by Cllr Ellis that MPC had no objection to the application. All those present voted in favour. The **RESOLUTION** was carried.

4.1.4 **42 Park Street, Masham – Erection of one Dwelling & Detached Garage etc.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr V Broadley that MPC had no objection to the application.All those present voted in favour, with one against. The **RESOLUTION** was carried.

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

**4.2 Planning Approvals.**A list ofplanning approvals appears at Appendix A.

**4.3 Planning Enforcements.**A list of planning enforcements appears at Appendix A.

**5. FINANCIAL MATTERS**

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

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

**6. MASHAM MARKET REGENERATION**

6.1 It was reported that the regeneration work continued to improve the performance of the market and it was noted that rent receipts were in excess of previous years and of the budgeted figures. The Annual Premises License had now been received and was in operation for future events if required.

6.2 In the absence of Cllr D Broadley the meeting was advised that it was understood that the Market Superintendent (Mkt Sup) had now signed the updated contract and it was noted that the additional hours, that were part of the agreement, had been paid at this meeting and backdated to April 2017.

6.3 Flooding on the edge of the Market Place had been noted and the meeting was advised that this had been reported initially to Yorkshire Water, who had indicated that it was not their problem. The Clerk had subsequently reported the matter to NYCC Highways Area 6 and their action was now awaited.

6.4 The meeting was advised that preparation for the installation of the ArtisOn sign was now being undertaken and it was noted that any planning approvals would be obtained by ArtisOn.

6.5 The need for a Risk Assessment (RA) for the market was discussed and it was agreed that the Clerk should ask NABMA if they held any template documents that could be used in the production of a RA for the Masham Market. **Action: CLERK**

6.6 Some traders had expressed concern regarding the level of market rent charges for larger stalls. After some discussion it was agreed that the charges detailed within the current Market Rules were those that should be applied. **ALL TO NOTE**

6.7 The question of Kings Head visitor parking was discussed and the Clerk advised that having written to the organisation a response had been received, which had invited a visit to discuss the matter further. As an initial approach the Clerk had visited The Kings Head and, in the absence of Neil Morley, had spoken to Tracy who is in attendance 6 days per week. The Clerk had been advised that a booking in procedure included advice to guests not to park on the market area on market days and from 6pm the day before. Nonetheless it was acknowledged that some temporary staff may not have been familiar with these procedures and as a result a written reminder of these processes would be produced for staff use. It was hoped that this would prevent future occurrences of inappropriate parking.

6.8 The designation of revised parking areas was now agreed and would result in the declaration of the Market Place as a short stay area and the Recreation Ground/Shooting Holme as a long stay park. Signs to announce this change were discussed and it was agreed that the suggested contribution for parking on the Market Place should be increased from 50p to £1.

6.9 The Clerk advised that the HBC DIF Application had been successful although it was not clear precisely what HBC would support. This would need to be clarified during a site visit and discussions that they had suggested. **ALL TO NOTE**

**7. COUNCIL STORAGE BUILDING – PALLET RACKING OPTIONS**

7.1 Installation of the pallet racking was awaiting movement of items by the Bonfire Committee. At this time the opportunity to reorganise the storage of items in the building would be taken. As part of this further discussion had been held with the Sheep Fair committee and provision of a trailer was now being pursued to facilitate storage and movement of items. This was ongoing.

**8. HBC YOUTH OFFENDING TEAM –TASK ACCEPTANCE & UPDATE**

8.1 It was reported that the work on the footpath between the Fire Station and The Oaks had been completed but an amount of waste had been left behind. Cllr Greensit agreed to look at removal of this waste. **Action: CLLR GREENSIT**

8.2 Other work was ongoing.

**9. SWINNEY BECK – WORK COMPLETION**

9.1 Clearance work by Coxon Bros contractors had been completed and inspected and approved by Cllr Barker. The Clerk had therefore submitted the culvert clearance invoice to NYCC Highways who had agreed to pay the £3800.

9.2 It was noted that the removal of spoil from the site, which had previously been approved, had resulted in a charge of £570 + VAT. After a brief discussion it was **proposed** by Cllr Barker and **seconded** by Cllr Metcalfe that MPC accept this figure. All those present voted in favour. The **RESOLUTION** was carried.

9.3 Now this work had been completed it was suggested that work at other locations further downstream may be worthy of consideration. An area of particular concern was thought to be Swinton Terrace and Fisher Row, where the beck enters another underground culvert. It was agreed that the Clerk should contact the Environment Agency to seek their views on the need for inspection of this area. **Action: CLERK**

9.4 It was agreed that MPC would continue to monitor the status of the culvert at the Westholme Road/The Oaks junction and take action as required. **ALL TO NOTE**

9.5 It was thought that some of the properties in the immediate vicinity of the Swinney Beck culvert at The Oaks had amber markers on their insurance to indicate that they were located within a flood risk area as a result of the beck. If this were indeed the case it was thought possible that these markers could now be removed and therefore that the households should be advised of the work carried out. Cllr D Broadley was requested to comment on this situation.

**Action: CLLR D BROADLEY**

**10. LOCAL NEIGHBOURHOOD PLAN**

10.1 Cllr Pickard reported that a meeting had now been held with Fearby & Healey and Grewelthorpe Parish Councils. Fearby & Healey had indicated that they would like to be part of the plan, Grewelthorpe were to make a decision at a meeting on Wednesday 8th November. A further meeting was scheduled for early 2018 to include all councils involved in the plan.

10.2 The Chairman then invited Mark Cunliffe-Lister to address the meeting. Mark stated that Swinton Estate were very much interested in being a part of the development of the plan and stated that they believed there was a strong need for additional housing for estate employees within the town. It was noted that the local community would also be fully involved in the production of the plan.

**11. MPC BUDGET FIGURES**

11.1 The Clerk presented details of the MPC budget for the current year and beyond to FY 20/21. It was noted that the figures for the current FY differed from those agreed at the budget discussions in December 2016. The reasons for this were explained and accepted by the meeting and were a number of unexpected additional maintenance and administrative expenses. It was noted that these changes would result in a loss of £900 in the current FY, but it was also noted that the figures for forthcoming years would address this loss and should produce a rise in the net balance.

11.2 After further discussion it was **proposed** by Cllr Ellis and **seconded** by Cllr V Broadley that MPC accept these budget figures presented. All those present voted in favour. The **RESOLUTION** was carried.

**12. MPC – PRECEPT DECISION**

12.1 Having accepted the budget figures, and after a brief discussion, it was **proposed** by Cllr Ellis and **seconded** by Cllr Pickard that MPC would not impose a PRECEPT for 2018/19. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to advise HBC. **Action: CLERK**

**13. MEETING DATES 2018**

13.1 A list of meeting dates had been circulated ahead of the meeting and after a brief discussion it was **proposed** by Cllr Ellis and **seconded** by Cllr V Broadley that these dates be accepted. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to ensure that suitable meeting rooms were booked for 2018. **Action: CLERK**

**14. MASHAM BONFIRE – REQUEST FOR DONATION**

14.1 A letter had been received from the Bonfire Committee detailing the performance of the organisation last year and seeking a donation from MPC to ensure the future viability and continuity of the event. It was noted that there had been a significant increase in the event insurance costs and it was acknowledged that this posed a risk to the viability of the event.

14.2 After discussion it was **proposed** by Cllr Ellis and **seconded** by Cllr Pickard that a sum of £750 be donated. Cllr Greensit **proposed** an amendment for a donation of a sum of £900 for which there was no seconder. A vote was taken on the amendment with one in favour and 8 against with one abstention. A vote was then taken on the original proposal and all those present voted in favour with one abstention. The original **RESOLUTION** was carried. **Action: CLERK**

14.3 The Chairman thanked the Bonfire Committee for its ongoing efforts in support of this event, which was always well received.

**15. MASHAM CHRISTMAS LIGHTS – MOUNT/DISMOUNT QUOTES**

15.1 The Clerk reported that despite a request for 3 quotes for this work, only one had been received. It was noted that it had been more difficult to obtain multiple quotes due to the continuing selection of Gregg Electrical for this work. On this occasion it was noted that the quote of £1446 + VAT was within the MPC budget figure for this work.

15.2 After some discussion it was **proposed** by Cllr Ellis and **seconded** by Cllr Johnson that MPC accept the quote. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to advise the MCLA of this decision. **Action: CLERK**

15.3 The Chairman thanked the MCLA for their ongoing efforts in support of this event, which thanks to the recent refurbishment and purchase work, now produced a display for which the town could be very proud.

**16. SHEEP FAIR – 2017 ELECTRICITY CHARGE REFUND**

16.1 After a brief discussion it was proposed by Cllr V Broadley and seconded by Cllr Ellis that MPC refund the £20 electricity charge received from the Sheep Fair. All those present voted in favour. The **RESOLUTION** was carried. **Action CLERK**

**17. LITTER PICKER – OPTIONS FOR WASTE STORAGE AND COLLECTION**

17.1 HBC had responded to the request from the Clerk to consider waste collection options. They were now considering the options and their further comment was now awaited.

17.2 It was noted that some waste remained next to the MPC waste bins at the rear of the toilets. It was suggested that these items be removed and that they would be suitable for disposal on the Masham Bonfire. The Clerk was requested to ask the Parish Caretaker to dispose of the items. **Action: CLERK**

**18. CHRISTMAS DOOR DECORATION AWARDS**

18.1 It was reported that Cllr D Broadley would shortly be issuing leaflets to households to advertise this event for 2017. After discussion it was **proposed** by Cllr Johnson and **seconded** by Cllr Pickard that a maximum of £40 be allocated for the awards. All those present voted in favour. The **RESOLUTION** was carried. The Clerk was requested to advise Cllr D Broadley of this outcome. **Action: CLERK**

**19. CORRESPONDENCE**

19.1 Details of the correspondence received in the month for discussion/information is shown at Appendix C.

**Item 2 – HBC Annual Safety Inspection.** The Clerk reported the details of the annual safety inspection report, which had been circulated to councillors on 31st October. The inspection had covered both the MUGA and the Westholme Court Children’s Play Park. After discussion the following actions were agreed:

* **MUGA.** The report had suggested that warning signs be displayed on the MUGA to advise against climbing and the wearing of jewellery. The Clerk agreed to produce laminated signes that could be displayed on the MUGA. **Action: CLERK**
* **Westholme court Children’s Play Park.** 
  + The surface moss needed to be removed and the drain covers properly seated to avoid a trip hazard. The Clerk was requested to ask the Parish Caretake to carry out this work. **Action: CLERK, PARISH CARETAKER**
  + The delaminating of various surfaces needed to be checked to ensure that no splinter risk existed. The Clerk was requested to ask Cllr Simms to inspect the play park to ascertain the potential for injury. **Action: CLERK, CLLR SIMMS**

**Item 4 – Carla McCowen – Swift Conservation Project**. A letter had been received from Carla expressing concern at the reduction in the numbers of Swifts in and around Masham and suggested some ways in which this could be addressed. To enable the project to fulfil its wish to increase the numbers a donation was requested. After a brief discussion the meeting agreed in principle that it was supportive of this project and the Clerk was requested to place the matter on the agenda for the December meeting to allow for a more detailed discussion. **Action: CLERK**

**20. ANY OTHER BUSINESS**

20.1 Cllr Atkinson was requested to hasten action with NYCC Highways on the following:

20.1.1 The gutters along Haregill Bank were blocked and continue to cause problems, which will get worse in freezing conditions.

20.1.2 The standing water problem on the edge of the Market Place needed timely attention.

20.2 The Clerk reported that 3 candidates had been interviewed for the post of Clerk. After careful consideration a candidate had been selected, but regrettably that individual had subsequently withdrawn acceptance of the job due to current work related matters. As a result the job had been offered to the reserve candidate and negotiations regarding their employment were ongoing. The conditions of the job offer were discussed and it was agreed that Cllr Grainger and the Clerk would meet with the reserve candidate as soon as possible to confirm the employment details.

*(Clerk’s Note: Discussions with Jen Hurford were successfully concluded and the job offer made. Jen Hurford will start work on Monday 21st November.)*

20.3 The Clerk was requested to contact NYCC Highways to ask them to remove the remaining advertising signs on the corner at Low Burton. **Action: CLERK**

20.4 It was suggested that the HBC bulbs should be planted on the square at Swinton. After a brief discussion this was agreed. **Action: CLLR VICKERY**

20.5 It was noted that NYCC Highways had cleared the footpath between Masham Bridge and Low Burton. However, it was noted that the excess soil had been deposited on the grass verge and this had resulted in the grass dying off leaving something of an untidy mess. The Clerk was requested to contact NYCC to seek their further efforts to attempt to recover the grass on the verge. **Action: CLERK**

20.6 The continued presence of the builders containers outside the GP Surgery was a cause of ongoing concern. After discussion it was agreed that there would be no further hastening of their removal unless there were further delays beyond the Christmas break.

**21. DATE OF NEXT MEETING**

21.1 Monday 4th December 2017 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chairman, Cllr Grainger declared the Meeting closed at 21:45 pm.

**APPENDIX A**

**MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 6 NOVEMBER 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| 20 Market Place, Masham, HG4 4EB | Application No: 6.3.18.I.FUL 17/03937/FUL  Conversion of garage to form one holiday cottage & single storey extension  Applicant: Scott Paul Investments | **8November 2017** |
| 2 Westholme Crescent, Masham, HG4 4EY | Application No: 6.3.337.A.FUL 17/04368/FUL  Erection of 2 storey & single storey extensions, porch & installation of roof lights  Applicant: Mr & Mrs D Arnold | **8 November 2017** |
| Beckside, 6 The Oaks, Masham, HG4 4DT | Application No: 6.3.341.TPO 17/04548/TPO  Removal of Dead Wood & Ivy from Oak Tree of TPO 8/1996  Applicant: Mr P Wingrove | **8 November 2017** |
| 42 Park Street, Masham, HG4 4HN | Application No: 6.3.340.A.LB 17/04161/LB  Erection of one dwelling & detached garage + part demolition of boundary wall to form access  Applicant: Agent Carter Jonas LLP | **8 November 2017** |
|  |  |  |
|  |  |  |
|  |  |  |

**PLANNING APPLICATIONS**

**GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 6 NOVEMBER 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| 7 Red Lane, Masham, HG4 4HH | Erection of two storey extension | **REFUSED** |
| Haregill Farm, High Ellington, HG4 4PR | Concreting of farm yard | **APPROVAL** |
| Land Comprising Field at 422755 480244 Thorpe Road, Masham | Outline application for erection of up to 80 dwellings with access considered | **REFUSED** |
| 12 Park Street, Masham, HG4 4HN | Erection of gable roof extension, installation of replacement windows from UPVC to timber & installation of door | **APPROVED** |

**PLANNING ENFORCEMENTS**

**NOTIFIED BY HARROGATE BOROUGH COUNCILTO 6 NOVEMBER 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| 14 Park Square, Masham, HG4 4HG | Erection of 2 blue advertising signs at first floor level on Grade II listed building | **UNDER INVESTIGATION** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 3 October to 6 November 2017** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents | |  |  |  |  | £1,182.00 |  |
| Market electricity | |  |  |  |  | £30.00 |  |
| Honesty Box - Market Place 1 | | |  |  |  | £1,080.95 |  |
| Honesty Box - Recreation Ground One | | | |  |  | £117.66 |  |
| Honesty Box - Recreation Ground Two | | | |  |  | £40.61 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | |  | **£2,451.22** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 6 November 2017 meeting for approval and signature** | | | | | | |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | | | | |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - November Salary (Tax £18.20) | | | | | |  | 100659 |
| T P Johnson, Parish Clerk - November Salary (Tax £130.20) | | | | | |  | 100660 |
| Market Superintenedent - Additional Hours Payment | | | | | |  | 100661 |
|  |  |  | **November Staff Salaries Total** | | | **£1,242.00** |  |
| HMRC - PAYE October | | |  |  |  | £148.40 | 100662 |
| Royal British Legion - Remembrance Day Wreaths | | | | |  | £50.00 | 100663 |
| Masham Community Office - Office Accom + Sundries | | | | | | £210.60 | 100664 |
| Masham Town Hall - Movies in Masham S137 Donation | | | | | | £200.00 | 100665 |
| Gregg Electrical - 16A Socket Repair (VAT £2.60) | | | | |  | £15.60 | 100666 |
| Coxon Brothers - Swinney Beck Clearance (VAT £899.20) | | | | | | £5,395.20 | 100667 |
| D3 Office Group - Inkjet Cartridge (VAT £5.30) | | | | |  | £31.81 | 100668 |
| HBC - Annual Safety Inspection of MUGA/Westholme Court (VAT £22.00) | | | | | | £132.00 | 100669 |
| Falshaw Partners - Disposal of Spoil from Swinney Beck (VAT £114) | | | | | | £684.00 | 100670 |
| Mr A N Reed - Market Management Fee | | | |  |  | £250.00 | 100671 |
| Mr A N Reed - Market Event Costs October/Christmas (£17.47) | | | | | | £213.82 | 100672 |
| Eric Wilkinson, Parish Caretaker | | | |  |  | £155.00 | 100673 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £0.58) | | | |  |  | £12.18 |  |
|  |  |  |  |  |  |  |  |
| Cash |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Superintendent - Log Book | | | |  |  | £7.47 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£8,748.08** |  |
|  |  |  |  |  |  |  |  |

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**APPENDIX C**

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| **MASHAM PARISH COUNCIL - MEETING - 6 NOVEMBER 2017** | |
|  |  |
| Correspondence for information/consideration etc. | |
|  |  |
| **1** | YLCA - Annual Renewal Rates |
|  |  |
| **2** | HBC - Annual Safety Inspections on MUGA &Westholme Court Children's Playpark |
|  |  |
| **3** | Clerk - HMRC VAT Refund |
|  |  |
| **4** | Carla McCowen - Swift Conservation Project |

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place

Masham, North Yorkshire, HG4 4DY

Tel: 01765 680205 Fax: 01765 680209

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

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

Chairman: Clerk to the Council:

Councillor Flo Grainger Jen Hurford

**PRESENT:**

**Parish Council**:Cllr Flo Grainger (Chairman), Cllr Colin Barker, Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Rob Greensit, Cllr Ian Johnson, Cllr Jane Vickery, Cllr David Broadley, Jen Hurford (Parish Clerk)

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

**1. APOLOGIES**

* 1. Cllr Neil Pickard, Cllr Nigel Simms, Cllr Brian Metcalfe and County Cllr Margaret Atkinson.

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

2.1**Minutes of the Monthly Meeting held on 6th November 2017**.It was **proposed** by Cllr Vickery and **seconded** by Cllr Barker that the Minutes of the 6th November meeting be formally approved as a true and accurate record. All those who were in attendance at the 6th November meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record.

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

3.1 Cllr Barker for item 5.2.5.

**4. MASHAMSHIRE COMMUNITY OFFICE – S137 COUNCIL DONATION**

4.1 Paul Theakston, Chairman, and Tessa Klemz were present to represent the MCO for the request of the Parish Council’s S137 donation. The services to the MPC and local community were outlined and a 2017/18 budget, including funds of £3,000 provided by the MPC. A £2,448 shortfall is anticipated and the MCO are reluctant to draw upon reserves. As a charity they are keen to break even and be non-profitable. The MCO confirmed positive communications with North Yorkshire Police over extension of the lease to a longer period on expiry in 2020. The MCO are keen to meet external organisations increasing expectations of the office and would favour agreeing an amount for 2018/19 by the end of the financial year. MoP were asked to leave the room. Cllrs discussed the large amount the MCO offers the public, tourists and local organisations in the way of facilities and services. It was **proposed** by Cllr D Broadley to donate £3,500 to the MCO both for this and next year, and was **seconded** by Cllr Johnson. All those present voted in favour and the **RESOLUTION** was carried. MoP returned and the MCO thanked the MPC for their offer and confirmed they will aim to send a representative to attend each of the MPC meetings moving forward.

**5. PLANNING MATTERS**

5.1Planning Applications received:

5.1.1 **Gebdykes Quarry, Masham –Review of mineral permissions.** After discussion it agreed for Cllrs to email the Clerk by close of business on 5th December with any comments to submit.

5.1.2 **Allendale, The Courtyard, Swinton Terrace, Masham – Erection of Porch**. After discussion it was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that MPC supported the application.All those present voted in favour and the **RESOLUTION** was carried.

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

5.2 Planning Approvals -A list of planning refusals and approvals appear at Appendix A.

5.3 Planning Enforcements -No planning enforcements appear at Appendix A.

**6. FINANCIAL MATTERS**

6.1 Quarterly Review Report. The matters arising from the internal review of financial records of MPC for July to September were outlined. These were;

6.1.1 The recording of electricity by the Market Superintendent should be recorded separately. **Action: CLERK**

6.1.2 The £100 payment to PRATS Longswords may not be considered a S137 donation, however the Cllrs agreed it was.

6.1.3 The Caretaker needs to keep record of receipts subject to VAT and has already been reminded.

6.1.4 Varying tax deductions from Eric Wilkinson’s wages by HMRC were queried, however, Cllrs agreed that this was between the employee and HMRC to negotiate should the employee feel the need.

6.1.5 The three consecutive payments to Nick Reed for marketing were queried as suggesting he is employed by MPC. Cllrs discussed and agreed that he is sub-contracted, not employed.

6.2 Advice of Receipts and Payments.Details of the Receipts and payments made in the month are scheduled under Appendix B (1/2).

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

**7. MASHAM MARKET REGENERATION**

7.1 It was reported that at the market of 9th December, the traders from Springhall Farm would like to offer buffalo burgers along with pork and beef sandwiches and all Cllrs agreed this was agreeable. The distribution of cones and the need for a Father Christmas volunteer were discussed.

7.2 Cllr D Broadley discussed the fact that the Market Superintendent does not wish to attend the MPC monthly meetings and is therefore happy to relay related matters and provide him with minutes of each meeting. Cllrs agreed to accept non-attendance.

7.3 Cllr Ellis confirmed signage making in progress for the designation of the long/short-term parking areas.

7.4 The Clerk confirmed the request and the chasing of a Risk Assessment (RA) template for the market from NABMA to be used for Masham Market. If they are not forthcoming, the Clerk will obtain a generic template by other means. **Action: CLERK**

7.5 Further to NABMA’s advertisement of their 2018 GB Market Awards, it was discussed the potential publicity this could raise by entering Masham Market and further investigations on entering should be explored. **Action: CLERK**

7.6 Further to conversations with Nick Reed, the Clerk advised of his request to agree marketing and advertising costs for next year’s additional markets. His proposal of a £1,000 fee plus £1,200 for expenses, to include five markets were discussed and it was decided that a formal proposition in writing should be requested with a clear breakdown of expenses and labour, and potential dates for formal consideration by Cllrs at the next meeting. **Action: CLERK**

7.7 Cllr D Broadley suggested that proceeds from the annual Masham Sheep Fair could be better distributed amongst the Parish, as opposed to the majority going to The Air Ambulance, and that the committee should be approached accordingly to discuss. **Action: CLLR GREENSIT**

**8. COUNCIL STORAGE BUILDING – PALLET RACKING OPTIONS**

8.1 Further to the scheduled installation of the pallet racking, it was confirmed that the Steam Rally committee had cleared items to the right hand side and that the Masham Sheep Fair committee have stored hurdles at Cllrs Greensit’s property and been given the ‘sign’ trailer to assist also. Peter Usher will need to assess the area for Christmas Lights storage in due course and the actual installation of the racking is anticipated within the next few weeks.

**9. HBC YOUTH OFFENDING TEAM –TASK ACCEPTANCE & UPDATE**

9.1It was reported that the Youth Offending Team had not been in attendance due to a lack of numbers. Cllrs confirmed the deliverance of a skip for the bonfire remains to be cleared and that the waste by the Fire Station has been cleared.

9.2 Previously reported work ongoing.

**10. SWINNEY BECK – WORK COMPLETION**

10.1 Cllrs discussed properties adjacent to Swinney Beck are now in an amber warning category by insurers due to the upgrade of the beck to a river by the Environment Agency. The Clerk advised of a response from the Environment Agency following their survey of the private culvert at Fisher Row, that a number of advisories, including pointing and the replacement of dislodged stone, had been made. They confirmed the works have been lodged with the project team and expected within the next 2 years subject to priority and funding. Cllrs discussed concerns over the risk of flooding and that the completion of such works would compliment recent works already carried out. Although grateful for their assistance so far, the expediting of the Environment Agencies works should be requested to be carried out sooner, but diarised to chase in November 2018 in the meantime. A copy of the survey and subsequent images would be a useful source of information to be provided with. **Action: CLERK**

10.2 It was noted that the grid where the beck goes under the road by Swinton Terrace had previously been missing, thus giving risk to the area and should be checked in case of works required. **Action: CLLR D BROADLEY**

**11. LOCAL NEIGHBOURHOOD PLAN**

11.1 Confirmed that Cllr Pickard to attend 18th January 2018 meeting with HBCalongside Fearby and Healey Parish Councils to formally designate an area and to return with a proposed boundary for formal consultation with Cllrs. **Action: CLLR PICKARD**

**12. SWIFT CONSERVATION PROJECT – S137 DONATION**

12.1 Representative, Jean Jones, confirmed the official naming of the organisation as ‘Mashamshire Swift Conservation Community Project” and that swifts are considered a ‘protected bird’, on the decline in numbers. Cllr Johnson suggested the Church Belfry as a suitable location. Installing nesting boxes would need to take into consideration the listing of the building. To raise awareness and educate school pupils, the project would like cameras present at the entrance of the Church for viewing. It was confirmed that the Head of Masham School is also keen to host boxes, and that Theakstons Brewery, the White Bear pub and local residents had all been approached too. The project is looking for a small donation from the MPC, taking into consideration materials and proposed a request for a donation of £100 for five boxes. Although the project has not started public fundraising yet, they aim to have boxes installed by the end of February 2018 for nesting in June. MoP were asked to leave the room. Cllr D Broadley **proposed** and Cllr V Broadley **seconded** that a £1 for £1 match for the actual donations by the committee members themselves, with a ceiling of £200 on the donation. The **RESOLUTION** was carried. MoP were invited back and Jean Jones informed, who will then relay this to the committee and revert back to MPC.

**13. MASHAM TRADE DIRECTORY – MPC ENTRY**

13.1 The Clerk advised the free entry of the listing of the MPC under the ‘Community, Clubs & Associations’ section with alteration to the name of the Clerk, and there would be a fee, awaiting confirmation, for the advert of markets and meetings. It was **proposed** by Cllr Barker and **seconded** by Cllr V Broadley that a fee of £48 or thereabouts would be agreeable for this. The **RESOLUTION** was carried. **Action: CLERK**

**14. LITTER PICKER - OPTIONS FOR WASTE STORAGE AND COLLECTION**

14.1 The Clerk advised of the suggestion to HBC for two four-wheeled bins to be located at the back of the Public Toilets at Dixon Keld, and two more to be located on the Shooting Holme to allow easy storage and access to, though securing bins may need to be considered. Response waited from HBC.

**15. CHRISTMAS DOOR DECORATIONS AWARDS**

15.1 Cllr D Broadley confirmed the leaflet drop was in progress and that volunteer judges had been allocated for the ‘Christmas wreath Cup’. Judging will take place from 5th to 15th December and winners will be announced on 18th December, with prizes for the best business and household wreathes.

**16. STREET TRADING IN MASHAM**

16.1 Further to the presence of uninvited stall holders at the Masham Community Bonfire, it was confirmed that takings had been down and food and accessories as a result. Cllrs discussed that police would not stop trading in a public area if the stall holder has a trading license. In order for MPC to help prevent this in the future, advice should be sought from HBC. **Action: CLERK**

**17. CORRESPONDENCE**

17.1 Details of the correspondence received in the month for discussion/information where shown at Appendix C.

17.1.1 The Clerk informed that HBC have confirmed the Ground Maintenance Grant 2017/18 will be processed shortly; however, this will be withdrawn from 2018/19. Cllrs discussed that Martin Wilkinson’s grass cutting invoice for works to date and quote for the forthcoming year are still required. **Action: CLERK**

17.1.2 The Clerk informed of correspondence from Federal Pensions Service in Belgium for documentation on a Mr Hoyle. Documentation forwarded to Mr Hoyle and copy kept on file. Cllrs believe to have been sent in error.

17.1.3 The Clerk advised of communications to HBC chasing the receipt of the Litter Picker Rebate Grant and whether an invoice was required from MPC.

17.1.4 The Clerk clarified previously requested works as carried out by the Caretaker on the MUGA to reduce the potential risk of slipping. Cllrs expressed reports of risk of slipping to the steps, and also to the MUGA from algae and moss requiring attention from the Caretaker, suggested with the use of a Jeyes Fluid solution. **Action: CLERK**

17.1.5 Further to the accidents on the approach to Masham Bridge believed to be due to the slippery road surface, the Clerk confirmed Highways wereinformed.

17.1.6 The Clerk advised of the reduced office rent charge at the MCO to £100 per quarter from April 2018.

17.1.7 The Clerk informed of the NYCCs future plans to replace street lighting with LED technology. Cllrs agreed they would be the happy with the change of light bulbs but would want the period lamp posts to remain and that further clarification is required. **Action: CLERK**

17.1.8 The Clerk informed of the receipt of the Certificate of Commemoration, for flying of the Red Ensign from Seafarers UK. Cllrs agreed this should be displayed at the Town Hall and a copy to be given to John Todd for his recognition too. **Action: CLERK**

17.1.9 The Clerk advised of communications back from Highways over the approach to Masham Bridge stating the main contribution to the problem is HGV vehicles ‘dragging’ around the corner. The matter has been referred to the traffic team and a response awaited and to be chased**. Action: CLERK**

17.1.10 The Clerk advised of the NYCC Harrogate District Committee Meeting 09:30 on 7th December 2017 at the Cairn Hotel, Harrogate, and that an Agenda were available should anyone require.

17.1.11 The Clerk informed of HBC’s intention to remove recycling bring banks at the Old Station Caravan Park, Low Burton, and Marfield Terrace, Masham. Cllrs discussed that waste from the Old Station is not trade waste and waste to Marfield Terrace is from holiday makers residing in Masham. With the closest provision 10 miles away in Ripon and the majority of waste being legitimate, Cllrs could not understand why the banks were to be removed and felt this should be appealed in writing. **Action: CLERK**

**18. ANY OTHER BUSINESS**

18.1 Cllrs informed of a quote from E. Leathley& Son Ltd for repairs to the footpath from Red Lane to Westholme Court, with the option of filling in potholes with tarmac at a cost of £600 plus VAT, or the addition of clearing grass, tidying up tarmac and removing rubbish at a cost of £1,200 plus VAT. Cllrs felt ownership of path should be verified by HBC before considering to offer to assist with repairs. **Action: CLERK**

18.2 Cllrs highlighted that neither the Ripon Gazette not the Darlington & Stockton Times publish the MPC meetings and should be approached as to find out why and to encourage. **Action: CLERK**

20.1.2 Further to reports of noise from a motorcycle activity at Mile House Farm, Leyburn Road on Sunday 3rd December for a duration of over three hours, Cllrs agreed that the owner should be asked in writing to reduce the length of the activity to no more than two hours, and not always hold on a Sunday where possible. **Action: CLERK.**

**19. DATE OF NEXT MEETING**

19.1 Monday 8thJanuary 2018 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:**The Chairman, Cllr Grainger declared the Meeting closed at 21:30pm

**APPENDIX A**

**MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 4 DECEMBER 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Gebdykes Quarry, Masham | Application No: NY/2017/0283/MRP  Review of mineral permissions C2/97/135/0051C/MR dated 3 Feb 1998 & C2/99/135/0051D dated 5 Nov 2001 on land at Gebdykes Quarry  Applicant: LightwaterQuaries Ltd | **5 December 2017** |
| Allendale, The Courtyard, Swinton Terrace, Masham, HG4 4HS | Application No: 6.3.88.I.FUL 17/04726/FUL  Erection of Porch  Applicant: Mr & Mrs Usher | **6 December 2017** |

**PLANNING APPLICATIONS**

**GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 4 DECEMBER 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| 25Swinburn Road, Masham, HG4 4HU | Erection of first floor extension over existing garage | **REFUSED** |
| Little Fold, Low Ellington, HG4 4PE | Erection of single storey extension (Revised Scheme) | **APPROVED** |
| Beckside, 6 The Oaks, Masham, HG4 4DT | Removal of deadwood & ivy from 1 Oak Tree | **APPROVED** |
| 20 Market Place, Masham, HG4 4EB | LB consent for conversion of garage to form one holiday cottage etc | **APPROVED** |
| Conversion of garage to form one holiday cottage etc | **APPROVED** |
| Land Comprising Field, Foxholme Lane, Masham | Tree Preservation Order - Various | **APPROVED** |
| 2 Westholme Crescent, Masham, HG4 4EY | Erection of 2 and single storey extensions | **APPROVED** |
| 42 Park Street, Masham, HG4 4HN | Erection of dwelling & detached garage, part demolition of boundary wall, including Listed Building Approval | **APPROVED** |

**PLANNING ENFORCEMENTS**

**NOTIFIED BY HARROGATE BOROUGH COUNCILTO 4 DECEMBER 2017**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
|  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 3 October to 4 December 2017** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents | |  |  |  |  | £492.00 |  |
| Market electricity | |  |  |  |  | £6.00 |  |
| Honesty Box - Market Place 1 | | |  |  |  | £772.13 |  |
| Honesty Box - Recreation Ground One | | | |  |  | £62.97 |  |
| Honesty Box - Recreation Ground Two | | | |  |  | £32.41 |  |
| HMRC - VAT Refund | |  |  |  |  | £1,154.99 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | |  | **£2,520.50** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 4 December 2017 meeting for approval and signature** | | | | | | |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | | | | |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - December Salary (Tax £18.20) | | | | | |  | 100674 |
| John Todd, Market Superintendent (Oct, Nov & Dec) | | | | | |  | 100675 |
| Tom Johnson , Clerk - December Salary (Tax £130.20) | | | | | |  | 100676 |
| Jen Hurford, Parish Clerk - December Salary (Tax £54.40) | | | | | |  | 100677 |
|  |  |  | **December Staff Salaries Total** | | | **£1,994.87** |  |
| HMRC - PAYE December | | |  |  |  | £202.80 | 100678 |
| Masham Town Hall - Meeting Room Hire (VAT £5.40) | | | | | | £32.40 | 100679 |
| Masham Bonfire Committee - S137 Donation | | | | |  | £750.00 | 100680 |
| Sheep Fair - Electricty Refund S137 Donation | | | | |  | £20.00 | 100681 |
| The Festive Lighting Company - Xmas Lights (VAT £308.70) | | | | | | £1,852.20 | 100682 |
| Eric Wilkinson, Parish Caretaker | | | |  |  | £142.00 | 100683 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £1.14) | | | |  |  | £23.93 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£5,018.20** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **APPENDIX B (2/2)** | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| BANK BALANCES | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | | | | |  |  |
|  |  |  |  |  |  |  |  |
|  | Balance as at 5 December 2016 | | | | £43,646.56 | Cr |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Christmas Lights Account (part of current account) | | | | | |  |  |
| Apr-16 | Balance Brought Forward | | |  | £0.00 |  |  |
|  |  |  |  |  |  |  |  |
|  | Balance as at 5 December 2016 | | | | £0.00 | Cr |  |
|  |  |  |  |  |  |  |  |
| Barclays - Council Savings Element (part of current account) | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| Apr-16 | Balance Brought Forward | | |  | £0.00 |  |  |
|  |  |  |  |  |  |  |  |
|  | Balance as at 5 December 2016 | | | | £0.00 | Cr |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Overall Total | | £43,646.56 | Cr |  |
|  |  |  |  |  |  |  |  |

**APPENDIX C**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **November** | | | **2017** | | | Note | **Cummulative** | | |
| **RECEIPTS** | **Budget** | **Cash** | **Variance** | **Incurred** | **Total** | **Variance** | **Budget** | **Actual** |  |
|  | £ | £ | £ | £ | £ | £ | £ | £ |  |
|  |  |  |  |  |  |  |  |  |  |
| **Market** | 700 | 1208 | 508 |  | 1208 | 508 |  | 15500 | 16893 |  |
| **Parking** | 1000 | 867 | -133 |  | 867 | -133 |  | 11600 | 12207 |  |
| **Grants etc** | 5000 | 5031 | 31 |  | 5031 | 31 |  | 8480 | 7796 |  |
| **Xmas** | 0 |  | 0 |  | 0 | 0 |  | 0 | 0 |  |
| **Bank Int** | 0 |  | 0 |  | 0 | 0 |  | 0 | 0 |  |
| **Sundry** | 0 |  | 0 |  | 0 | 0 |  | 50 | 0 |  |
| **VAT R'fund** | 0 | 1155 | 1155 |  | 1155 | 1155 |  | 2000 | 3242 |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** | **£6,700** | **£8,261** | **£1,561** | **£0** | **£8,261** | **£1,561** |  | **£37,630** | **£40,138** |  |
|  | This Month | | | | | |  | Cummulative | | |
| **PAYMENTS** | Budget | Cash | Variance | Incurred | Total | Variance |  | Budget | Actual |  |
|  | £ | £ | £ | £ | £ | £ |  | £ | £ |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Staff Salaries** | 1356 | 1391 | 35 | 2198 | 3589 | 2233 |  | 12052 | 11201 |  |
| **Market Place** | 0 |  | 0 |  | 0 | 0 |  | 750 | 110 |  |
| **Electricity** | 30 | 23 | -7 |  | 23 | -7 |  | 170 | 151 |  |
| **Rm/Hall Hire** | 0 | 210 | 210 | 32 | 242 | 242 |  | 815 | 638 |  |
| **Maint** | 600 | 5376 | 4776 |  | 5376 | 4776 |  | 3800 | 12278 |  |
| **Christmas** | 0 |  | 0 | 1543 | 1543 | 1543 |  | 0 | 0 |  |
| **Admin** | 230 | 602 | 372 |  | 602 | 372 |  | 2135 | 5507 |  |
| **Subs & Don** | 0 |  | 0 |  | 0 | 0 |  | 785 | 1066 |  |
| **S137** | 600 | 250 | -350 | 770 | 1020 | 420 |  | 1330 | 3429 |  |
| **VAT** | 0 | 1062 | 1062 | 309 | 1371 | 1371 |  | 2000 | 2110 |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** | **£2,816** | **£8,914** | **£6,098** | **£4,852** | **£13,766** | **£10,950** |  | **£23,837** | **£36,490** |  |
| **NET** | **£3,884** | **-£653** | **-£4,537** | **-£4,852** | **-£5,505** | **-£9,389** |  | **£13,793** | **£3,648** |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Income** | £6,700 | £8,261 |  | £0 | £8,261 |  |  |  |  |  |
| **Expenditure** | £2,816 | £8,914 |  | £4,852 | £13,766 |  |  |  |  |  |
| **Net** | £3,884 | -£653 |  | -£4,852 | -£5,505 |  |  |  |  |  |
| **B/F** | £54,760 | £49,152 |  | £48,499 | £49,152 |  |  |  |  |  |
| **B/F + Net** | **£58,644** | **£48,499** |  | **£43,647** | **£43,647** | £43,647 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **STATEMENT OF FUNDS** | | | | | |  | £58,644 | £48,499 |  |
|  | **CASH** | **INVEST** | **TOTAL** | **INCURRED** | **INVEST** | **TOTAL** |  |  |  |  |
| B/F | £49,152 | £0 | £49,152 | £49,152 | £0 | £49,152 | 1 | **End of Year Balance** | | |
| Movement | -£653 | 0 | -£653 | -£5,505 | £0 | -£5,505 |  | Budget | Actual |  |
| C/F | £48,499 | £0 | £48,499 | £43,647 | £0 | £43,647 |  | £49,961 | £48,499 |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Item** |  |  |  |  |  | **Receipt** |  | **Payment** |  |  |
| Grass Cutting - Annual Costs | | |  |  |  |  |  | £1,200 |  |  |
| Storage Building Pallet Racking | | |  |  |  |  |  | £750 |  |  |
| Christmas Lights - Mount/Dismont Costs (Jan 2016 item 4.3) | | | | | |  |  | £1,446 |  |  |
| NYCC Swinney Beck Refund |  |  |  |  |  | £3,800 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Totals** |  | **£3,800** |  | **£3,396** |  |  |

**MASHAM PARISH COUNCIL – MEETING 4th DECEMBER 2017**

Correspondence for information/consideration etc

1. Clerk – Hastener to HBC for Ground Maintenance Grant
2. Clerk – Letter to Mr Hoyle
3. Clerk – Hastener to HBC for Litter Picker Rebate Grant
4. Clerk – Parish Caretaker work on MUGA
5. Clerk – Slippery Road surface, A6108 on Approach to Masham Bridge
6. MCO – Revised Office Rent Charge
7. NYCC – Programme for Replacement of Existing Street Lamps with LED
8. Seafarers UK – Certificate of Commemoration, flying of Red Ensign
9. Area 6 Highways – Masham Bridge Slippery Surface
10. NYCC – Harrogate District Committee Meeting 7th December 2017
11. HBC – Removal of Recycling Bring Bank