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

**8th JANUARY 2018**

**PRESENT:**

**Parish Council**: Cllr Flo Grainger (Chairman), Cllr Colin Barker, Cllr Rosemary Blades, Cllr David Broadley, Cllr John Ellis, Cllr Rob Greensit, Cllr Ian Johnson, Cllr Brian Metcalfe, Cllr Neil Pickard, Cllr Nigel Simms, Cllr Jane Vickery, Jen Hurford (Parish Clerk)

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

The Chairman opened the meeting by highlighting the mistake made at the last meeting in asking the entire MoP to leave the room when discussing the S137 donation to the MCO and Mashamshire Swift Conservation Community Project, and that this will be avoided in the future.

**1. APOLOGIES**

* 1. Cllr Valerie Broadley, County Cllr Margaret Atkinson, Lucinda Riddell and Mark Cunliffe-Lister of Swinton Estate.

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

2.1 **Minutes of the Monthly Meeting held on 4th December 2017**.It was **proposed** by Cllr Ellis and **seconded** by Cllr Broadley that the Minutes of the 4th December meeting be formally approved as a true and accurate record. All those who were in attendance at the 4th December meeting and who were present voted in favour, with one Cllr abstaining. 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 There were no declarations.

**4. PLANNING MATTERS**

4.1 Planning Applications received:

4.1.1 **W E Jameson And Son Ltd, The Mill, Foxholme Lane, Masham – Removal of 50m of hedgerow.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that MPC had no objections against the application. All those present voted in favour and the **RESOLUTION** was carried.

4.1.2 **Unit 1 Masham Business Park, Fearby Road, Masham – Erection of extension to industrial building and installation of rainwater tank.** After discussion it was **proposed** by Cllr Johnson and **seconded** by Cllr Pickard that MPC supported the application but wished to make the observations that the development should include the existing pedestrian walkway onto the site from Westholme Road, alongside the North of Swinney Beck, and that landscaping should be carried out to the front of the site. All those present voted in favour and the **RESOLUTION** was carried.

4.1.3 **North Cote Farm, Masham – Erection of agricultural building.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Broadley that MPC had no objections against 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**

4.2 Planning Approvals -A list of planning refusals and approvals appear at Appendix A.

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

Cllrs requested an update for the enforcement on [25 Swinburn Road](https://maps.google.com/?q=25+Swinburn+Road&entry=gmail&source=g), reference the recent unauthorised development. **Action – Clerk.**

**5. FINANCIAL MATTERS**

5.1 Advice of Receipts and Payments. This included the amendment of staff salaries being totalled to £909.68 following the error by the Clerk in displaying individual salaries, totalled incorrectly. The additional payment of £1005.60 to PWG Forestry for works to the pallet racking installation was **proposed** by Cllr Broadley and **seconded** by Cllr Johnson, with Cllr Grainger abstaining. It was **RESOLVED** that the payment be made. 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 Broadley and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** that the Receipts and Payments schedule be approved subject to the discussed amendments above. Details of the Council’s bank account balances are shown at Appendix B (2/2).

5.3 Commuted Sums December 2017. The amounts available to the various organisations including Bellfield Gardens Allotments, Masham Allotments, Masham Methodist Chapel Ground, Masham Recreation Ground, Play Area and Park, St Marys Cemetery, The Oaks, The Shooting Holmes and Tittybottle Park, were discussed, with the need for them to be claimed quickly due to the proximity forthcoming deadlines, of 17 January 2018 for Masham Allotments, for which Cllr Broadley will make Mr Hunter aware. Further to discussion, it was suggested the MPC write to HBC explain the proposed purchase of additional land from Swinton Estate in order to extend the graveyard on behalf of the Parish and whether some of the commuted sums can be allocated accordingly. **Action – Clerk.**

5.4 Grass Cutting Contract Quotes for 2018-2021. Consideration given to Farm & Land Services Ltd’s tender of; £65+VAT per cut for fortnightly cutting of High and Low Ellington and Swinton, £46+VAT per cutting of the Riverside Walk and £12+VAT per mole caught. Consideration given to MFJ Land Management’s tender of; £65+VAT par cut for fortnightly cutting of High and Low Ellington and Swinton, £35+VATper cutting of the Riverside Walk and £12+VATper mole caught. It was discussed that MFJ Land Management’s tender was slightly cheaper and his services based more locally and agreement to the tender on the condition it should stand for three years was proposed by Cllr Johnson and seconded by Cllr Ellis. All those present voted in favour and it was **RESOLVED** that the tender be agreed to. **Action – Clerk.**

**6. MASHAM MARKET REGENERATION**

6.1.1 Proposal for Events Marketing 2018 from Nick Reed. Nick Reed highlighted the five events in 2018 to include the feature market in 2018 of; Spring Market 14-15 April, Summer Market 2-3 June, Autumn Market 1-2 September, Apple/Harvest Market 6-7 October and Christmas Fair Saturday 8 December. In 2017 Nick Reed’s fees were £1,000 (for 4 markets at £250ea) and promotional/entertainment budget of £1,200 (for 4 markets at £300ea). For 2018, Nick proposed a fee of £1,000 for the total of five markets and £1,200 budget for the five markets. It was discussed that issues can arise from the difference in pay to the Market Superintendent’s, the demand for extra markets, the difficulties over parking, that feature market stallholders do not return to attend the regular markets and there were concerns of spending too much. However, there was positive feedback from Ripon Market over Masham’s success and that promotional work can assist in promoting the whole of Masham. The agreement to the £1,000 payment for fees and the payment of £750 to promotion/entertainment budget, with the request of more monies if required was proposed by Cllr Broadley and seconded by Cllr Vickery. All those present voted in favour, with one Cllr abstaining, and it was RESOLVED that Nick Reed’s fee and budget be agreed.

6.1.2 Proposal for Tour de Yorkshire Marketing for 6 May 2018 from Nick Reed. Further to 2017’s event, a co-ordinators fee of £750 was agreed with a budget of £1,250, of which £1,073.45 was spent. Assuming HBC would again provide a big screen for viewing, Nick Reed proposed a fee of £1,000 and a budget of £1,000 for the forthcoming event. The importance of making the most of the opportunity of the event in securing a potential position as a host town for the 2019 World Cycling Championships was discussed and it was proposed by Cllr Simms to agree to Nick Reed’s proposal and seconded by Cllr Barker, and it was RESOLVED to agree to the proposal. Potential screens and grants from HBC should be available later this month and Nick Reed will report on progress to MPC monthly.

6.2 Market Superintendent’s Contract Update – Cllr Broadley awaits a copy to be returned.

6.3 Designation of Long/Short-Term Parking Areas. Cllr Ellis confirmed awaiting quotation for signage and further to correspondence from HBC confirming their support and that an officer will be in touch in due course to discuss wording and location of signs. Contact to be made between HBC and signmaker in due course. **Action – Clerk.**

6.3 The Clerk confirmed the receipt of a draft Risk Assessment (RA) template for the market from NABMA to be used for Masham Market. Assessments to be carried out in draft and circulated amongst Cllrs for approval in due course. **Action: CLERK**

**PUBLIC DISCUSSION INTERVAL**

* 1. A MoP confirmed of complaints from local residents over the parking of cars at the end of Swinton Terrace. Cllrs advised that the Police had previously stated there was nothing that could be done unless an accident, incident or blockage was to be caused. Further photographic evidence required to submit to Highways along with request for yellow lines to be introduced from Ibbotson Close to park Drive. **Action – Clerk.**
  2. A MoP highlighted the lack of safety barriers for pedestrians at the old HSBC Bank site. Letter to be sent to HBC from MPC expressing concerns over the site safety in a heavily pedestrianised area.
  3. Three representatives from the Mashamshire Swift Conservation Community Project confirmed individual members of the group had raised the sum of £200 and although no bank account had been opened, that a list of donations was available. The group wished to confirm and thanked MPC for their S137 donation, which MPC confirmed would be raised by cheque at the next meeting. The group clarified that they are a small organisation and do not anticipate becoming a registered charity

**7. COUNCIL STORAGE BUILDING – UPDATE ON PALLET RACKING INSTALLATION**

7.1 Further to installation of the pallet racking, Cllr Grainger confirmed that the Christmas Lights were now stored and pleased with the final result of the storage facility, and will provide photographs in due course.

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

8.1 It was reported that the Youth Offending Team had still not been in attendance to address the current job list. Cllrs discussed that the team would be best suited to litter picking and weeding type tasks and Cllr Broadley would liaise with them over this. Cllrs discussed the Oak leaf sculpture by Sandy Bay and feels MPC need to organise a working party to uncover and cut back the area. MoP, Peter Weatherall, kindly agreed to meet the team in February to provide the services of his digger. **Action – Cllr Broadley.**

**9. SWINNEY BECK – WORKS TO PRIVATE CULVERT AT FISHER ROW**

9.1 The Clerk reported on the environment agencies response over the matter, stating that Fisher Row and the private culvert belong to Highways, so they have therefore passed the advisories to them. Cllrs voiced that the works need addressing before a problem occurs. As the Swinney Beck is now classed as a river, Cllrs felt the environment agency should accept some responsibility. A point of contact at Highways to be established and liaised with alongside Highways, stating that MPC expect results as feel Masham is at serious risk of flooding as a whole. **Action: CLERK**

**10. LOCAL NEIGHBOURHOOD PLAN**

11.1 Confirmed that Cllr Pickard, Cllr Grainger, Cllr Blades and Cllr Ellis to attend 18th January 2018 meeting with HBC alongside 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**

**11. SWIFT CONSERVATION PROJECT – S137 DONATION**

11.1 Covered in Public Interval item 1.3.

**12. LITTER PICKER - OPTIONS FOR WASTE STORAGE AND COLLECTION**

12.1 The Clerk advised response still awaited and chased over 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 Holmes to allow easy storage and access to, though securing bins may need to be considered. **Action – Clerk.**

**13. CHRISTMAS DOOR DECORATIONS AWARDS**

13.1 Cllr Broadley confirmed judging was carried out by Jane Sutcliffe, awarding ‘The Gallery’ as the best commercial wreath, winning a bottle of whiskey. For residential entries, ‘2 College Mews’ was awarded 1st place winning £40, and ‘5 Red Lane’ awarded 2nd place winning £20. Photographs available online via Jane’s Facebook page. Cllrs discussed the increased number of wreathes displayed this year and the difference made in making the town look festive. MPC to supply certificates, thank competitors, and approach 2017’s winner to judge the 2018 competition. **Action – Cllr Grainger.**

**14. STREET TRADING IN MASHAM**

14.1 Further to the presence of uninvited stall holders at the Masham Community Bonfire, The Clerk advised of communications with Trading Standards who advised that only if on MPC land could we verbally turn away unwanted stall holders and that there is no real law to enforce any action. Technically stallholders could be requested to produce a ‘dealer’s license’ but no further advice could be given to help prevent this in the future.

**15. CORRESPONDENCE**

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

15.1.1 The Clerk confirmed the NYCCs future plans to replace street lighting with LED technology is to fit LED equipment into existing lanterns, so that the only noticeable change will be the light quality.

15.1.2 Following the HBC’s intention to remove recycling bring banks at the Old Station Caravan Park, Low Burton, and Marfield Terrace, Masham, the Clerk confirmed the removal was due to fortnightly kerbside recycling collections now being in place. Cllrs discussed that Masham should expect five years free garden waste collection, bins and bags as have Harrogate and Ripon. **Action – Clerk.**

15.1.3 The Clerk advised of receipt of the Litter Picker Rebate Grant from the HBC and their request for MPC confirmation of the arrangement for a further 12 month period from 1st April 2018 to 31st March 2019, with a payment of £2,181.86, representing a 1.44% increase on last year’s grant. Cllrs agreed for this to be confirmed. **Action – Clerk.**

15.1.4 The Clerk informed of correspondence from NYCC confirming an operating permit scheme will commence on all publicly maintained roads from 7 February 2018. Cllrs clarified this was applicable to works required to be carried out on public roads.

15.1.5 The Clerk confirmed receipt of the ‘Register of Electors 2017/18’ from HBC which would be held on file and noted by Cllrs.

15.1.6 Confirmation of support from HBC for new parking signage was covered earlier in item 6.3.

15.1.7 Correspondence from NoteMachine UK Ltd was discussed in requesting MPC to assist in campaigning to ensure cash machines across the UK are not forced to close due to changes in how banks pay independent ATM operators. Generic letter provided to complete and send to our local MP, to which Cllrs agreed. **Action – Clerk.**

15.1.8 The Clerk informed of request from NYCC for MPCs views on the potential renewal of the agreement for Masham CE Primary School’s use of the Cricket Field, and clarification of whether the Sports Association need to be involved in the agreement. Cllrs discussed that the suggestion of removing that use on Friday afternoons only should be changed to as and when available and with co-operation with the Sports Association over availability. Cllrs did not feel the need for the Sports Association to be involved in the agreement and for this to be relayed to NYCC. **Action- Clerk.**

**16. ANY OTHER BUSINESS**

16.1 Further to receipt of a quote from E. Leathley & Son Ltd for repairs to the footpath from Red Lane to Westholme Court, the Clerk confirmed communications with HBC clarifying part ownership of the path, and confirmation waited from Highways over the other part. Cllrs felt repair works urgent to avoid trip risk and authorities should be chased accordingly. **Action: CLERK**

16.2 A MoP reported a drain on the Market Place is blocked, Cllr Ellis to keep an eye on. Report to Highways. **Action – Clerk.**

16.3 Gutters on Haregill Bank, High Ellington were reported as being blocked and need to be reported to Highways. **Action – Clerk.**

16.4 Report of blocked drain on Millgate to report to Highways. **Action – Clerk.**

16.5 Report of flagstone adjacent to ‘The Cutting Room’ recently secured by Yorkshire Water had been driven over and loosed. Clerk already reported.

**17. DATE OF NEXT MEETING**

17.1 Monday 5th February 2018 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:**The Chairman, Cllr Grainger declared the Meeting closed at 21:20pm.

**APPENDIX A**

**MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 8 JANUARY 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| W E Jameson And Son Ltd, The Mill, Foxholme Lane, Masham | Application No: 6.3.17.AO.HEDGE 17/05285/HEDGE  Removal of 50m of hedgerow  Applicant: WE Jameson & Son Ltd | **9 January 2018** |
| Unit 1 Masham Business Park, Fearby Road, Masham | Application No: 6.3.333.A.FUL 17/05229/FUL  Erection of extension to industrial building and installation of rainwater tank  Applicant: Mr G Jameson | **12 January 2018** |
| North Cote Farm, Masham | Application No: 6.4.9.E.FUL 17/05323/FUL  Erection of agricultural building  Applicant: Mr Alex Greensit | **11 January 2018** |

**PLANNING APPLICATIONS**

**GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 8 JANUARY 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| The Mill, Thorpe Road, Masham, HG4 4JB | Extension to house 4 no. New silos and Cladding of 2 no. Existing silos | **APPROVED** |
| Allendale, The Courtyard, Swinton Terrace, Masham, HG4 4HS | Erection of porch | **APPROVED** |
| Fremington, 21-23 Market Place, Masham, HG4 4EG | Alterations to and replacement of fenestration; Installation of rooflights and insulation; Removal of ceiling and internal wall; Infill of coves and doorways; Formation of internal openings; internal works including restoration of fireplaces and creation of partitions | **APPROVED** |

**PLANNING ENFORCEMENTS**

**NOTIFIED BY HARROGATE BOROUGH COUNCILTO 8 JANUARY 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| 25 Swinburn Road, Masham, HG4 4HU | Erection of first floor extension over existing garage | **PENDING** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 5 December 2017 to 8 January 2018** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents | |  |  |  |  | £823.00 |  |
| Market electricity | |  |  |  |  | £6.00 |  |
| Honesty Box - Market Place 1 | | |  |  |  | £665.31 |  |
| Honesty Box - Recreation Ground One | | | |  |  | £16.00 |  |
| Honesty Box - Recreation Ground Two | | | |  |  | £40.50 |  |
| Festive Lighting - Christmas Lights | | | |  |  | £1,543.50 |  |
| Councillors Donation to Clerk's Leaving Gift | | | | |  | £70.00 |  |
| Litter picker rebate | |  |  |  |  | £2,151.74 |  |
| Ground maintenance grant | | |  |  |  | £143.55 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | |  | **£5,459.60** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 8 January 2018 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | | | | |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - December Salary (Tax £18.20) | | | | | |  | 100687 |
| Jen Hurford, Parish Clerk - December Salary (Tax £54.40) | | | | | |  | 100688 |
|  |  |  | **December Staff Salaries Total** | | | **£909.68** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE December | | |  |  |  | £136.40 | 100689 |
| Mashamshire Community Office - Directory 2018 entry & advert | | | | | | £28.00 | 100684 |
| Mashamshire Community Office - 2017 S137 Donation | | | | | | £3,500.00 | 100685 |
| D3 Office Group Ltd - Stationery | | | ` |  |  | £84.31 | 100686 |
| Mr J Todd -Clerk's Painting | | |  |  |  | £75.00 | 100690 |
| Mrs F Grainger - Clerk's Swinton Tea | | | |  |  | £66.00 | 100691 |
| PRATS - Pateley Longswords | | |  |  |  | £100.00 | 100692 |
| Mashamshire Community Office - Room hire & sundries | | | | | | £209.35 | 100693 |
| Miss J Hurford - Clerk's costs | | |  |  |  | £6.72 | 100694 |
| E&J Wilkinson - Caretaker duties | | | |  |  | £120.00 | 100695 |
| MFJ Land Management - Grass cutting | | | |  |  | £1,608.00 | 100696 |
| PWG Forestry | |  |  |  |  | £1,005.60 | 100697 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £1.14) | | | |  |  | £25.88 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£7,874.94** |  |
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|  |  |  |  |  |  | APPENDIX B (2/2) | |
|  |  |  |  |  |  |  |  |
| BANK BALANCES | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | | | |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Balance as at 5 December 2016 | | |  | £48,534.00 | 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 | | £48,534.00 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 8th JANUARY 2018**

Correspondence for information/consideration etc

1. NYCC – Response Regarding Programme for Replacement of Existing Street Lamps with LED
2. HBC – Response to Appeal Regarding Removal of Recycling Bring Bank
3. HBC – Confirmation for Litter Picker Rebate Grant 2017/18 and Request for Confirmation of 2018/19 Sum
4. NYCC – Information of Planned Permit Scheme on all Publicly Maintained Roads
5. HBC – Confirmation of Register of Electors 2017/18 to be Held on Record
6. HBC – Confirmation of Support for New Parking Signage
7. ATM – Request to campaign against cash-machine closures
8. NYCC - Masham CE VA Primary School and their use of the Playing Field Land/Cricket Club

**MASHAM PARISH COUNCIL**

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

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

**5th FEBRUARY 2018**

**PRESENT:**

**Parish Council**: Cllr Flo Grainger (Chairman), Cllr Colin Barker, Cllr Rosemary Blades, Cllr David Broadley, Cllr Valerie Broadley, Cllr John Ellis, Cllr Rob Greensit, Cllr Ian Johnson, Cllr Brian Metcalfe, Cllr Neil Pickard, Cllr Nigel Simms, Cllr Jane Vickery, Jen Hurford (Parish Clerk)

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

**1. APOLOGIES**

* 1. County Cllr Margaret Atkinson.

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

2.1 **Minutes of the Monthly Meeting held on 8th January 2018**.It was **proposed** by Cllr Greensit and **seconded** by Cllr Johnson that the Minutes of the 8th January meeting be formally approved as a true and accurate record. All those who were in attendance at the 8th December meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record.

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

3.1 There were no declarations.

**4. PLANNING MATTERS**

4.1 Planning Applications received:

4.1.1 **Hill Top Farm, Ilton, HG4 4JY – Retention of farm based educational and tourism facilities; Formation of 9 no. Rooflights**.After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Metcalfe that MPC had no objections against the application. All those present voted in favour and the **RESOLUTION** was carried.

4.1.2 **Hill Top Farm, Ilton, HG4 4JY – Change of use and conversion of agricultural buildings to form accommodation in connection with farm based education and tourism activities.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that MPC did not object to support the application but wished to make the comment that there was insufficient information provided to form a considered opinion. 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**

4.2 Planning Approvals -A list of planning refusals and approvals appear at Appendix A.

4.3.1 Planning Enforcements– A list of planning enforcements appear at Appendix A.

4.3.2 Cllrs again requested an update from HBC on the enforcement for the unauthorised development at 25 Swinburn Road, Masham. **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 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).

5.3 Commuted Sums December 2017. Further to meeting with the HBC, it was confirmed that although the 'spend by' dates for some allocations, that project requests could still be submitted. MPC must inform the various organisations of the monies available and they can then submit their own projects or MOPC can act on their behalf. Cllrs discussed that it was MPCs responsibility to take care of sums due to Masham Recreation Ground, Tittybottle Park, The Oaks and the Shooting Holme, and that as the spend by time dates fell into 2021 and 2027, that MPC should accumulate sums until a suitable project is required. Masham Allotments had also met with HBC so were aware of sums and process, but Masham Methodist Chapel and St Mary’s Cemetery need to be informed. **Action: Clerk.**

**6. TOUR DE YORKSHIRE – UPDATE ON EVENT MANAGEMENT FROM NICK REED**

6.1 The Route. Nick Reed confirmed that the race (men’s race only this year is Stage 4 of the TdY), is running over 118 miles from Halifax to Leeds with Masham coming about two-thirds of the way round. Riders will come into town on the A6108 from Middleham (Leyburn Road), turn right into Silver Street then Church Street, Park Square/Street, Thorpe Road and out towards Grewelthorpe and Kirkby Malzeard. Timings are not yet known, but riders estimated to be in Masham around 2pm.

6.2 Road closures and parking. Confirmation that the route is closed with a rolling roadblock a few minutes either side of the riders, probably about an hour in total. The race route will be no-parking on the day, and Nick suggested the Market Place and all of Park Square should be as well. NYCC will agree this if the MPC does. Councillors agreed to support the suggestion. Confirmation that the official TdY charity this year is Yorkshire Air Ambulance and they are very interested in stewarding the Shooting Holme for visitors parking and taking donations. Nick also suggested a goodwill gesture that residents who usually park on the route are given vouchers to park for free on the Shooting Holme.

6.3 Market Place. Clarification that there will be a Farmers Market in place and there will presumably be good demand from regular market stallholders. Noted however, that with Stage 3 of the race passing through Leyburn and Bedale on Saturday 5th May, it is likely many of the usual stallholders will relocate there. A big screen showing the race from start to finish was discussed as an invaluable asset to attract cyclists to Masham for the day and was covered in Item 6.4 for funding possibilities.

6.3 Public art. Discussion that the school and Robert Blades are interested in creating another artwork, but probably not a chalk sheep as this has already been done, and not in the Market Place due to the suspension of parking for at least three days. Nick will investigate potential options including fields alongside Leyburn Road and I’Ansons yard.

6.4 Budget. Confirmed that HBC are not providing big screens this year, but have invited an application for support as a race hub to cover the cost of hiring one, along with associated expenses (e.g. toilets, skips, maybe some publicity.) The suggestion is that approximately £2,000 would be available, as well as items requested for from their Small Grants scheme. A draft budget was supplied showing allocation of generous sums for public art, entertainment and contingency, which could be cut should a Small Grant not be awarded. The requirement for musical entertainment was raised and the provision of evening entertainment was suggested by Councillors.

6.5 Other notes. Informed that Welcome to Yorkshire is holding a TdY roadshow at the Town Hall on Tuesday 6th March from 2pm onwards. All local businesses are welcome, as are councillors. Nick confirmed meeting with Bedale’s TdY co-ordinator, who is keen to work together on tourism opportunities for the weekend as a whole, and will be talking TdY at the Masham Connections business people’s meeting on 22nd February.

6.6 Councillors Agreement. Further to Nick’s suggestion of; applying for ‘hub money’, road closure areas, Yorkshire Air Ambulance parking marshalling and resident parking vouchers, Cllr V Broadley **proposed** the motion and this was **seconded** by Cllr Simms, and it was **RESOLVED** that these suggestions be approved.

**7. MASHAM MARKET REGENERATION**

7.1 Masham Development Group. Cllr Broadley confirmed nothing to report as awaiting a meeting to be arranged.

7.2 Market Superintendent’s Contract Update – Cllr Broadley is now in receipt of a signed copy to be delivered to the Clerk.

7.3 Designation of Long/Short-Term Parking Areas. Cllr Ellis and Clerk confirmed meeting with HBC over locations and content of parking signage. Cllr Ellis awaiting quotation for signage to then compare with HBC’s own provider before choosing a supplier. HBC require more information as to requirements over the suggested ‘Finger Post’ tourist sign on the Market Square. Cllrs discussed that businesses, maybe via Masham Connections, will need to be canvassed to work out demand and a cost per finger in due course, but also need to know options of specifications and sizes from HBC before take any further action. **Action: Clerk and Chairman.**

7.4 Fire & Risk Assessment. Cllr Broadley in receipt of templates from the Clerk and will liaise with Cllr Barker to carry out and complete. **Action: Cllr Broadley and Cllr Barker.**

7.5 Market Place Snow Clearing. Further to conditions and complaints following Masham Market on 20th January, the Chairman suggested revision of MPC’s Winter Maintenance Policy from 2nd February 2015. It was clarified that clearing of the Market Square is addressed by NYCC and Martin Wilkinson, who liaised with Cllr Johnson the day before the market, gritted twice on the Friday before, but was unable to use a metal bladed machine to remove the ice on the day due to the damage that would have been caused to the surface underneath. The circumstances were considered exceptional and the snow compacted by morning traffic after snowfall thus creating the ice. Martin confirmed he had been told in previous years not to clear snow, but has a rubber bladed machine should this be required. It was suggested that Cllr Ellis be a point of contact to inform Martin of future snowfall on the Market Square and instruct Martin to clear thereafter. Cllr Broadley **proposed** the suggestion and Cllr Barker **seconded** and it was **RESOLVED** to amend the Winter Maintenance Policy accordingly. The Chairman discussed the matter further with stallholders attending the meeting and thanked them for their attendance, and confirmed complaints to be replied to accordingly. **Action: Chairman.**

**PUBLIC DISCUSSION INTERVAL**

* 1. A representative of Bordar House Teas confirmed a temporary alcohol license had been in place to hold one function a month over a ten month period and she has now applied for a permanent license to apply daily, in order to cater for party requests and special occasions. These are anticipated to be held two to three times a month, with alcohol to be served with meals only, and it was uncertain if this would allow serving of alcohol outside. Cllrs discussed and did not come up with any objection other than that they would prefer alcohol not to be served outside of the premises due to the potential disturbance of those residing nearby.

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

8.1 It was agreed to remove the Item from the Agenda until the return of the team later in Spring and suggested that on return, cleaning of the road signs along The Avenue were added to the list of works.

**9. SWINNEY BECK – WORKS TO PRIVATE CULVERT AT FISHER ROW**

9.1 The Clerk reported the Environment Agencies response from Highways as to whether they will take responsibility to works required to the culvert still awaited and chased. It was discussed that MPC should re-quote the letter from the Environment Agency categorising the beck as a river and representative, Lucinda Riddell, of Swinton Estate, was made aware of the potential impact collapse of the culvert would have on access to Swinton Estate and she offered, once supplied with contact details, to apply pressure from their side too. **Action: CLERK**

**10. LOCAL NEIGHBOURHOOD PLAN**

10.1 Cllr Pickard, Cllr Grainger, Cllr Blades and Cllr Ellis to attended 18th January 2018 meeting with HBC. Further to the original idea to enter a plan with Fearby and Healey, Cllr Pickard explained that as hamlets are classified as being within areas of open countryside, their options were different to those of Masham Town, and had been advised by HBC, to work alongside but work on Masham’s plan separately. Lucinda Riddell from Swinton Estate advised they had been advised differently by HBC however. Cllr Pickard confirmed invitation to Fearby and Healey’s Parish Council meeting on 6th February and would update thereafter. No area has been designated at this stage and some example plans are available to follow. It was discussed that the community would need to be included, and that a team of local groups should be built to open a forum prior to agreeing any plan. It was discussed that the Former Masham Auction Mart could not be included as it has not been put forward by the owners, however the HBC has expressed that they are keen to do so, Cllr Pickard to update at the next meeting for Cllrs to contribute to any decision making required. **Action: CLLR PICKARD**

**11. DESIGN DETAIL OF CHRISTMAS DISPLAY MOTIF – APPROVAL FOR SUBMISSION TO INSURERS**

11.1 Masham Christmas Lights proposal and drawings were circulated for an alternative Christmas Tree Motif for approval to be insured under the MPCs insurance. Cllrs discussed and it was agreed that further information needs to be provided by MCLA as to how it will be maintained and stored, as well as the insurers be approached for the cost to insure. **Action: CLERK**.

**12. LITTER PICKER - OPTIONS FOR WASTE STORAGE AND COLLECTION**

12.1 The Clerk advised that further to being requested to pay a charge of £12.65 per bin to be emptied, HBC had since offered two large wheelie bins to be provided and included on a fortnightly round for emptying free of charge. Cllrs agreed to the proposal. **Action: CLERK.**

**13. PARISH COUNCIL ELECTIONS – DISCUSSION ON FORTHCOMING ELECTIONS ON 3RD MAY**

13.1 It was clarified that the elections had been brought forward due to the boundary changes to the Borough; therefore Parish Councils have to hold elections to co-ordinate. Cllr Simms inclined that Harrogate Borough Cllrs will be reduced in numbers from 53 to 40. Clerk informed paperwork, nomination packs and registers expected later in the month.

**14. DATA PROTECTION REGULATIONS – CHANGES IN LEGISLATION & ALLOCATION OF OFFICER**

14.1 The Clerk advised that MPC will need to have appointed a Data Protection Officer to meet new regulation coming into force at the end of May. However, there are conflicting advisories as to whether the Clerk can be appointed, or whether the role will need to be carried out externally. Further clarification awaited and Cllr Simms advised Jennifer Norton at HBC may be able to clarify. **Action: CLERK.**

**15. FOOTPATH FROM WESTHOLME COURT TO RED LANE – UPDATE ON WORKS & OWNERSHIP**

15.1 Further to communications with HBC and NYCC, the Clerk advised that both HBC and NYCC had confirmed ownership of the path and that photographs and a completed form had been submitted to NYCC for works to be added to their list of works. Cllr Vickery advised supporting letter from a local, disabled resident should follow in due course to assist in expediting the works required.

**16. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

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

16.1.1 The Clerk advised of the Masham Community Office’s letter of appreciation for the increased financial contribution from MPC for the current year.

16.1.2 Following the HBC’s intention to remove recycling bring banks at the Old Station Caravan Park, Low Burton, and Marfield Terrace, Masham, and the request for free of charge collection of garden waste collection as other areas received, the Clerk relayed HBC’s response that they would not comment as to whether they thought this fair and that the service has removed any anomalies and ensured it is all equitable. Cllrs were not happy with the response but agreed the matter could not be pursued further.

16.1.3 The Clerk advised of the Notification of the Local Plan Publication Draft, with the consultation period for formal representations running from Friday 26 January and finishing at 4.30pm on Friday 9 March 2018. Publication poster to display, and Clerk advised Local Plan Publication Draft 2018 available to view at the MCO’s library. **Action: CLERK.**

16.1.4 Further to outgoing correspondence to local MP, Julian Smith, the Clerk confirmed his acknowledgement of MPC’s request to assist in campaigning to ensure cash machines across the UK are not forced to close due to changes in how banks pay independent ATM operators, and that a copy of the letter has been sent to the Chancellor of the Exchequer.

16.1.5 The Clerk advised of HBC’s notification of their Bulb/Wildflower Scheme available on a first come, first served basis, for collection between 15 October and 8 November. Cllrs agreed Daffodil bulbs should be chosen and Cllr Vickery volunteered collection. Request form to be completed and returned to HBC. **Action: CLERK & CLLR VICKERY.**

16.1.6 The Clerk advised of NYCC’s notification of planned road closure to Masham Market Place for a period of one day from 12th March 2018.

**17. ANY OTHER BUSINESS**

17.1 The renting of parking from the developers at the Doctor’s Surgery previously was discussed, where siting for portacabins and containers was offered for a period of 5 to 7 months, where in fact they were in situ for approximately 15 months and should be asked for rent accordingly. **Action: CLERK & CLLR JOHNSON.**

17.2 Advised of drains requiring clearance on Silver Street to report to Highways. **Action: CLERK.**

17.3 Cllrs advised there had been no photographic opportunities to gather evidence for ongoing parking issue on Thorpe Road.

17.4 Advised of blocked gutter by the bridge by the Shooting Holme to report to Highways. **Action: CLERK.**

17.5 Advised of the Lime trees along The Avenue were dropping branches. Lucinda from Swinton Estate confirmed their tree surveys were scheduled and would have looked at.

17.6 Cllr Simms advised that HBC do have money available for Affordable Housing schemes and that ways to think of facilitating this with the suggestions of land would be welcomed.

**18. DATE OF NEXT MEETING**

18.1 Monday 5th March 2018 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chairman, Cllr Grainger declared the Meeting closed at 21:20pm.

**APPENDIX A**

**MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 5 FEBRUARY 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Hill Top Farm, Ilton, HG4 4JY | Application No: 6.8.25.A.FULMAJ 17/05233/FULMAJ  Retention of farm based educational and tourism facilities; Formation of 9 no. rooflights  Applicant: Mr Rob Middleton | **6 February 2018** |
| Hill Top Farm, Ilton, HG4 4JY | Application No: 6.8.25.B.FULMAJ 17/05232/FULMAJ  Change of use and conversion of agricultural buildings to form accommodation in connection with farm based education and tourism activities  Applicant: Mr Rob Middleton | **6 February 2018** |

**PLANNING APPLICATIONS**

**GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 5 FEBRUARY 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| 42 Park Street, Masham, HG4 4HN | Application for approval of details required under Condition 3 (development details of listed wall) Condition 4 (external wall sample) Condition 5 (roof slate sample) Condition 8 (on-site parking and material storage) Condition 11 (surface water drainage) of planning permission 17/04160/FUL-Erection of 1no. dwelling, detached garage; Demolition of part of boundary wall to form access. | **APPROVED SUBJECT TO CONDITIONS** |
| North Cote Farm, Masham, HG4 4DH | Erection of agricultural building. | **APPROVED SUBJECT TO CONDITIONS** |

**PLANNING ENFORCEMENTS**

**NOTIFIED BY HARROGATE BOROUGH COUNCILTO 8 JANUARY 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| 2 Westholme Court, Masham, HG4 4EY | Erection of single storey and first floor extensions with roof lights, erection of porch, installation of fencing and alterations to fenestration including roof lights. | **Appeal under S78 against refusal of a householder application. Start date 9th January 2018** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 8 January to 5 February 2018** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £253.00 |  |
| Market electricity |  |  |  |  |  | £12.00 |  |
| Honesty Box - Market Place 1 |  |  |  |  |  | £418.80 |  |
| Honesty Box - Recreation Ground One | |  |  |  |  | £9.00 |  |
| Honesty Box - Recreation Ground Two | |  |  |  |  | £16.76 |  |
| Festive Lighting - Christmas Lights |  |  |  |  |  | £1,546.75 |  |
| NYCC Rebate - Swinney Becks work |  |  |  |  |  | £5,395.20 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | | | **£7,651.51** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 5 February 2018 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - January Salary (Tax £18.20) | | |  |  |  |  | 100704 |
| Jen Hurford, Parish Clerk - January Salary (Tax -£172.60) | | |  |  |  |  | 100703 |
|  |  |  | **January Staff Salaries Total** | | | **£1,200.48** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE January |  |  |  |  |  | £18.20 | 100705 |
| Mashamshire Swift Conservation Community Project - S137 Donation | | | | |  | £200.00 | 100698 |
| Gregg Electrical - Christmas Lighting |  |  |  |  |  | £2,991.30 | 100699 |
| Mr David Broadley - Wreath Decoration Prizes | |  | ` |  |  | £60.00 | 100700 |
| Mr A N Reed - 50% Tour de Yorkshire fees | |  |  |  |  | £500.00 | 100701 |
| YLCA - Induction Training Clerk |  |  |  |  |  | £57.50 | 100702 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £3.69) | |  |  |  |  | £77.51 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£5,104.99** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **APPENDIX B (2/2)** | |
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| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Balance as at 5 December 2016 | | |  | £44,091.44 | 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 | | £44,091.44 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 5th February 2018**

Correspondence for information/consideration etc

1. MCO – Response to Contribution to Masham Community Office
2. HBC – Response to Recycling Query following Bring Bank removals
3. HBC – Notification of Local Plan Publication Draft
4. Julian Smith – Acknowledgement of correspondence regarding potential removal of free ATM machines
5. HBC – Notification of Bulb/Wildflower Scheme
6. NYCC – Notification of Planned Road Closure

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

**5TH MARCH 2018**

**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, Jen Hurford (Parish Clerk)

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

**1. APOLOGIES**

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

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

2.1 **Minutes of the Monthly Meeting held on 5th February 2018**.It was **proposed** by Cllr Greensit and **seconded** by Cllr Johnson that the Minutes of the 5th February meeting be formally approved as a true and accurate record. All those who were in attendance at the 5th 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 Barker and Cllr Simms declared interest in Item 4.1.2.

**4. PLANNING MATTERS**

4.1 Planning Applications received:

4.1.1 **W E Jameson And Son Limited, The Mill, Foxholme Lane, Masham, HG4 4EL – Erection of extension in height to existing grain store.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Johnson that MPC had no objections against the application. All those present voted in favour and the **RESOLUTION** was carried.

4.1.2 **Low Sutton, Sutton Lane, Masham, HG4 4PB – Erection of stables and tack room.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Greensit that MPC had no objections against the application. All those present voted in favour and the **RESOLUTION** was carried.

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

4.2.1 Planning Approvals - A list of planning refusals and approvals appear at Appendix A.

4.2.2 Cllrs requested to view the conditions applied to Unit 1 Masham Business Park, Fearby Road, Masham, HG4 4FA. Action: Clerk.

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

**5. FINANCIAL MATTERS**

5.1 Quarterly Review Report. The matters arising from the internal review of financial records of MPC for October to December 2017 were outlined. These were;

5.1.1 Further clarity of identification of electricity elements on receipts from market rents by the Market Superintendent would be helpful.

5.1.2 It was noted that the actual payments for Swinney Beck clearance work and for the Christmas lights appeared to be in excess of those agreed in the minutes. Monies received however did cover these amounts.

5.1.3 There were some minor VAT misallocations the Clerk had already been made aware of for correction.

5.1.4 The bank amended the total market receipts on 4 October by an additional £10 and the total of the supporting excludes the £10, with it being unclear as to what the amount related to.

5.1.5 There was reference to money being collected in December for the retiring Clerk and queried as to whether this had been utilised. Clerk confirmed still £15 remaining and Cllrs agreed a further gift of an alcoholic beverage would be suitable. **Action: CLERK.**

5.1.6 It was unclear as to the current status of outstanding work to be done on electricity matters, tree cutting, £20 refund to sheep fair, provision of the Christmas wreath award and the donation in respect of bird boxes. It was discussed these items had since been addressed.

5.1.7 It was reminded that the ‘available’ cash balance reported at each meeting may not take into account payments approved but not already paid out.

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

5.2.2 It was explained that a £25 discount from the next Green Energy bill is to be anticipated following their error in missing postage.

5.3 Acceptance of the Advice of Receipts and Payments was **proposed** by Cllr Simms 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).

5.4 Commuted Sums December 2017. It was highlighted that the sum of £3.29 is due to Tittybottle Park by 26 June 2018. The Clerk suggested the acquisition of bulbs for this amount to submit to HBC via emailing the receipt, for which Cllrs agreed. **Action: CLERK.**

**6. DESIGN DETAIL OF CHRISTMAS DISPLAY MOTIF – APPROVAL FOR SUBMISSION TO INSURERS**

6.1 Further to Masham Christmas Lights proposal for an alternative Christmas Tree Motif, representative Peter Usher has confirmed it would be dismantled and stored in the locked community storage and maintenance would be undertaken by MCLA and Keith Mott who is building it. Confirmation that MPC’s insurers had confirmed cover for the additional £2,000 to the MCLA’s asset list would be increased at no extra charge. Cllrs showed concern over the size for storage but the Chairman assured it would dismantle into pieces. Cllr Johnson also passed on public comments that multi-coloured lights would make for a variation on all white. Cllrs discussed and agreed in principle with comments to be passed to MCLA. **Action: CLERK**.

**7. TOUR DE YORKSHIRE – UPDATE ON EVENT MANAGEMENT FROM NICK REED**

7.1 Nick Reed confirmed that the big screen and associated costs from HBC are confirmed, with a grant of £2,653 in place, resulting in £2,000 being the most MPC will need to contribute, and that could be significantly diminished if an HBC small grant is forthcoming to cover some/all of the costs of evening entertainment. A revised budget was circulated accordingly.

7.2 Confirmation that Yorkshire Air Ambulance are delighted to steward the parking on the Shooting Holme.

7.3 The public art is to be in I’Ansons yard, with lorries involved. Robert Blades is designing it and Masham School children will be involved in its creation. It was discussed that Masham should enter competitions for the best dressed town and for their public art.

7.4 Other events taking place around town include: Community Cabaret at the town hall (6pm Saturday evening); a joint exhibition between The Making of Mashamshire and Ripon Police Museum; and a car boot sale, cake sale and “static bike fundraiser” at the Sports Association. It is to be assumed that the pubs will also have music / activities but none have yet responded.

7.5 BBC Radio York have been in touch asking to be kept informed of progress, and will be visiting the town to cover preparations. They are especially interested in the creation of an artwork, but may also bring a full outside broadcast as they did in 2014.

7.6 Confirmation of the TdY Roadshow being held at 2pm Tuesday 6th March in the Town Hall, with 26 confirmed attendees from Masham. Further MPC Cllrs agreed to attend.

7.7 Discussion that in the past hot food stalls had not been allowed to the market on special occasions which duplicate the town’s permanent establishments. With the cafes, chip shop and pubs all making special arrangements for the day, including a Bordar House barbecue on the cobbles, it was asked to reaffirm that policy and to ensure the Market Superintendent is informed. Cllrs agreed and also expressed concerns in moving the market within The Square over the event due to the potential upset to stallholders.

7.8 Nick clarified forthcoming work to include; the Event Management Plan for Harrogate BNC, as a condition of the grant; the Small Grants application; the letter to residents for approval at the next meeting;

and finalising information from e.g. pubs, church and chapel to feed into this.

**8. MASHAM MARKET REGENERATION**

8.1 Masham Development Group. Confirmed Cllr Vickery now joined as a member of the committee. Discussion over the suggestion of relocating the market to the other side of the cobbles with a possible trial period over the summer, giving stalls a designated place and introducing T-marks for parking, for which Cllrs agreed with in principle. Group to hold a meeting to discuss in more detail next week, and then suggested to hold another meeting to put forward to stallholders before April’s meeting. Chairman also reported further complaints received from stallholders on 28th February and 3rd March markets, for which were resolved by explaining the cost of snow clearance for the period amounted to approximately £200 which justified the £8 stall charge. Committee could make use of previously drawn up plans from Peter Usher. **Action: CLERK.**

8.2 Designation of Long/Short-Term Parking Areas. Cllr Ellis received quotation for signage and Clerk forwarded to HBC, awaits a response and has chased. It was discussed that these should be erected regardless of HBC’s financial support was **proposed** by Cllr Greensit and **seconded** by Cllr Johnson. It was **RESOLVED** and agreed signage should be ordered once HBC provided actual approval. **Action: CLERK.**

8.3 Provision of Tourist Sign. Chairman clarified local businesses had expressed interest in the signage and the Clerk is awaiting suggestions from the HBC and will chase. **Action: CLERK.**

8.4 Fire & Risk Assessment. Update awaited from Cllr D Broadley. **Action: CLLR D BROADLEY.**

8.5 Masham Business Map. Chairman suggested the supply of an A4 or A5 handout for tourists with a map of the town and points of interest, to aid navigation more easily. Agreed to ask Robert Blades to create a design and to liaise with YLCA as to whether MPC can invest money on this sort of advertising. **Action: CLERK and CHAIRMAN.**

**PUBLIC DISCUSSION INTERVAL**

There were no items to be put forward.

**9. SWINNEY BECK – WORKS TO PRIVATE CULVERT AT FISHER ROW**

9.1 The Clerk reported the Highways response that the small street of Fisher Row is privately maintainable so as such private property. The property owners on Fisher Row could be called upon to establish ownership of the road/land/culvert in this location, and other sources are the Land Registry and Highways Searches. **Action: CLERK**

**10. BUILDERS WORK SITE ON LITTLE MARKET PLACE – UPDATE ON RENT REQUESTED**

10.1 Clerk confirmed response from Ian Robson stating payment arrangements would be sorted for excess of period for siting work stations.

**11. QUAKER TERRACE FOOTPATH**

11.1 Cllr Blades confirmed the task of trying to re-open the footpath started in 2009, with approximately 40 resident letters supporting the use. NYCC have clarified officers had had to put on hold works to prioritise other cases, and would be approximately 2 years before a decision is determined by the Secretary of State. It was proposed by Cllr Greensit and seconded by Cllr Ellis and resolved that a letter should be sent to local MP, Julian Smith, expressing the urgency for a response and the access required for the elderly. An alternative route may be possible and options to be investigated further. **Action: CLERK and CLLR BARKER.**

**12. LOCAL NEIGHBOURHOOD PLAN**

12.1 Cllr Pickard discussed his attendance at the Fearby & Healey Parish Council Meeting on 6th February, where the majority accepted the dismissal of the joint plan, but were disappointed, so agreed that MPC would share their plan amongst committee members. The next stage is to designate an area and establish a committee from the neighbourhood. A meeting to be co-ordinated within the next 6 weeks and suitable meeting room arranged. **Action: CLLR PICKARD**

**13. PARISH COUNCIL ELECTIONS – DISCUSSION ON FORTHCOMING ELECTIONS ON 3RD MAY**

13.1 It was confirmed that nomination packs will not be sent out to MPC but need to be downloaded and submitted between 26 March and 6 April. Agreed for Clerk to circulate amongst Cllrs and collect in by 30th March for Cllr Simms to then deliver in person to HBC.MCO also requested a poster showing photos of the Cllrs to help advise public enquiries over the election, so suggested MCO are invited to the next meeting to take photos of Cllrs. **Action: CLERK.**

**14. DATA PROTECTION REGULATIONS – CHANGES IN LEGISLATION & ALLOCATION OF OFFICER**

14.1 The Clerk advised that YLCA had liaised with HBC over the potential provision of a DPO to Harrogate’s Parish Councils but they were not in agreement to provide the service. Further advisories awaited, but potential providers available. **Action: CLERK.**

**15. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

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

15.1.1 The Clerk advised of receipt of the Julian Smith MP Surgeries from February to June, with Masham’s having been on 23rd February, and scheduled again 4th May and 29th June.

15.1.2 Following MPC’s letter to Julian Smith over the potential removal of free ATM machines, correspondence from Julian Smith confirmed a response from the Economic Secretary to the Treasury and City Minster, clarifying the proposed changes to the interchange fee from the card issuer to ATM and that the Government will monitor the situation and feel widespread free access to cash needs to be maintained.

15.1.3 Notification of complaint from a resident’s complaint over the new street lighting bulbs, and subsequent response to forward to the resident from NYCC suggesting repositioning the angle of the lamp and providing a shield. **Action: CLERK.**

15.1.4 Notification from NYCC of Public Accountability meeting on 27 February which invited questions over burglary, anti-social behaviour, online/cyber crime and road safety. To be held monthly should the Parish have any questions to submit in the future.

15.1.5 Notification of request from YLCA for questions from NALC regarding the DEFRA consultation to tackle crime and waste sector performance was discussed by Cllrs as not being applicable to the Parish to warrant a response.

15.1.6 Request from Masham C of E (VA) Primary School for the use of the town square for their annual Maypole dance on Tuesday 1st May was discussed and agreed to by Cllrs. **Action: CLERK.**

15.1.7 Confirmation of complaint from resident over parking and pavement obstruction on Thorpe Road/Swinton Road junction. Clerk advised complaint had been requested in writing but not received, and that it had been passed on to Highways and the Police, along with a number of evidential photos gathered by the Clerk.

15.1.8 Response from Highways over the slippery surface at Masham Bridge clarifying that the Traffic Engineering Team do not consider the site as apriority for improvements and that the polishing of the road surface is quite common. The high friction surface laid in 2012 is intended to be less likely to be worn by HGVs than the previous buff material, and Highways therefore plan to erect warning signs on the approaches until the road needs to be resurfaced again.

15.1.9 Response from Mitie over rent for siting storage units at Little Market Place covered in Item 10.

15.1.10 Notification of request from Yorkshire Air Ambulance request for the parish to hold a fundraiser for them over the Tour de Yorkshire weekend. Cllrs discussed and suggested the offer of a free market stall/tombola on the market square, or them to put forward reasonable, alternative suggestions. **Action: CLERK.**

15.1.11 Request for permission from The Kings Praise Masham Team to have a temporary banner at the bottom of Station Bank from approximately 23rd March to 15th May was discussed by Cllrs and agreed that it was not MPC’s decision to make. The organisation should be advised of this and that it would be up to them as to whether they go ahead but to be aware Highways may well take the signage down. **Action: CLERK.**

15.1.12 Notification from MCO of there ‘Supporting Masham in the Community’ event to be held at Masham Town Hall from 10am to 1pm on Wednesday 13th June, giving opportunity to give non-commercial, local organisations the opportunity to showcase what they are able to offer.

**16. ANY OTHER BUSINESS**

16.1 Cllr Vickery raised the subject of the unauthorised signage on the Former HSBC Bank, which was clarified as now being removed.

16.2 Cllr Blades advised the drains requiring clearance on Silver Street previously reported to Highways now require urgent attention due to damage to surrounding buildings by the spray from standing water. **Action: CLERK.**

16.3 It was advised that the surface to Masham bridge appears to be subsiding and requires attention. **Action: CLERK.**

16.4 The Chairman advised the observation of toilet paper supplied in public toilet blocks to be of very poor quality, being worse in Ripon than Masham, which does not aid the condition of the toilets to be maintained. Cllr Simms advised the authorities do not actually have to provide public toilets but will enquire further with HBC. **Action: CLLR SIMMS.**

16.5 Advised of resident’s complaint that Millgate footpath was not cleared of snow.

**17. DATE OF NEXT MEETING**

17.1 Monday 9th April 2018 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chairman, Cllr Grainger declared the Meeting closed at 21:15pm

**APPENDIX A**

**PLANNING APPLICATIONS RECEIVED TO 5 MARCH 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| W E Jameson And Son Limited, The Mill, Foxholme Lane, Masham, HG4 4EL | Application No: 6.3.17.AO.FUL 18/00248/FUL  Erection of extension in height to existing grain store  Applicant: W.E. Jameson & Son Ltd | **6th MARCH 2018** |
| Low Sutton, Sutton Lane, Masham, HG4 4PB | Application No: 6.1.19.C.FUL 18/00610/FUL  Erection of stables and tack room  Applicant: Mr N Burton | **15th March 2018** |

**PLANNING APPLICATIONS**

**GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 5 FEBRUARY 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| Unit 1 Masham Business Park, Fearby Road, Masham, HG4 4FA | Erection of extension to industrial building to form 4 units (Use Class B1, B2 and B8) and installation of rainwater tank. | **APPROVED SUBJECT TO CONDITIONS** |

**PLANNING ENFORCEMENTS**

**NOTIFIED BY HARROGATE BOROUGH COUNCILTO 8 JANUARY 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| 2 Westholme Court, Masham, HG4 4EY | Erection of single storey and first floor extensions with roof lights, erection of porch, installation of fencing and alterations to fenestration including roof lights. | **Appeal dismissed** |
| 25 Swinburn Road, Masham, HG4 4HU | Erection of first floor extension over existing garage. | **Appeal under S78 against refusal of a householder application. Start date 13th February 2018** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 5 February to 5 March 2018** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £523.00 |  |
| Market electricity |  |  |  |  |  | £12.00 |  |
| Honesty Box - Market Place 1 |  |  |  |  |  | £303.05 |  |
| Donation - Clerk's Leaving Present |  |  |  |  |  | £20.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | | | **£858.05** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 5 March 2018 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - February Salary (Tax £91) | | |  |  |  |  | 100708 |
| Jen Hurford, Parish Clerk - February Salary (Tax £60.26) | | |  |  |  |  | 100709 |
| John Todd, Market Superintendent - January to March | | |  |  |  |  | 100710 |
|  |  |  | **February Staff Salaries Total** | | | **£1,683.93** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE January |  |  |  |  |  | £151.26 | 100711 |
| Masham IT - Masham Market Website | |  |  |  |  | £115.00 | 100706 |
| Mr Neil Pickard - Travelling Expenses | |  |  |  |  | £79.20 | 100707 |
| Parish Clerk - Refunded Costs |  |  | ` |  |  | £8.72 | 100712 |
| Parish Caretaker - Routine Works |  |  |  |  |  | £32.00 | 100713 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £3.69) | |  |  |  |  | £36.97 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£2,107.08** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | APPENDIX B (2/2) | |
|  |  |  |  |  |  |  |  |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Balance as at 5 December 2016 | | |  | £42,948.41 | 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 | | £42,948.41 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 5th MARCH 2018**

Correspondence for information/consideration etc

1. Julian Smith – Notification of MP Surgeries from February to June
2. Julian Smith - Response from Economic Secretary to The Treasury and City Minster over potential removal of free cash machines
3. Rebecca Foster – Letter of complaint over new street lighting

NYCC – Response to complaint

1. NYPCC – Notification of Public Accountability meeting on 27 February and invitation of questions
2. YLCA – Request for questions to be answered for NALC following DEFRA consultation to tackle crime and waste sector performance.
3. Masham C of E (VA) Primary School – Request for use of town square for annual Maypole dance on Tuesday 1 May.
4. Bronwen Thomas – Complaint of vehicles parked on corner of Swinton Road and Thorpe Road
5. NYCC Highways – Response over report of slippery surface to Masham Bridge
6. Mitie – Response to request for storage rent at Little Market Place
7. Yorkshire Air Ambulance – Request for MPC to hold fundraiser over Tour de Yorkshire
8. The Kings Praise Masham Team – Request for temporary banner at bottom of Station Bank
9. MCO – Notification of Supporting Masham in the Community event on Wednesday 13th June

**MASHAM PARISH COUNCIL**

Mashamshire Community Office, Little Market Place

Masham, North Yorkshire, HG4 4DY

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

Tel: 01765 650363 (Out of Office Hours)

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

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

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

**9th APRIL 2018**

**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 Nigel Simms, Cllr Jane Vickery, Jen Hurford (Parish Clerk)

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

**1. APOLOGIES**

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

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

2.1 **Minutes of the Monthly Meeting held on 5th March 2018**. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that the Minutes of the 5th March meeting be formally approved as a true and accurate record. All those who were in attendance at the 5th 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 Cllr Vickery declared interest in Item 4.3.1.

**4. PLANNING MATTERS**

* 1. Planning Applications received:
     1. **Masham Telephone Exchange, Red Lane, Masham, HG4 4HH – Installation of a 10.8m radio mast supporting 3 antennas and equipment. Formation of Equipment Enclosure.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that MPC did not object to or support the application, but wished to make comments or seek safeguards as follows; 1) It should be noted the trees to the neighbouring property described as to shield the proposal have since been felled. 2) The location to the proposal is within a conservation area. The majority of those present voted in favour and the **RESOLUTION** was carried.
     2. **R** **And E Waite, Black Bull Garage, Black Bull Yard, Red Lane, Masham, HG4 4HD – Demolition of existing garage and erection of 2 dwellings.** After discussion it was **proposed** by Cllr Vickery and **seconded** by Cllr Ellis that MPC supported the application. The majority of those present voted in favour and the **RESOLUTION** was carried.
     3. **North Cote Farm, Masham, HG4 4DH - Erection of replacement weaner building and separate store room.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Greensit that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried.
     4. **4 Mill Hill Cottages, Masham Bridge to High Burton, Masham, HG4 4BP - Erection of a two storey extension.** After discussion it was **proposed** by Cllr Johnson and **seconded** by Cllr Broadley that MPC had no objections to the application. All those present voted in favour and the **RESOLUTION** was carried.

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

4.2. Planning Approvals – There were no planning decisions to report.

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

**5. FINANCIAL MATTERS**

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

5.1.2 It confirmed that HBC had applied the Small Business Relief to the full amount of non-domestic rates due for 2018-19.

5.1.3 Market Rents and Honesty Box end of financial year totals were circulated showing a small decrease in income from 2016-17 totals. It was discussed that the increase to the request for Honesty Box donations to £1.00 may help improve upon this for the forthcoming year.

5.2 Acceptance of the Advice of Receipts and Payments was **proposed** by Cllr Simms 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).

5.3 The Market Superintendents request for a further 15 yellow cones for the Market was discussed, and that a quote should be sought first and provided under the understanding that they are stored after use behind the Town Hall. **Action: CLERK.**

5.4 Following the Market Committees previous agreement to increase stallholder’s rates from 1st July 2018 to £15 for regulars and £20 for casuals over the ‘High Season’ with a £7 retainer fee, and £8 for regulars and £10 for casuals in the ‘Low Season’, it was **proposed** by Cllr Johnson and **seconded** by Cllr Barker that ‘High Season Rates’ should be set at £14 for regulars and £17 for casuals in order to not discourage stallholders. It was **RESOLVED** that the rates should be approved and circulated on the basis that a review is scheduled for January 2019. **Action: CLERK.**

**6. DESIGN DETAIL OF CHRISTMAS DISPLAY MOTIF – APPROVAL FOR SUBMISSION TO INSURERS**

6.1 Further to Masham Christmas Lights proposal for an alternative Christmas Tree Motif, representative Peter Usher has confirmed fundraising is currently underway and the previously queried colouring of the lights will be discussed further once funding is complete. Notification of a fundraising coffee morning on Saturday 14th April at Masham Town Hall was provided.

**7. TOUR DE YORKSHIRE – UPDATE ON EVENT MANAGEMENT FROM NICK REED**

7.1 Nick Reed circulated Residents Letter for consideration and following discussion, was agreed to by Cllrs.

7.2 Confirmation Harrogate BC have awarded us a Small Grant of £652 towards expenditure, which along with the money previously allocated from HBC means that the Parish Council should end up spending under the £2,000 budgeted, as opposed to the current budget which shows an ‘under spend’ of £597.

7.2 Discussion of the possibility of a pop-up carnival on the day, involving costumed dancers and a steel band in the Market Place. All costs would be covered by HBC as a trial run for a possible Harrogate Carnival next year.

7.3 Notification that Kell Bank School is organising a Family Fun Day at Bellfield, with inflatables, games and refreshments. With this in mind, it is not proposed to put children’s rides on the Market Place.

7.4 Discussed that MCO is ordering Masham flags for people to display around the route. These are 100x70cm, with a Yorkshire blue background and a design based on the Masham roundel from the welcome signs / bus stop, and will be available to buy at £6. Also included in the revised budget was the potential for buying 500 hand flags to the same design for children to wave on the route. The use of the Masham Roundall design and the Theakstons seal was discussed, with further investigation to be undertaken before orders are made, but Cllrs agreed to the suggestion. Cllrs also requested that the Parish Caretaker undertakes the flowerbeds to be planted up before the Weekend. **Action: CLERK.**

7.5 Confirmation that Black Sheep Brewery has secured a sponsorship deal to be the official beer of the race, with a “Black Sheep Straight” sprint on Thorpe Road as an official part of the race, securing Masham a prominent role in the broadcast during the day. Discussion was held over a potential wooden feature undertaken by the school and located off Thorpe Road, with logistics and contributers considered.

7.6 Nick proposed to purchase up to 20 Masham-branded hi-vis vests, for stewards to wear over their clothes to help with public information on the day, and the vests being usable for future events. Nick to obtain a quote and source volunteers.

7.7 Notification that BBC Radio York’s breakfast show featured Masham’s TdY preparation live on air on Friday 6th April, with contributions from Nick, Masham School and Black Sheep Brewery, and are keen to repeat this on the day.

7.8 The possibility of the Shooting Holme being too wet for parking on the day was highlighted, and agreed that the forecast be assessed nearer the time before approaching alternative locations.

**PUBLIC DISCUSSION INTERVAL**

* 1. A MoP offered congratulations for the MPC’s work to manage the clearing of Swinney Beck.
  2. A MoP highlighted a number of road surfaces getting particularly dangerous within the Parish, including; the road leading to Roomer Common, the road by the Fire Station, leading up to Swinton Golf Club and Swinton Road. The Clerk confirmed all items had already been reported to Highways and that additional reports from the Public would help apply pressure to Highways, but would contact them to ask to prioritise. **Action: CLERK**.
  3. A MoP highlighted that the late trading of the stallholders on the steam Rally day conflicts with the actual rally putting MoP at risk. Discussed that stallholders need to be requested to have stall removed by 5pm on the day. **Action: MARKET COMMITTEE.**
  4. A MoP reminded of the works required to the fallen Oak Leaf at Sandy Bay in order to arrange a suitable time to supply the required machinery. Cllrs discussed and Saturday 27th April was agreed with a time and logistics to be discussed nearer the time.
  5. A MoP advised of Masham Young Farmers request to have the height barrier up for there tractor gathering at the end of May and Cllrs requested that this be rearranged to a later date due to the potential visiting of Travellers around that time.

**8. MASHAM MARKET REGENERATION**

8.1 Masham Development Group. Cllr Barker clarified nothing to report. Confirmation of a busker having been organised for the special market on 14th and 15th April which is anticipated by Nick Reed to be quiet.

8.2 Designation of Long/Short-Term Parking Areas. Cllr Ellis discussed the recent meeting with Alpha Signs to then draw up final specifications to submit to HBC for approval and that meet Highways standards as requested. It was **proposed** by Cllr Greensit and **seconded** by Cllr Simms that a budget of £2,500 be approved for works from Alpha signs and it was **RESOLVED** to agree to costs within the budget. Clerk to specify a 14 day reply period before MPC will instruct once submitted HBC and to state that as per the Local Grant Fund letter received in 2017, to expect it to be reimbursed accordingly. **Action: CLERK.**

8.3 Provision of Tourist Sign. The Clerk circulated potential designs, with a number of Cllrs preferring the ‘Colchester fingerpost’, but further options from the actual HBC awaited. Cllr agreed to put on hold until the parking signage was erected and reimbursed for before progress this part of the Local Fund 2017 application.

8.4 Fire & Risk Assessment. Update awaited from Cllr D Broadley, along with Superintendent’s signed contract. **Action: CLLR D BROADLEY.**

8.5 Masham Business Map. Chairman circulated a draft design in black and white by Robert Blades, to which Cllrs were agreeable to and requested estimates for printing. **Action: CHAIRMAN.**

**9. SWINNEY BECK – WORKS TO PRIVATE CULVERT AT FISHER ROW**

9.1 Cllr Pickard confirmed communication with resident, Mr Mawer, of Fisher Row, who confirmed that there was no reference to the responsibility of Fisher Row, and following current and previous searches via Highways, the road is suspected to be un-adopted, and therefore MPC can now clarify findings to Highways. Mr Mawer also confirmed his own investigation of the culvert in the summer of 2017 and informed that it appeared in good condition, relieving concerns to Cllrs over the urgency of works. Mr Mawer also relayed sighting of works under the culvert in the summer of 2017 and Cllrs discussed that surely this sets some sort of president to responsibility. Clerk to liaise with Highways over findings and Cllr Pickard to try to find out of resident which organisation undertook work. **Action: CLERK & CLLR PICKARD.**

**10. BUILDERS WORK SITE ON LITTLE MARKET PLACE – UPDATE ON RENT REQUESTED**

10.1 Clerk confirmed response from Ian Robson suggesting a figure of £1,500 plus VAT payment for excess of period for siting work stations and would require an invoice to then settle. Cllrs discussed and agreed to the proposal. **Action: CLERK.**

**11. QUAKER TERRACE FOOTPATH**

11.1 The Clerk confirmed a response to the letter sent to local MP, Julian Smith, was still awaited, expressing the urgency for a response to MPC’s request for a Definitive Map Modification Order, along with the access being required for the elderly. Cllr Barker suggested an alternative route may be possible through a wall in Quaker Terrace.

**12. VEHICLES ON THE RECREATION GROUND – POTENTIAL FENCING/SECURING OF STONES**

12.1 Clerk clarified no response from NYP over Cllr Vickery’s provision of information available from CCTV footage at the Co-op following observations of young man discussing the event and will continue to chase. Cllrs agreed for MFJ Land Management to be instructed to carry out necessary work to tidy up the tyre marks once the ground dries adequately to do so. The option of fencing the Boundary to the Shooting Holme was discussed and agreed to discuss further once HBC confirm whether this would be permitted. Cllr Johnson suggested the securing of the current stones by setting into the ground more to avoid moving off. Cllr Johnson p**roposed** Anthony Leathley to carry out works avoiding mess and damage, and Cllr Ellis **seconded**. It was **RESOLVED** that works should be carried out. It was **proposed** by Cllr Ellis and **seconded** by Cllr Broadley that a ceiling of £200 be put on the cost of works and it was **RESOLVED** for work up to this amount should proceed. **Action: CLERK & CLLR JOHNSON.**

**13. DOG FOULING COMPLAINT – SHOOTING HOLME**

13.1 The Clerk informed a complaint from the MoP of dog mess and bags being left on The Shooting Holme, particularly by the river and on the sports field. The Clerk clarified contact with HBC’s Dog Warden who offered to make her presence more regular in the area and to provide MPC with further signage to erect which Cllrs agreed to the Parish Caretaker putting up. The Warden also informed that more bins could be applied for but that a long wait would be expected due to demand. Cllrs discussed and agreed that there were already enough bins located to the area.

**14. LOCAL NEIGHBOURHOOD PLAN**

14.1 Cllr Pickard circulated a draft of invitees for the initial Local Neighbourhood Plan meeting at 7pm on Monday 23rd April at Masham Town Hall to which Cllrs agreed, and confirmed support from a number of local organisations. Cllr Pickard to Chair and Cllr Grainger, Cllr Ellis and Cllr Blades expecting following the initial meeting attended with HBC. Cllr Pickard notified of other copies of draft plans to explore and depict items to include with Masham’s plan. The process would then be to submit the plan to HBC and to be voted for by the community. This would involve employing planning consultants of which some costs could be recouped of the plan were successful. **Action: CLLR PICKARD**

**15. PARISH COUNCIL ELECTIONS – DISCUSSION ON FORTHCOMING ELECTIONS ON 3RD MAY**

15.1 Following the deadline of submission of nomination packs on 6 April the results of the Public Statement of Persons Nominated was discussed. The results showed Uncontested Elections for all four Parishes within MPC with Cllrs duly elected as follows; Cllr Barker, Cllr Blades, Cllr Ellis, Cllr Metcalfe, Cllr Pickard and Cllr Simms for Masham Parish; Cllr V Broadley and Cllr Greensit for Ellington High & Low Parish; Cllr Johnson for Warthermarske Parish; and Cllr Grainger for Burton on Yore Parish. Cllrs discussed when eight seats were available for Masham Parish, why the 7th submission for Cllr Vickery had not led to her being duly elected. Clerk to enquire with HBC. Cllr Metcalfe with Cllr D Broadley as to his intentions should co-option be an option. **Action: CLERK.**

**16. DATA PROTECTION REGULATIONS – CHANGES IN LEGISLATION & ALLOCATION OF OFFICER**

16.1 Having attended a YLCA Clerk’s course on 6th April, the Clerk advised that YLCA had inclined to await results of theirs and NALC’s attempts at lobbying at Parliament before appointing a DPO, and that also HBC were reconsidering the potential option of supplying a service too. The Clerk confirmed attendance of YLCA’s GDPR course on 17th April and that templates for various required documents and suggestions of procedures could then be supplied to Cllrs at the next meeting for discussion and approval. The Clerk also advised of NABMA’s provision of a guide outlining the requirements required by the market too, and that in due course the Market Superintendent should be advised of these, with assistance offered by MPC should it be needed. **Action: CLERK.**

**17. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

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

* + 1. The Clerk advised of NYCC’s response over concerns of parking at Thorpe Road/Swinton Road and that they have been considered for limited funding available for Traffic Regulation Orders schemes, which become available from April onwards. Cllrs discussed this should be chased given April had begun. **Action: CLERK. Action: CLERK.**

17.1.2 Notification of NYCC’s County Area Committee Meeting for Harrogate District was held on 15th March and should anyone require the Minutes from this, these could be obtained by the Clerk.

17.1.3 Notification from Note Machine to expect changes to the contract with MPC due to the ‘Interchange Fee’ changes.

* + 1. Clarification received from HBC over the walkway onto Westholme Road following planning application at Masham Business Park clarifying that there was no specific related condition, but that it does form part of the flood mitigation scheme covered by condition 10 which requires a pedestrian access/egress onto Westholme Road.
    2. Notification from HBC of garden waste service available from mid-March to November to Cllrs highlighted the unreliability of the service.
    3. Notification from NYCC to request MPC to participate in online survey to establish whether to provide Parish Councils the opportunity to fund the purchase and maintenance of Vehicle Activated Speed signs or Speed Indicator Devices. Cllrs agreed to this and for the Clerk to draft and circulate a response. **Action: CLERK.**
    4. Publicity material from Elan City was received providing information and pricing for Radar Speed Signs, with mains/street light packs available at £1399 and solar packs available at £1799. Cllrs observed these costs were considerably less than those previously provided.
    5. Notification of request from Masham Sheep Fair for funds contributing to repair work to the Sheep Fair trailer at a cost of £270 for replacement axle and tyres, and a new deck and bearers. Following discussion, Cllr Johnson **proposed** that MPC should cover the full amount and was **seconded** by Cllr Greensit. It was **RESOLVED** to cover the full cost of works and the committee should be informed. **Action: CLERK.**
    6. Notification of a response from Health & Safety Executive to report of safety concerns at Former HSBC site. Confirmation given that they had been in touch with the contractor and action had been taken. It was stated that it is unfortunate that the entrance has been left in the state shown in photographs submitted by MPC, however they offered assurance that it does not pose a significant risk, and that the most recent photograph would be sent to the local inspection team. Cllrs discussed and agreed not to take the matter further given the majority of external works was over and the scaffolding now removed.
    7. Request from Masham Sports Association to hold Car Boot Sale on the Recreation Ground on Sunday 6th May, 8am to 1pm was supported by Tour de Yorkshire events organiser, Nick Reed. Cllr Pickard **proposed** that the event should be given the go ahead, Cllr Pickard **seconded** this, and it was **RESOLVED** to agree to the request. discussed and agreed by Cllrs to be given the go ahead. **Action: CLERK.**
    8. Letter from Green Energy notifying MPC of pricing changes from 1st May.
    9. Correspondence from HBC notifying that The Local Fund for the Harrogate District is now open for applications. Amounts of up to £3,000 are available to local small charities and community groups. Cllrs discussed and suggested to put on the next Agenda for ideas to be out forward. **Action: CLERK.**
    10. Discussion over MPC’s letter to Healey resident regarding stray cockerel in Masham following complaint of nuisance from Masham resident. Cllr Metcalfe clarified the cockerel had now been relocated and the Clerk could now confirm this to the reporting resident. **Action: CLERK.**

**18. ANY OTHER BUSINESS**

18.1 A trip hazard near to The Oaks bridge was reported and Cllrs agreed for Leathley & Sons to quote for repair and ‘white line’ the hazard. **Action: CLLR JOHNSON.**

18.2 Part of the play area within the recreation ground was reported as being under water and requested that HBC be asked to assess the issue. **Action: CLERK.**

18.3 It was advised that the broken fence near the Bowling Club requires attention and Cllrs agreed for the Parish Caretaker to mend. **Action: CLERK.**

18.4 It was reported of the slippery surface at Westholme Court play area, as well as the gate requiring checking. Cllrs agreed the Parish Caretaker should be instructed to carry out works to address. Cllr Simms also reported that he had been unable to obtain a quote for a single sheet to carry out repair to the base of the roundabout, and that the original suppliers should be contacted to assist progression. area **Action: CLERK.**

18.5 The Chairman requested that the Parish Caretaker undertakes the annual task of clearing the footpath towards Low Burton and also checks up to Mill Hill. **Action: CLERK.**

18.6 The Chairman also reported standing water next to Masham bridge on the corner leaving debris on the path, and requested the matter was reported to Highways. **Action: CLERK.**

18.7 The Chairman also informed of Highways leaving cleared soil on the verges at Low Burton causing the intrusion of weeds and requested this be addressed before the Tour de Yorkshire weekend. **Action: CLERK.**

**19. DATE OF NEXT MEETING**

19.1 Monday 14th May 2018 starting at 7pm in the Meeting Room of the Town Hall. To include the Annual Meeting and Annual Parish Meeting.

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

**APPENDIX A**

**MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 9 APRIL 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Masham Telephone Exchange, Red Lane, Masham, HG4 4HH | Application No: 6.3.52.C.PNT56 18/0112/PNT56  Installation of a 10.8m radio mast supporting 3 antennas and equipment. Formation of Equipment Enclosure.  Applicant: Arqiva Ltd | **11th APRIL 2018** |
| R And E Waite, Black Bull Garage, Black Bull Yard, Red Lane, Masham, HG4 4HD | Application No: 6.3.35.E.FUL 18/01078/FUL  Demolition of existing garage and erection of 2 dwellings.  Applicant: Mr Waite | **16th APRIL 2018** |
| North Cote Farm, Masham, HG4 4DH | Application No: 6.4.9.F.FUL 18/0113/FUL  Erection of replacement weaner building and separate store room.  Applicant: C H Greensit Ltd | **16th APRIL 2018** |
| 4 Mill Hill Cottages, Masham Bridge to High Burton, Masham, HG4 4BP | Application No: 6.4.15.A.FUL 18/01259/FUL  Erection of a two storey extension  Applicant: Timothy Howard, Jennifer Lowes | **19th APRIL 2018** |

**PLANNING APPLICATIONS**

**GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 9 APRIL 2018**

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

**PLANNING ENFORCEMENTS**

**NOTIFIED BY HARROGATE BOROUGH COUNCILTO 9 APRIL 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Erection of two storey and first floor extensions and lowering of ground level | **Appeal under S78 against refusal of a householder application. Start date 22nd March 2018** |
| 25 Swinburn Road, Masham, HG4 4HU | Erection of first floor extension over existing garage | **Appeal allowed** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 5 March to 9 April 2018** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £1,306.00 |  |
| Market electricity |  |  |  |  |  | £36.00 |  |
| Honesty Box |  |  |  |  |  | £1,002.40 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | | | **£2,344.40** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 9 April 2018 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - March Salary (Tax £15.40) | | |  |  |  |  | 100715 |
| Jen Hurford, Parish Clerk - March Salary (Tax £41.20) | | |  |  |  |  | 100714 |
|  |  |  |  |  |  |  |  |
|  |  |  | **March Staff Salaries Total** | | | **£989.48** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE March |  |  |  |  |  | £56.60 | 100716 |
| YLCA - Annual Subscription |  |  |  |  |  | £418.00 | 100717 |
| Masham Town Hall - Meeting Room Hire | |  |  |  |  | £36.00 | 100718 |
| NABMA - Annual Subscription |  |  | ` |  |  | £381.60 | 100719 |
| YLCA - 50% GDPR Training Course for Clerk | |  |  |  |  | £22.50 | 100720 |
| Parish Caretaker - Routine Works |  |  |  |  |  | £105.00 | 100721 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £0.28) | |  |  |  |  | £5.89 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£2,015.07** |  |
|  |  |  |  |  |  |  |  |

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|  |  |  |  |  |  | APPENDIX B (2/2) | |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Balance as at 31 March 2018 | | |  | £44,584.32 | 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 31 March 2018 | | |  | £0.00 | Cr |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Overall Total | | £44,584.32 | Cr |  |
|  |  |  |  |  |  |  |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 9th APRIL 2018**

Correspondence for information/consideration etc

1. NYCC – Response over concerns of parking at Thorpe Road/Swinton Road.
2. NYCC – Notification of County Area Committee Meeting for Harrogate District held on 15th March.
3. NoteMachine – Notification to expect changes to the contract with MPC due to the ‘Interchange Fee’ changes.
4. HBC – Clarification over walkway onto Westholme Road following planning application at Masham Business Park.
5. HBC – Notification of garden waste service available from mid-March to November.
6. NYCC – Request to participate in online survey to establish whether to provide Parish Councils the opportunity to fund the purchase and maintenance of Vehicle Activated Speed signs or Speed Indicator Devices.
7. ElanCity – Information and pricing for Radar Speed Signs.
8. Masham Sheep Fair – Request for funds to assist in repair work to sheep Fair trailer.
9. HSE – Responses to report of safety concerns at Former HSBC site.
10. Masham Sports association – Request to hold Car Boot Sale on the Recreation Ground on Sunday 6th May, 8am to 1pm.
11. Green Energy – Notification of pricing changes from 1st May.
12. HBC – Notification that The Local Fund for the Harrogate District is now open for applications.
13. MPC – Letter to Healey resident regarding stray cockerel in Masham.

**ANNUAL PARISH MEETING 14th MAY 2018**

**PRESENT:**

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

**Clerk:** Jen Hurford

**Present:**  7 Members of the Public

**1. WELCOME:**

The Chairman welcomed all those present.

**2. APOLOGIES**

Apologies were received from County Cllr Margaret Atkinson and Cllr Neil Pickard.

**3. APPROVE THE MINUTES OF THE ANNUAL MEETING HELD ON 8th MAY 2017**

It was **RESOLVED** that the Chairman should sign the Minutes of the Annual Meeting held on 8th May 2017 as a true and correct record. **Proposed** by Cllr Johnson and **seconded** by Cllr Metcalfe. All those who were in attendance at the 8th May 2017 meeting and who were present voted in favour.

**4. CHAIRMAN’S REPORT**

The Chairman, Cllr Grainger, then presented her report;

End of Year financial balance, at 31st March, was £44,584.32

Masham Development Group; The Parish Council continues to support the regeneration of the Market and the town, and again appointed Nick Reed to administer and promote special market weekends throughout the year, augmented by the farmer's market on the first weekend of months from April, and the signs are that footfall has increased throughout the town.

The drop off bus park on the edge of town is now available and over 100 letters advertising this were sent to coach companies, by the MCO, at the end of last year so we look forward to the increased use of this useful facility.

Parking issues continue to prevent the town realising the full potential of increased visitor numbers and in an effort to add relief to this situation, the Council have commissioned new signs to indicate Short stay on the Market Place, max 2 hours, and Long stay on the Recreation ground park, using the ramp or steps to access town. The long stay presence of walking groups taking up valuable parking on the square, often without contribution is hoped to be directed to this area, by this scheme. The honesty box recommended donation has increased from £50p to £1.00 after many years.

The extremely successful TDY weekend has just taken place and has been declared the best ever, possibly even surpassing the remarkable TDF GD in 2014.  Nick Reed was appointed as event organiser. Masham pulled out all the stops, and comments were made to this effect on the TV coverage. A west Indian mini Carnival was provided by HBC and was much appreciated as was the band on the square in the evening, topping of a very memorable sunny weekend.  The only disappointment was the wonderful ground art created by Rob and Mel Blades and Masham School pupils was not shown on screen. The sensible decision to paint it on wood this year, which the council provided, has enabled that it has been saved, and now lives in the Council's shed, to debut on another such occasion.  As the Cycling World Championships are destined for our area in September next year, we again look forward to more excitement of a similar nature, the likes of which showcases our area to the best possible effect.

Christmas Lights; The council continues to support the Christmas Lights group in their valued fundraising efforts, and economical re-roping of old frames, to provide a very attractive display for the town.  The efforts of this industrious group led by Peter and Pam Usher are much appreciated.

The Council recently reviewed and upgraded their Winter Maintenance Policy on the Market Square snow and ice clearance, engaging further work when necessary.

With the eventual help of NYCC and the Environment Agency, long awaited and necessary clearing work was carried out on the banks and bed of Swinney Beck in the Westholme Road area. The Parish Council engaging the contractors and being refunded for the amount £5395.20. This work was tested recently due to excessive rain and the flow was contained within the banks.

It was with sadness that in September of last year our Clerk of over 7 years, Tom Johnson handed us his resignation, but we have been fortunate that Jen came to join us in December and after her 6 months review, has indicated that she is happy in her job and wishes to continue, for which we are extremely grateful.

Eric continues as Litter Picker and Parish Caretaker and keeps the town looking tidy.

This year's Council financial Support was:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Mashamshire Community Office | | | |  |  |  | £3500.00 |
| Masham Primary School | | |  |  |  |  | £672.00 |
| Masham Community Bonfire | | | |  |  |  | £750.00 |
| Masham Christmas Door Decoration Award | | | | |  |  | £33.33 |
| British Legion (Remembrance Day Wreaths) | | | | |  |  | £50.00 |
| Masham Sheep Fair | | |  |  |  |  | £35.00 |
| Tour de Yorkshire | | |  |  |  |  | £2370.07 |
| Litter Picker Final Salary Bonus | | | |  |  |  | £87.50 |
| Masham Town Hall Community Charity - Christmas Movies | | | | | | | £200.00 |
| Mashamshire Swift Conservation Community Project - Donation | | | | | | | £200.00 |
|  |  |  |  |  | TOTAL |  | £7,897.90 |
|  |  |  |  |  |  |  |  |

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

5.1 A MoP congratulated MPC on the acquisition of the height barrier and repairs to footpaths.

5.2 A MoP reminded of works required either side of the metal bridge from Red Lane to The Oaks, for which Cllr Johnson confirmed he would chase works. **Action: CLLR JOHNSON.**

5.3 A MoP raised concern over speeding traffic on the Leyburn Road and it was agreed to make enquiries with NYP over the provision of mobile cameras, and with Highways over the provision of rumble strips and additional signage. **Action: CLERK.**

5.4 A MoP highlighted the issue of a lack of recycling on building sites and it was discussed to approach HBC about the potential to install a suitable scheme. **Action: CLERK.**

5.5 MPC gave thanks to MoP, Peter Weatherill, for his works and provision of machinery for recent works to the Oak Leaf.

**CLOSURE:**

The Chairman Cllr Grainger declared the Meeting closed at 7.20pm.

**ANNUAL MEETING OF THE PARISH COUNCIL 14th MAY 2018**

**PRESENT:**

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

**Clerk:** Jen Hurford

**Present:**  8 Members of the Public

**1. ELECTION OF CHAIRMAN**

In the absence of the Vice-chairman, it was agreed for Cllr Ellis to invite requests for the election of the Chairman. The election of Cllr Grainger was **proposed** by Cllr Ellis and **seconded** by Cllr Broadley, and it was **RESOLVED** to appoint Cllr Grainger as Chairman for another year.

**2. DECLARATION OF ACCEPTANCE OF OFFICE**

This was agreed to be provided to the Chairman after the meeting**. Action: CLERK**

**3. APOLOGIES**

Apologies were received from County Cllr Margaret Atkinson and Cllr Neil Pickard.

**4. ELECTION OF VICE CHAIRMAN**

Cllrs were advised of Cllr Pickard’s agreement to stand for the position prior to the meeting. The election of Cllr Pickard was **proposed** by Cllr Ellis and **seconded** by Cllr Vickery, and it was **RESOLVED** to appoint Cllr Pickard as Vice-chairman for another year.

**5. MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 8th MAY 2017**

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

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

Following discussion amongst Cllrs the following representatives were agreed;

4.1 Emergency Planning – Cllr Broadley, Cllr Ellis & Cllr Grainger

4.2 Mashamshire Community Office – Cllr Johnson

4.3 Masham Primary School Governor – there were no representatives put forward and Cllr Blades no longer wished to stand down. It was agreed to await further instruction from the school.

4.4 Ripon CAB – Cllr Greensit

4.5 Masham Sports Association – Cllr Barker

4.6 Rural Housing – Cllr Simms

4.7 Market Working Group – Cllr Barker, Cllr Ellis, Cllr Grainger, Cllr Johnson & Cllr Vickery

4.8 Christmas Lights Working Group – Cllr Grainger & Cllr Blades

4.9 Marfield Quarry Liaison Group – Cllr Ellis, Cllr Grainger & Cllr Greensit

4.10 YLCA – following discussion, the requirement for this was not apparent and no representatives were appointed.

|  |  |  |  |  |  |  |  |
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**7. AGREE THE CHAIRMAN’S ALLOWANCE FOR 2018/19**

Following discussion, the Chairman clarified although she would not accept an allowance, she would have the facility put in place. It was **proposed** by Cllr Broadley for the allowance to remain at £250 as per the previous year, this was **seconded** by Cllr Greensit and it was **RESOLVED** to agree the allowance.

**8. AUDIT MATTERS FOR YEAR ENDED 31ST MARCH 2018**

8.1 Approval of the Annual Governance Statement. The statement submitted at the successful internal audit on 14th May was circulated amongst Cllrs. It was **proposed** by Cllr Simms and **seconded** by Cllr Ellis and **RESOLVED** to approve the Annual Governance Statement for submission for external audit purposes.

8.2 Approval of the Annual Receipts and Payments Accounts for Year Ended 31st March 2018. The accounts submitted for internal audit on 14th May were circulated amongst Cllrs. It was **proposed** by Cllr Johnson and **seconded** by Cllr Broadley and **RESOLVED** to approve the Annual Receipts and Payments Accounts for submission for external audit purposes.

8.3 Approval of the Statement of Accounts of the Annual Return. The statement submitted at the internal audit on 14th May and signed by the Internal Auditor was circulated amongst Cllrs. It was **proposed** by Cllr Ellis and **seconded** by Cllr Broadley and **RESOLVED** to approve the Statement of Accounts for submission for external audit purposes. This was then signed by the Chairman and Clerk as Responsible Financial Officer for formal submission with supporting documents above to the external auditor. **Action: CLERK**.

**CLOSURE:**

The Chairman Cllr Grainger declared the Meeting closed at 7.30pm.

**MASHAM PARISH COUNCIL**

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

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

Tel: 01765 650363 (Out of Office Hours)

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

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

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

**MONTHLY MEETING 14th MAY 2018**

**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 Nigel Simms, Cllr Jane Vickery, Jen Hurford (Parish Clerk)

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

**1. APOLOGIES**

* 1. Cllr Neil Pickard (Vice-chairman) and County Cllr Margaret Atkinson.

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

2.1 **Minutes of the Monthly Meeting held on 9th April 2018**. It was **proposed** by Cllr Greensit and **seconded** by Cllr Ellis that the Minutes of the 9th April meeting be formally approved as a true and accurate record. All those who were in attendance at the 9th 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 There were no declarations made.

**4. PLANNING MATTERS**

* 1. Planning Applications received:

4.1.1 **Unit 1 Masham Business Park, Fearby Road, Masham, HG4 4FA – Application to vary condition 4 (hours of operation) of Planning permission 17/05229/FUL – Erection of extension to industrial building to form 4 units (Use Class B1, B2 and B8) and installation for rain water tank.** After discussion it was **proposed** by Cllr Johnson and **seconded** by Cllr Broadley that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried.

* + 1. **2 Westholme Crescent, Masham, HG4 4EY – Variation of conditions 2 (approved plans) and 3 (materials) to allow amendment of the proposed external materials and layout of fenestration of planning permission 17/04368/FUL – Erection of two storey and single storey extensions, porch and installation of roof lights.** After discussion it was **proposed** by Cllr Vickery and **seconded** by Cllr Simms that MPC did not object to or support the application, but wished to make comments or seek safeguards as follows; 1) that the wood cladding was out of keeping with local architecture. All those present voted in favour and the **RESOLUTION** was carried.

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

4.2 Planning Approvals – A list of planning refusals and approvals appear at Appendix A.

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

**5. FINANCIAL MATTERS**

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

5.1.2 It was requested that a full summary of the Tour de Yorkshire expenses were provided by Nick Reed.

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

5.2 The Market Superintendents request for a further 15 yellow cones for the Market was discussed further, with comments that the existing cones are too heavy for the Market Superintendent to store away after use, and market traders confirmed they were required, in particular larger ones due to be driven over easily. Quotations circulated but further quotations required including suitable dimensions. **Action: CLERK.**

5.3 The successful completion on the internal audit on 14th May was confirmed by the Clerk, with submission of completed papers and accounts to be submitted for external audit. It was discussed that a date should be organised for Cllr Ellis to carry out the next quarterly internal check. **Action: CLERK & CLLR ELLIS.**

5.4 Three insurance quotes were circulated from Zurich Municipal, AXA Insurance and Local Councils for consideration for the upcoming renewal on 1st June 2018. Following discussion, it was agreed that local broker, Mr David Broadley, should be asked to review the policies for his input on which one to opt for. It was also noted that should the existing insurer be replaced, that cover was provided for the Market Superintendent to hold up to £1,000 cash within his residence. **Action: CLERK.**

**PUBLIC DISCUSSION INTERVAL**

* 1. A MoP highlighted that remedial works had been undertaken to part of the Red Lane to Westholme footpath, but that the remainder still required attention. Cllrs discussed that the responsibility was split between HBC and NYCC and that the responsible organisation should be chased. **Action: CLERK.**
  2. A MoP suggested that the height barrier to the Shooting Holme should remain open in the fortnight prior to Appleby Fair as otherwise would expect it to be vandalised. Cllrs discussed and agreed that it should remain closed and monitored to then decide on how to manage next year.
  3. A MoP informed that the bonfire site on the Shooting Holme was littered with broken bottles. Cllrs agreed that the bonfire committee should be consulted. **Action: CLLR SIMMS.**
  4. Cllr Johnson notified that there was a broken ‘Masham’ sign at the green at Swinton to be reported to Highways. **Action: CLERK.**
  5. A Swinton Estate representative confirmed a positive reaction was made to the initial proceedings of the Local Neighbourhood Plan following his attendance to the recent meeting lead by Cllr Pickard.
  6. A MoP highlighted the number of potholes and poor state of drains and gullies on the road from Swinton to the leisure centre. It was clarified that this had already been reported but would be chased. **Action: CLERK.**
  7. A MoP asked if the blocked drainage to Church Street and Silver Street had been attended to and agreed this should be chased. **Action: CLERK.**
  8. A MoP advised of disappointment to the HBC Play Area being locked up and asked why it could not be cordoned off. Despite recent communications with HBC, the Clerk confirmed flooding still remained in some areas. It was agreed HBC should be approached to undertake survey or rodding of the drains to check for potential blockages. **Action: CLERK.**

**6. GREENER MASHAM – INTRODUCTION TO THE VOLUNTARY GROUP’S LITTER PICKING SCHEME**

6.1 Spokesperson, John Darby was in attendance accompanied by two representatives of the group and advised of their adhoc litter picks which had been formalised as ‘Greener Masham’, with seven members. Having noticed an increase in litter, predominantly do poo bags, the group focus on paths and lanes every two weeks.

6.2 The group asked whether the group could affiliate to MPC’s insurers in order to provide cover for Public Liability. Cllrs agreed this should be investigated with insurers. **Action: CLERK.**

6.3 The group asked where MPC’s employed litter picker covered and it was clarified responsibility lay at the Market Place, Recreation Ground, Shooting Hole and emptying of bins within Masham to avoid overflow.

6.4 The group suggested a ‘stick and flick’ method for dog foul clearance as endorsed by the National Trust and Forestry Commission, thus avoiding poo bags being littered. It was asked if MPC would endorse this. Cllrs discussed but no decision was reached.

6.5 The group asked where collected litter could be deposited and MPC responded that unfortunately the MPC trade bins were already reaching capacity.

6.5 The provision of more bins near to Jamesons and the sewerage works were discussed.

6.6 The request of repeated presence of the HBC Dog Warden was made and agreed to. **Action: CLERK.**

6.7 The group confirmed their use of a Facebook group to publicise and notified of the ‘www.fixmystreet.com’ website which could be used to highlight issues with litter and potholes.

6.8 The group suggested that HBC do loan necessary equipment but that they would like to purchase their own. Cllr Vickery suggested that MPC could make an S137 donation towards required insurance.

**7. MASHAM MARKET REGENERATION**

7.1 Tour de Yorkshire – update on event management from Nick Reed.

7.1.1 Nick clarified that the morning trade on the market and around town was slower than expected, but that in the afternoon crowds grew, with the big screen again proving popular, the Pop-Up Carnival receiving a very positive reaction and Yorkshire Air Ambulance stewarding raising £1,585. YAA staff involved in the TdY publicity reported that Masham was the busiest town on the route and the race commentary was positive, along with some good pictures of the town, though not of the artwork at I’Ansons Mill.) Black Sheep Brewery’s sponsorship of the event was also reflected on screen hopefully raising Masham’ profile. The Farmers Market reported an exceptional day’s trade and the lemonade stalls run by the Masham Youth Club by the church, and scouts and guides on the Recreation Ground, also enhanced proceedings, showing the enthusiasm of Masham’s young people and raising a lot of money for charity. The family fun day organised by Kell Bank School at Bellfield was also a successful addition.

7.1.2 Organisation of the day went smoothly, with liaisons with NYCC Highways and NY Police regarding road closures, and the emergency services and community first responders improved upon from previous events. Points for improvement or information were; future siting of artwork at a town centre site may be a better option; consideration could be given to approaching the Sports Association to use the river end of the Recreation Ground as an overflow parking area in future; the hand waving flags were not delivered in time, but are not event specific, so 500 are available for future use; it was again noted that most of the vehicles on the Market Place appeared to belong to local residents or business staff and suggested that at weekends and in summer, Market Place parking could be on a disc basis allied to the honesty box with donations as currently requested, but for a 2/3/4 hour stay only. Cllrs discussed that this would be hard to implement.

7.1.3 The budget was circulated and showed that the project spend was no more than £1,034 against the potential budget of £2,000, with the cost of art materials to be confirmed. Nick confirmed work on the HBC Small Grants and Tour support evaluation and claim forms and would pass them to the Clerk for signatures and final submission. **Action: CLERK.**

7.1.4 Thanks were given to the team of volunteer Masham stewards and the contribution of Harrogate Borough Council to the success of this day was noted, with John McGivern from HBC Leisure Services choosing to spend the day in Masham. Nick thanked MPC for engaging him once again to administer this project and confirmed his great satisfaction in taking part. MPC in turn thanked Nick for all his efforts too and agreed a letter of thanks should be sent to John McGivern, and thanks passed to the MCO for all their work and support too. **Action: CLERK.**

7.2 Masham Development Group. Cllr Barker clarified an update could be provided after the next committee meeting on Wednesday 23rd May. Nick Reed clarified the next Special Market of the 2nd and 3rd June, with potential interest from stallholders and music entertainment booked. The Swift Conservation group would like to attend but yet to confirm due to the requirement of their own Public Liability Insurance being required.

7.3 Designation of Long/Short-Term Parking Areas. Cllrs discussed the need to approach local business workers not to park on the Market Square, particularly on market days, and to use the Recreation Ground instead. Having exceeded the 14day reply period for HBC to respond to MPC, following submission of signage for approval, Cllrs agreed that signage should now be ordered. **Action: CLLR ELLIS.**

7.4 Fire & Risk Assessment. Update awaited from previous Cllr D Broadley, along with Superintendent’s signed contract. **Action: CLERK.**

7.5 Masham Business Map. Chairman circulated a second draft design by Robert Blades with a map key of businesses. A cost of £150 for the design was considered and Cllrs requested that a number system was added to the map to then coordinate with the map key of businesses. **Action: CHAIRMAN.**

**8. WORKS REQUIRED TO PARISH ASSETS**

8.1 Bench & surrounding at Golf Club. Further to Cllr Ellis’ report of the overgrown ivy around the bench, Cllrs agreed that the Parish Caretaker should be instructed to clear. **Action: CLERK.**

8.2 Bench at Sandy Bay. Following Cllrs recent works to the Oak Leaf, it was noted of the benches unsafe positioning upon unstable ground close to the river bank. Cllrs agreed that the Parish Caretaker should be instructed to re-site the bench. **Action: CLERK.**

8.3 Picnic tables at the Shooting Holme. Following Cllr Pickard’s and a MoP’s request to provide replacement picnic tables for those previously removed, the Chairman provided quotes of £179 including VAT from Sam Turners, and £125 plus VAT for tantalised tables from Grantley Saw Mills. Cllrs agreed two tables from Grantley Saw Mills should be purchased and sited after Appleby Fair. At the request of a MoP, the surrounding stones to prevent encroaching cars to the area would then be replaced. **Action: CLERK & CLLR GREENSIT.**

**9. RENTAL AGREEMENT WITH MASHAMSHIRE COMMUNITY OFFICE – APPROVAL OF 2018-19 TERMS**

9.1 The agreement was circulated amongst Cllrs with a rent of 720pa. Agreement to the terms was **proposed** by Cllr Greensit and **seconded** by Cllr Broadley. All those present voted in favour. It was **RESOLVED** that the agreement should be approved for signature and return. **Action: CLERK.**

**10. VEHICLES ON THE RECREATION GROUND – POTENTIAL FENCING/SECURING OF STONES**

10. Cllr Johnson clarified that a quote from E Leathley & Sons for the securing of the current stones by setting into the ground more to avoid moving off was awaited. **Action: CLLR JOHNSON.**

**11. DOG FOULING COMPLAINT – SHOOTING HOLME**

11.1 The Clerk confirmed signage from HBC’s Dog Warden was awaited and had been chased. A MoP suggested the provision of more bins however Cllrs felt that they were already enough provided.

**12. LOCAL NEIGHBOURHOOD PLAN**

12.1 In Cllr Pickard absence, it was confirmed that the meeting on 23rd April was well attended and participants were forthcoming, and that a full update would be provided at the next meeting. **Action: CLLR PICKARD**

**13. PARISH COUNCIL ELECTIONS – UPDATE FOLLOWING ELECTIONS ON 3RD MAY**

13.1 Following the results of the recent elections, the Clerk circulated HBC ‘Register of Interest Forms’ for completion by Cllr and reminded of the Declaration of Acceptance and Expenses Forms outstanding from some Cllrs were required back. Further to instruction from HBC that the remaining Masham Councillor position available, and that having already publicised via the election notices, that MPC could co-opt a final Councillor which should be within 35 days of the election results. Cllr Johnson notified of previous Cllr D Broadley’s interest, and MoP, Peter Weatherill, was in attendance and volunteered for the position. Co-option of Peter Weatherill as a Councillor was **proposed** by Cllr Vickery and **seconded** by Cllr Broadley. All those present voted in favour. It was **RESOLVED** that the Peter Weatherill should join MPC. The Declaration was signed to be held by Clerk, with confirmation form to be completed and submitted to HBC to notify of the new Cllr. **Action: CLERK.**

**14. DATA PROTECTION REGULATIONS – CHANGES IN LEGISLATION & ALLOCATION OF OFFICER**

14.1 Following lobbying to exempt Parish Council’s from having to appoint DPO, the Clerk clarified the matter was still ongoing at the house of Lords. Although a price of £375pa had been provided by HBC for a DPO service, one was yet to be provided by YLCA for their service. The Cllrs discussed and agreed that the appointment of a DPO to comply with legislation coming into force on 25th May should be discussed again at the next meeting in the hope that NALC’s billing is successful. The Clerk notified of works on the required template documents to produce in draft for input from Cllrs. **Action: CLERK.**

**15. EMPLOYMENT OF CLERK**

15.1 Consideration of employment following 26-week probationary period and staff appraisal. Following the staff appraisal Cllrs agreed to a successful probationary period for the new Clerk to be made permanent.

15.2 Consideration of NALC new pay scale 2018-19. Following YLCA’s issuing of the agreement on recommended pay scales for this financial year, Cllrs agreed to the Clerk pay scale to be increased accordingly.

15.3 Review of increase in point up existing pay scale from 1st April 2018. Following the Clerk’s contract terms and discussion by Cllrs, Cllr Ellis **proposed** the Clerk’s salary should be increased as per NALC’s recommendation and that the Clerk should be moved up to the next point on the pay scale. Cllr Broadley **seconded** the proposal and the matter was **RESOLVED**. **Action: CLERK.**

15.4 Discussion over provision of laptop. Further to discussions at interview over the consideration over the provision of a laptop after a successful probation period, the Clerk informed Cllrs of MPC’s IT support recommendation of purchasing from PC World, with a budget of £350 to £450, and that an antivirus package would be required at approximately £30 to £40, as well as a Microsoft Office subscription at approximately £60pa. It was also highlighted that due to the GDPR legislation, works for the MPC should not be carried out on other laptops, and that a council laptop could be passed to Cllrs for use during Clerk’s annual leave. Cllrs agreed that a suitable laptop should be sourced for approval at the next meeting. **Action: CLERK.**

15.5 Covering of duties over Annual Leave. The Clerk confirmed forthcoming dates whereby meetings would not be missed, however the checking of emails and emptying of the Market Place Honesty Box would be of assistance. The Chairman offered to check the Clerk emails and Cllr Ellis and Cllr Vickery offered to empty and bank monies, with the Clerk providing the necessary items/information at the next meeting. **Action: CLERK, CHAIMAN, CLLR ELLIS & CLLR VICKERY.**

**16. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. Details of the correspondence received in the month for discussion/information were shown at Appendix C.

16.1.1 The Clerk advised of HBC’s notification of invite of two representatives and questions to be asked at the Parish Consultation Meetings 6pm Thursday 28th June at Darley Memorial Hall, but none were put forward.

16.1.2 Notification of home energy efficiency grants and interest free loans from the HBC was given.

* + 1. Notification of HBC’s request to participate in survey over their draft Welfare Support Strategy was given, however Cllrs did not wish to participate.
    2. The Clerk advised of Calor Rural Community Fund’s notification of off-grid communities chance to receive grants up to £5k to help fund schemes to improve local life. The Chairman suggested the provision of an adult exercise facility near to the play area could be developed in the future for similar funding.
    3. NYPCC’s request to participate in National Rural Crime Survey was highlighted and some Cllrs confirmed their completion of this already.
    4. Notification of HBCs Single Use Plastic Meeting 2pm Wednesday 6th June at The Civic Centre was given, but no interest was put forward.
    5. CEO’s information of 2017-18 statistics and request for funding was advised of. Cllrs agreed that previous years donation should be clarified for further consideration at the next meeting.
    6. HBC response over waste & recycling bins at Maple Creek following complaint from MoP was outlined advising that the provision of more regular emptying was being looked into.
    7. The Clerk informed of YLCA’s request to respond to consultation covering Unauthorised Developments and Encampments and it was agreed for the Clerk to look into a response to this. A**ction: CLERK.**
    8. Cllrs were advised of Seafarers UK request to fly the Red Ensign for Merchant Navy Day on 3rd September and it was agreed this should be done again, with the Market Superintendent to be notified. **Action: CLERK.**
    9. NY Fire & Rescue Service Pipe Band request to play on the Market Square, around 2pm on a Sunday afternoon in June/July was put forward and Cllrs agreed, suggesting a first Sunday of the month would be a good event to align with a Special Market. **Action: CLERK.**
    10. Julian Smith’s response from NYCC over request to expedite the Definitive Map Modification Order submitted at Black Bull Yard was outlined, and that NYCC had confirmed a number of similar matters requiring attention and that it could not be expedited.
    11. NYCC’s response over responsibilities of culvert at Fisher Row was clarified that they would anticipate this be of the residents of Fisher Row. Cllr Johnson suspected responsibility could well lie with Swinton Estate.

**17. ANY OTHER BUSINESS**

17.1 The Chairman clarified of the clash of the market on Sunday 13th May with the car rally and despite not being made aware of the market prior to the event, that the Market Superintendent had managed to successfully obtain market rents.

**18. DATE OF NEXT MEETING**

18.1 Monday 4th June 2018 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chairman, Cllr Grainger declared the Meeting closed at 22:00pm.

**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 14 MAY 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Unit 1 Masham Business Park, Fearby Road, Masham, HG4 4FA | Application No: 6.3.333.A.DVCON 18/01486/DVCON  Application to vary condition 4 (hours of operation) of Planning permission 17/05229/FUL – Erection of extension to industrial building to form 4 units (Use Class B1, B2 and B8) and installation for rain water tank.  Applicant: Spirit of Masham | **15th MAY 2018** |
| 2 Westholme Crescent, Masham, HG4 4EY | Application No: 6.3.337.B.FUL 18/01329/DVCON  Variation of conditions 2 (approved plans) and 3 (materials) to allow amendment of the proposed external materials and layout of fenestration of planning permission 17/04368/FUL – Ercetion of two storey and single storey extensions, porch and installation of roof lights.  Applicant: Mr & Mrs D Arnold | **15th MAY 2018** |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 14 MAY 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| Land Comprising Field At 422023 480727, Foxholme Lane, Masham, HG4 4DT | Outline planning permission with access into the site considered for up to 60 houses, demolition of existing buildings, construction of commercial units (Use Class B1/B2/ B8/D2) and informal public open space. | **APPROVED subject to conditions** |
| Low Sutton Sutton Lane Masham Ripon North Yorkshire HG4 4PB | Erection of stables, agricultural building and tack room/store. | **APPROVED**  **subject to conditions** |
| Masham Telephone Exchange, Red Lane, Masham, HG4 4HH | Installation of a 10.8m radio mast supporting 3 antennas and equipment. Formation of Equipment Enclosure. | **Prior approval not required** |
| North Cote Farm, Masham, HG4 4DH | Erection of replacement weaner building and separate store room. | **APPROVED**  **subject to conditions** |
| Lamb Hill Farm, Masham, HG4 4DJ | Felling of 1 Beech Tree with TPO 10/1993 | **APPROVED**  **subject to conditions** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 14 MAY 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Erection of two storey and first floor extensions and lowering of ground level | **Appeal under S78 against refusal of a householder application. Start date 22nd March 2018** |
| The Old Bank, 14 Park Square, Masham, HG4 4HF | Notification of communication received on 27 April 2018 reporting a possible breach of planning control; Development not in accordance with the approved plans - footways and planters/planting. |  |
| Land Comprising Field At 422755 480244, Thorpe Road, Masham | Outline application for the erection of up to 80 dwellings with access considered (Site area 4.2ha). | **Appeal made against refusal of planning permission. Start date 2nd May 2018** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 9 April to 14 May 2018** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £3,483.00 |  |
| Market electricity |  |  |  |  |  | £18.00 |  |
| Honesty Box |  |  |  |  |  | £2,310.02 |  |
| KMLDPC Laverton Quarry Rent |  |  |  |  |  | £850.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | | | **£6,661.02** |  |
|  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 14 May 2018 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
| John Todd, Market Superintendent - 2017-18 Annual 2% Bonus (Tax £0) | | | | | |  | 100723 |
| Eric Wilkinson, Litter Picker - April Salary (Tax £15.40) | | |  |  |  |  | 100724 |
| Jen Hurford, Parish Clerk - April Salary (Tax £41.20) | | |  |  |  |  | 100725 |
|  |  |  |  |  |  |  |  |
|  |  |  | **April Staff Salaries Total** | | | **£1,380.48** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE April |  |  |  |  |  | £57.00 | 100726 |
| Alpha Signs - Honesty Box Sign Stickers | |  |  |  |  | £144.00 | 100727 |
| KMLDPC - Laverton Quarry Rent |  |  |  |  |  | £850.00 | 100728 |
| MCO - Office Hire & Business Services | |  | ` |  |  | £202.90 | 100729 |
| Swinton Estate - Recreation Ground Rent | |  |  |  |  | £1.00 | 100730 |
| Swinton Estate - Market Place Rent |  |  |  |  |  | £50.00 | 100731 |
| Masham Sheep Fair - Trailer Repairs S137 | |  |  |  |  | £270.00 | 100732 |
| Fall Timber - TDY Land Art Timber S137 | |  |  |  |  | £335.40 | 100733 |
| Masham CE School - TDY Land Art Paint S137 | |  |  |  |  | £207.95 | 100734 |
| Masham Town Hall - Room Hire |  |  |  |  |  | £12.00 | 100735 |
| Mr A N Reed - TDY 50% Co-ordination Fees | |  |  |  |  | £500.00 | 100736 |
| Mr A N Reed - TDY Expenditure |  |  |  |  |  | £1,568.52 | 100737 |
| Mr A N Reed - Market Promotion Costs | |  |  |  |  | £82.00 | 100738 |
| North Yorkshire Conveniences - TDY WC Hire | |  |  |  |  | £450.00 | 100739 |
| Parish Caretaker - Routine Works |  |  |  |  |  | £80.00 | 100740 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £2.63) | |  |  |  |  | £55.17 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£6,246.42** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | APPENDIX B (2/2) | |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 30 April 2018 | | |  | £45,446.23 | 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 30 April 2018 | | |  | £0.00 | Cr |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Overall Total | | £45,446.23 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 14th MAY 2018**

Correspondence for information/consideration etc

1. HBC – Notification of Parish Consultation Meetings 6pm Thursday 28th June at Darley Memorial Hall.
2. HBC – Notification of home energy efficiency grants and interest free loans.
3. HBC – Request to participate in survey over their draft Welfare Support Strategy.
4. Calor Rural Community Fund – Notification of off-grid communities chance to receive grants up to £5k to help fund schemes to improve local life.
5. NYPCC – Request to participate in National Rural Crime Survey.
6. HBC – Notification of Single Use Plastic Meeting 2pm Wednesday 6th June at The Civic Centre.
7. CEO – Information of 2017-18 statistics and request for funding.
8. HBC – Response over waste & recycling bins at Maple Creek following complaint from MoP.
9. YLCA – Request to respond to consultation covering Unauthorised Developments and Encampments.
10. Seafarers UK – Request to fly the Red Ensign for Merchant Navy Day on 3rd September.
11. NY Fire & Rescue Service Pipe Band – Request to play on the Market Square, around 2pm on a Sunday afternoon in June/July.
12. Julian Smith – Response from NYCC over request to expedite the Definitive Map Modification Order submitted at Black Bull Yard.
13. NYCC – Response over responsibilities of culvert at Fisher Row.

**MINUTES 4th JUNE 2018**

**PRESENT:**

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

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

**1. APOLOGIES**

* 1. Cllr Rob Greensit, Cllr Brian Metcalfe and County Cllr Margaret Atkinson.

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

2.1 **Minutes of the Monthly Meeting held on 14th May 2018**. It was **proposed** by Cllr Johnson and **seconded** by Cllr Broadley that the Minutes of the 14th May meeting be formally approved as a true and accurate record. All those who were in attendance at the 14th 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 There were no declarations made.

**4. PLANNING MATTERS**

* 1. There were no Planning Applications to consider.

4.2 Planning Approvals – A list of planning refusals and approvals appear at Appendix A.

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

4.3.2 **Land Comprising Field At 422755 480244, Thorpe Road, Masham** – Appeal for the outline application for the erection of up to 80 dwellings with access considered (Site area 4.2ha). Cllr Pickard prepared a statement to submit to the Planning Inspectorate which highlighted MPC’s original objections were withheld and also highlighted concerns over the burden to routes, the impact of development so close to I’Ansons Mill, that more suitable smaller locations were available and to notify that the forthcoming Local Neighbourhood Plan will assist in addressing the need for more housing but to cater for the communities’ preferences. The statement was **proposed** by Cllr Ellis and **seconded** by Cllr Vickery and it was **RESOLVED** for the statement to be submitted against the appeal with the original objections. **Action: CLERK.**

**5. FINANCIAL MATTERS**

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

5.1.2 The Chairman advised of the need for a midi-skip to The Shooting Holme following the recent waste left by travellers that was too large in volume for the Litter Picker to address, and that having received verbal consent from Cllrs she could get in touch with one had been ordered at a cost of £150. Cllrs agreed with the decision and it was suggested that Landlords, Swinton Estate, should be approached in due course to contribute to this. **Action: CHAIRMAN & CLERK.**

5.1.3 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).

5.2 The Clerk advised of the renewal of the insurance due from the 1st June through BHIB Insurance Brokers using Local Councils as the insurer, following circulation of three different quotes to Cllrs prior to the meeting. The cover was altered to ensure the covering of cash held by the Market Superintendent, the extra assets purchased in 2017-18 and the correct population number of the Parish. It was **proposed** by Cllr Pickard and **seconded** by Cllr Broadley to give retrospective approval to paying the premium of £378.32. All those present voted in favour and it was **RESOLVED** to cover the premium. **Action: CLERK.**

5.3 Following discussion at the previous meeting over the Market Superintendents request for a further 15 yellow cones for the Market, it was clarified that in fact that 20 cones were required. The Clerk circulated three estimates divulging dimensions and weights and it was confirmed that the cones from ‘Crowd Control Solutions’ at a cost of £6.59, 650mm height and 5kg weight were of suitable type, with a charge of £8.85 plus VAT delivery charge. Cllrs discussed the need for cones to be cleared by the Market Superintendent still which the Chairman and Cllr Barker agreed would be discussed at their upcoming meeting with the Market Superintendent. The signed part contract of employment had not been returned by previous Cllr David Broadley, so was suggested that a new contract should be provided by the Clerk for signature at the meeting. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Broadley that in the meantime the 20 cones should be ordered for delivery to the Town Hall, and it was **RESOLVED** this should be undertaken to avoid delay. **Action: CLERK, CHAIRMAN & CLLR BARKER.**

5.4 Following previous agreement of the provision of a laptop for use by the Clerk, a list of various models of HP laptops ranging in price from £349 to £480 were circulated amongst Cllrs. The additional costs of antivirus packages and Microsoft Office subscription were discussed and the Clerk advised advice had been sought from Masham IT. It was **proposed** by Cllr Pickard and **seconded** by Cllr Broadley that a budget of £400 should be set for the laptop itself. It was **RESOLVED** and for the Clerk to return with an exact models and features to purchase. **Action: CLERK.**

**6. MASHAM MARKET REGENERATION**

6.1 Masham Development Group. Cllr Barker provided an update following the committee meeting on Wednesday 23rd May. Stallholders had suggested the introduction of Starter Stalls at a fee of £10 and it was highlighted insurance could be a problem for small stallholders. The provision of a ‘dis-allowed list’ would be useful to provide to stallholders too. The issue of the Market Superintendent not returning phone calls was brought up too and the Chairman and Cllr Barker agreed this would be discussed at their meeting over the contract of employment with the Market Superintendent. The issue of smoke from the pizza stall was highlighted and the potential relocation to be highlighted to the Market Superintendent. **Action: CHAIRMAN & CLLR BARKER.**

6.2 Stallholders feedback and input. The Chairman confirmed the loss of one of the Wednesday stallholders. Stallholders had also requested more Sunday markets on 17th June, 29th July and 16th September, so that there was one then every fortnight. Cllrs discussed that other uses of the market place, residents and the Market Superintendent’s increased hours should be considered, however, Cllr Vickery highlighted stallholders would be lost to other markets. It was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis not to hold the extra Sunday markets. The majority voted in favour and it was **RESOLVED** not to proceed with the extra markets.

6.3 Request for Holiday Allowance Restoration. Given that the allowance is included within the current rules, it was **proposed** by Cllr Vickery and **seconded** by Cllr Johnson that the current rules should applied and it was **RESOLVED** for these to be restored, with current rents remaining and then can be reviewed before March 2019.

6.4 Toll Limit on Large Stalls. It was discussed whether to put a limit of £30 on large stalls but Cllrs discussed and agreed rates should remain as agreed and be reviewed at the end of the rules period.

6.5 Possible Trial of Small Price Starter Sample Tables. It was **proposed** by Cllr Johnson and **seconded** by Cllr Vickery that the suggested £10 Starter Stalls should be introduced on trial on the basis that their own table is provided at a maximum size of 6ft, with their own insurance in place. All those present voted in favour and it was **RESOLVED** to commence with the trial, which could be included in the Visit Masham website.

6.6 Designation of Long/Short-Term Parking Areas. Cllr Ellis confirmed signage had been ordered and expected to be installed by 14th June.

6.7 Fire & Risk Assessment. Further to the update awaited from previous Cllr D Broadley, it was agreed for the Clerk to resume work to the original template document provided, to then circulate a draft amongst the Market committee for their input. Cllr Johnson also informed of the broken door to the electric box on the market, suggested a replacement wooden door and would return with a cost of doing so in due course. **Action: CLERK & CLR JOHNSON.**

6.8 Masham Business Map. Chairman circulated a third draft design by Robert Blades with a number system added to the map to then coordinate with the map key of businesses. Cllrs agreed on the latest design on the basis that the Long/Short-Term parking areas were highlighted. The Chairman would then research printing costs. **Action: CHAIRMAN.**

**7. TRAVELLERS ON THE SHOOTING HOLME**

7.1 It was notified that all the travellers had now left the Shooting Holme with the exception of one. The Chairman clarified that a neighbour had reported travellers looking at the stones on their arrival to the police, and later when the lock was damaged, however the police informed that it was up to the landowner to investigate. HBC did send an environmental and health officer who stated it was up to Swinton Estate to proceed with any action. The Chairman pointed out the 1994 section 61-61 act used by other Parishes in recent times to remove travellers from their land, and also of the MPC Byelaw conditions which should be upheld. The Chairman also informed of her problems in speaking to anyone using the 101 services.

7.2 Cllrs discussed that MPC should liaise with the police in the run up to Appleby Fair next year in order to establish a successful and agreeable form of action. Cllr Broadley clarified that the Section 61 Act is discretional and it would be unlikely there would be strong enough grounds to action it.

7.3 Cllrs agreed immediate repair to the barrier with Cllr Barker to instruct the original installer to repair and provide a new lock with shorter shackles. **Action: CLLR BARKER.**

7.4 Cllrs discussed the provision of larger boulders to the boundaries with a depression of approximately 1ft that where water could collect. The Chairman advised of another Parish building a bund which was successful in stopping vehicles. This could be achieved without disturbing tree roots by the build up of surface with top soil in Spring, then left to grow over. Cllrs discussed this should be carried out in Autumn and the local quarry could be approached to help with the provision of soil. The works were **proposed** by Cllr Weatherill and **seconded** by Cllr Johnson and it was **RESOLVED** to carry out a site visit to form a plan on Monday 11th June at 7pm. The provision of CCTV was mentioned, but the supply of power considered a challenge. **Action: ALL CLLRS.**

7.5 Cllr Broadley recommended that a letter be sent to the police’s Ripon Safer Neighbourhood Team to explore the use f the Section 61 Act in respect of varying damages, to establish the likelihood of the Byelaw conditions being enforced, and if either enforceable, would the police and CPS support the subsequent action. It was stated there are not enough officers to deal with demand and that rural policing was inadequate. It was agreed copies of correspondence should be sent to local MP, Julian Smith, and NYPCC, Julia Mulligan. It was also suggested that MPC approach Swinton Estate to purchase the land. **Action: CHAIRMAN.**

**PUBLIC DISCUSSION INTERVAL**

* 1. A MoP commended the discussion over Item 7 and asked for clarification over the ownership as house, to which Cllrs confirmed was the gas company and Swinton Estate,
  2. A MoP suggested that the terms of the 999year lease should be looked at to establish the obligations of Swinton Estate with regard to the actions discussed in Item 7.
  3. A MoP informed that one of the Honesty Box signs still showed donations at 50p to which Cllr Ellis confirmed he would amend to £1. **Action: CLLR ELLIS.**

**8. DOG FOULING COMPLAINT – SITING OF SIGNAGE**

8.1 The Clerk confirmed receipt of signage provided by the HBC Dog Warden and Cllr Vickery agreed to locate these in suitable locations. The Clerk would forward the MoP complaint to Cllr Vickery to help distinguish the problem areas. The Dog Warden’s presence was again requested, however the Clerk informed of the warden’s part-time hours making this difficult to achieve. **Action: CLLR VICKERY & CLERK.**

**9. LOCAL NEIGHBOURHOOD PLAN**

9.1 Cllr Pickard informed of a drafted statement to start the process off which had been sent to the Chairman, Paul Theakston and Joe Varga of HBC. Joe responded with recommendations of adjustments to make along with a suitable map to use including all four Parishes. It was advised residents now need to be informed of the plans in order to seek their views. Cllr Pickard suggested a stand using MPC’s gazebo at the forthcoming Sheep Fair to gather support and develop the plan. Cllr Pickard confirmed he would approach the Sheep Fair to organise this and also circulate notes from the initial meeting to all those who attended. **Action: CLLR PICKARD**

**10. CITIZENS ADVICE BUREAU – CONSIDERATION OF S137 DONATION**

10.1 The Clerk advised of MPC’ previous donations of £300 in the 2017-18 financial year, £300 in 2016-17 and £275 in 2015-16. It was **proposed** by Cllr Simms and **seconded** by Cllr Johnson that a donation of £300 be made this financial year following the CAB’s request. Al those present voted in favour and it was **RESOLVED** the donation be actioned. **Action: CLERK.**

**11. AREA 6 HIGHWAYS WORKSHOP – FEEDBACK FROM ATTENDEES**

11.1 The Clerk confirmed attendance with the Chairman and Cllr Greensit at the workshop held with Deborah Flowers on 29th May. It was clarified by the host to report all issues via the Parish Portal and to then telephone thereafter should issues become urgent. The backlog of works to gullies and drains were highlighted, and that low priority jobs, such as work to signs if not warning signs, pavements not in excessive use, would take some time to address. It is encouraged for simple tasks such as sign cleaning to be carried out by Parish Councils and residents themselves. Highways estimated a 30day turnover of works being addressed from being reported. Cllr Greensit notified at the workshop of the poor condition of the road at High Ellington with gullies to both sides at not been addressed and was advised this should be reported again with photos. Following the query of the provision of rumble strips, roundels and extra signage to the approach into Masham via the Leyburn Road, Highways advised that the strips and roundels are not cost effective due to their short life span and that additional road signage is an extensive matter to enforce. It was advised that the traffic engineering team be approached for the provision of flashing speed signs, but with report of incidents and accidents, may be unlikely. Highways clarified they aim to inspect all Highways at least once per year to which the Chairman advised of previous years of MPC’s provision of a list of graded potholes to help Highways undertake work more efficiently to which Deborah would appreciate. **Action: CHAIRMAN, CLLR ELLIS & CLERK.**

11.2 A Cllr advised of a blocked gulley on Red Lane to report to Highways. **Action: CLERK.**

11.3 A Cllr advised of works required to the metal grating to the gulley on the A1608 towards Lamb Hill, past the wood to report to Highways. **Action: CLERK.**

11.4 A Cllr advised of the blocked drain outside Bordar Café to report to Highways. **Action: CLERK.**

11.5 Cllrs advised of the road surfaces previously reported from Fearby Cross to High Swinton, and from High Swinton to Quarry Gill needed chasing with Highways. **Action: CLERK.**

11.6 Cllrs suggested MPC look into the provision of flashing speed signs themselves and for the Clerk to establish costs, maintenance and permissions from Highways to cover on the next Agenda. **Action: CLERK.**

11.7 A MoP asked for Highways Area 6 contact details from the Jacobs Report recommended from 2006.

**12. YLCA REPRESENTATIVES – APPROVAL OF CLLRS**

12.1 Following the Annual Meeting of the Parish Council, the Clerk informed YLCA had since been in touch to request the allocation of two representatives and that Cllr Simms and Cllr Broadley had out themselves forward. It was agreed by all these two Cllrs should be confirmed to YLCA. **Action: CLERK.**

**13. DATA PROTECTION REGULATIONS – UPDATE & CIRCULATION OF TEMPLATE DOCUMENTS**

13.1 Following lobbying to exempt Parish Council’s from having to appoint DPO, the Clerk clarified the billing had since been passed. Prior to the meeting the Clerk circulated draft documents for use including a Consent Form, public and in-house Privacy Notices, and a Data Audit. The Clerk advised that a disposal Policy and Breach of GDPR Policy would be drafted in due course and Cllrs agreed that all documents provided and to be provided should be published on the MPC host website, and that as no mailing list systems were in place, a lot of the documents were not required but should be available. It was highlighted that Cllrs may want to consider the use of MPC hosted email addresses rather than their private email addresses to ensure accounts could be closed and access to data suspended at the end of a Cllrs term, and to also prevent circulation of their personal date too. Cllrs agreed this could be considered and Masham IT should be approached to look into this option further. It was also notified that the Market Superintendent should be approached to ensure stallholders details within his own are locked away too. **Action: CLERK & CHAIRMAN.**

**14. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. Details of the correspondence received in the month for discussion/information were shown at Appendix C.
     1. Mashamshire Swift Conservation Community Project’s request to borrow MPC’s Gazebo and affiliate to MPC’s Public Liability Insurance cover for market stall on 23rd June was considered. It was agreed that the Gazebo be provided but following investigation to insurers, that affiliation to MPC’s cover would not be achievable as the group are not direct volunteers of the Council. **Action: CLERK.**
     2. Notification of the Velo cycle ride on Saturday 9th June was given and advised advertised at the MCO.
     3. Notification of NYCC’s renewal of subsidised local bus services in areas of Hambleton, Harrogate and Richmondshire was given.
     4. The Clerk informed of NYPCC’s request to participate in survey following changes in neighbourhood policing teams and Cllrs agreed given matters covered in Item 7 that this should be completed. **Action: CLERK.**
     5. HBC’s invitation to the Local Lotto for Harrogate District launch events was noted but no attendees came forward.
     6. YLCA’s request to comment on the strategic plan of NALC was noted but no respondents came forward.
     7. Notification of an un-named organisation for the visually impaired request to hold charity pop-up event was given and Cllrs requested further details of the charity and their registered number be provided before consideration be given. **Action: CLERK.**
     8. Notification of HBC’s invitation for formal representations on their Preliminary Draft Charging Schedule Consultation was given. Cllr Simms explained this was aimed at the improvement of Highways and that no action from MPC was required.
     9. The Clerk advised of HBC’s Parks & Environmental Services response to the request to survey land drains to the play area and that drain covers had been lifted showing running water underneath. Cllrs expressed concern that the volume of flood water suggested a blockage, burst pipe or spring, and that this should be monitored.
     10. Barclays notification of branch closure was outlined and Cllr Vickery confirmed that Honesty Box and Market Rents could be cashed in at the PO on the basis that full bags were given, not part. The advantage of this is that the PO is open 7 days a week, eliminating the need for large volumes of cash to be held by the Market Superintendent. Cllrs agreed correspondence should be sent to Barclays stating MPC’s disappointment in the closure of the town’s last bank and the inconvenience it would cause to local residents in the loss of a bank and cash machine. **Action: CLERK.**
     11. Notification of a MoP’s query of ownership of land between Victoria Fountain and Silver Street junction was given due to the encroaching of ivy on their property. Cllrs suspected it would be the responsibility of Highways but agreed the Parish Caretaker should be instructed to remove the ivy and cut at the stem.
     12. Cllrs were informed of YLCA’s Harrogate Branch Annual Meeting invite Monday 18th June and Cllr Simms advised he would aim to attend.
     13. YLCA’s notification of Training Programme July to November 2018 was given but not potential attendees came forward.
     14. NYCC’s notification of Bridge Repairs to Masham South Bridge from 2nd July to 6th July was outlined as works to repair a damaged stone to the arch of the bridge, and that residents were requested not to park in the areas highlighted on the map provided.

**15. ANY OTHER BUSINESS**

15.1 Cllr Blades advised of Road Closure signs requiring collection by Highways by the Co-op and Silver Street. **Action: CLERK.**

15.2 Cllr Johnson advised of the meeting on the footpath on the Oak Leaf Walk at 4.15pm Wednesday 6th June o discuss the erosion and work required and that all were welcome.

15.3 Cllr Weatherill reminded of the need for stalls to be cleared of the market square on the Steam Rally day to be communicated by the Market Superintendent. **Action: CHAIRMAN.**

15.4 The Chairman advised of the slippery state of the pavement from Masham to Low Burton and the Clerk agreed the Parish Caretaker would be chased to carry out cleaning works. **Action: CLERK.**

15.5 Cllr Weatherill enquired as to works required to the second half of the Westholme Court to Red Lane footpath to which the Clerk confirmed works had been and would again be chased. **Action: CLERK.**

15.6 A Cllr informed of the weeds growing around the base of the market square flagpole and it was agreed the Parish Caretaker should be instructed to remove. **Action: CLERK.**

15.7 Cllr Ellis requested that ‘No Parking’ signage be erected to the flagpole to which Cllrs agreed.

15.8 A Cllr highlighted the need to weed the market square cobbles and that Martin Wilkinson should be asked to undertake now. **Action: CLERK.**

15.9 Following Cllr Vickery’s concern over the Parish Caretakers and Litter Pickers safety whilst undertaking works, along with concern over the reflection of lack of H&S on MPC. It was advised he should be wearing hi-viz clothing, steel toe caps, safety goggles or helmet with visor for strimming and be provided with a sharp box for needles. The Chairman advised of hi-viz jackets she could provide and had sourced suitable helmets as preferred by the Parish Caretaker, and that he already wore steel toe caps. Cllrs discussed and agreed that as he was not employed as Parish Caretaker, clothing recommendations could be advisory only and the Clerk should send the example helmets and a Contractors Confirmation of Insurance from for completion. **Action: CLERK.**

**16. DATE OF NEXT MEETING**

16.1 Monday 2nd July 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 JUNE 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |

No applications for consideration.

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 4 JUNE 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| W E Jameson And Son Limited, The Mill Foxholme Lane, Masham, HG4 4EL | Erection of extension in height to the existing grain store. | **APPROVED subject to conditions** |
| 2 Westholme Crescent, Masham, HG4 4EY | Variation of conditions 2 (approved plans) and 3 (materials) to allow amendment of the proposed external materials and layout of fenestration of planning permission 17/04368/FUL - Erection of two storey and single storey extensions, porch and installation of roof lights. | **APPROVED subject to conditions** |
| 4 Mill Hill Cottages, Masham, HG4 4BP | Erection of two storey extension. | **APPROVED subject to conditions** |
| Unit 1 Masham Business Park, Fearby Road, Masham, HG4 4FA | Application to vary condition 5 (hours of operation) of Planning permission 16/05194/FUL -Conversion of industrial building to form 5 units (Use class B1 & B8) and installation of doors. | **REFUSED** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 4 JUNE 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Erection of two storey and first floor extensions and lowering of ground level | **Appeal under S78 against refusal of a householder application. Start date 22nd March 2018. Representations deadline 19th April.** |
| Land Comprising Field At 422755 480244, Thorpe Road, Masham | Outline application for the erection of up to 80 dwellings with access considered (Site area 4.2ha). | **Appeal made against refusal of planning permission. Start date 2nd May 2018. Representations deadline 6th June.** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 14 May to 4 June 2018** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £1,880.65 |  |
| Market electricity |  |  |  |  |  | £24.00 |  |
| Honesty Box |  |  |  |  |  | £1,102.87 |  |
| Mitie Little Market Place Rent |  |  |  |  |  | £1,500.00 |  |
| Parking Donation - Iconic Cycling Events for Pedathalon | | |  |  |  | £100.00 |  |
|  |  | **Total receipts for the month** | | | | **£4,607.52** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 4 June 2018 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| John Todd, Market Superintendent - Quarterly Salary plus additional markets (Tax £0) | | | | | | | 100741 |
| Eric Wilkinson, Litter Picker - May Salary (Tax £91.00) | | |  |  |  |  | 100742 |
| Jen Hurford, Parish Clerk - May Salary (Tax £176.02) | | |  |  |  |  | 100743 |
|  |  |  |  |  |  |  |  |
|  |  |  | **May Staff Salaries Total** | | | **£1,760.43** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE May |  |  |  |  |  | £267.02 | 100744 |
| M Blades - TdY paintbrushes from Sam Turners | |  |  |  |  | £33.14 | 100745 |
| Jen Hurford - Corks & Cases Tom Johnson present wine | | |  |  |  | £15.00 | 100746 |
| Ian Smithson CPFA - Internal audit |  |  | ` |  |  | £135.00 | 100747 |
| Masham Town Hall - Committee room hire | |  |  |  |  | £36.00 | 100748 |
| BHIB Insurance Brokers - Insurance Premium 1 June | | |  |  |  | £378.32 | 100749 |
| D3 Office Group Ltd - Refuse sacks |  |  |  |  |  | £39.22 | 100750 |
| D3 Office Group Ltd - Stationery |  |  |  |  |  | £93.91 | 100751 |
| Grantley Saw Mills - 2x picnic tables |  |  |  |  |  | £300.00 | 100752 |
| Parish Caretaker - Routine Works |  |  |  |  |  | £75.00 | 100753 |
| Jen Hurford - Reimburse stamps |  |  |  |  |  | £8.98 | 100754 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £1.59) | |  |  |  |  | £33.34 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£3,175.36** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | APPENDIX B (2/2) | |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 31 May 2018 | | |  | £46,643.57 | 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 | | £46,643.57 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 4th JUNE 2018**

Correspondence for information/consideration etc

1. Mashamshire Swift Conservation Community Project – Request to borrow Gazebo and affiliate to MPC’s Public Liability Insurance cover for market stall on 23rd June.
2. Velo – Notification of cycle ride on Saturday 9th June.
3. NYCC – notification of renewal of subsidised local bus services in areas of Hambleton, Harrogate and Richmondshire.
4. NYPCC – Request to participate in survey following changes in neighbourhood policing teams.
5. HBC – Invitation to the Local Lotto for Harrogate District launch events.
6. YLCA – Request to comment on the strategic plan of NALC.
7. MoP – Request to hold charity pop-up event.
8. HBC – Invitation for formal representations on it’s Preliminary Draft Charging Schedule Consultation.
9. HBC Parks & Environmental Services – response to request to survey land drains to the play area.
10. Barclays – notification of branch closure.
11. MoP – Query of ownership of land between Victoria Fountain and Silver Street junction.
12. YLCA – Harrogate Branch Annual Meeting invite Monday 18th June.
13. YLCA – Notification of Training Programme July to November 2018.
14. NYCC – Notification of Bridge Repairs to Masham South Bridge.

**MINUTES 2nd JULY 2018**

**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 (Vice-chairman), Cllr Jane Vickery, Cllr Peter Weatherill and Jen Hurford (Parish Clerk)

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

**1. APOLOGIES**

* 1. Cllr Valerie Broadley and County Cllr Margaret Atkinson, with late arrival of Cllr Nigel Simms.

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

2.1 **Minutes of the Monthly Meeting held on 4th June 2018**. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that the Minutes of the 4th June meeting be formally approved as a true and accurate record. All those who were in attendance at the 4th 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 Blades declared an interest in Item 4.1.4.

**4. PLANNING MATTERS**

4.1 Planning Applications received;

4.1.1 **2 Silverdale, College Lane, Masham, HG4 4HD – Removal of door and installation of internal walls; Installation of internal walls and of en suite: Formation of and infilling of internal doorways.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Weatherill that MPC had no objections to the application. All those present voted in favour and the **RESOLUTION** was carried.

4.1.2 **6 Market Place, Masham, HG4 4EB – Listed Building application for the installation of lift with internal alterations.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that MPC had no objections to the application. All those present voted in favour and the **RESOLUTION** was carried.

4.1.3 **Oaklands, 30 Park Street, Masham, HG4 4HN – Listed Building application for amendments to approved roofworks of Planning Permission 14/04275/LB.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Greensit that MPC had no objections to the application. All those present voted in favour and the **RESOLUTION** was carried.

4.1.4 **1 Park Street, Masham, HG4 4HN – Breakfast/Dwelling house; Demolition of outbuildings; Erection of holiday let; Formation of parking; Landscaping.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that MPC did not object to or support the application but wished to make comments or seek safeguards as follows; There are concerns that the off street parking will restrict access to the lane and it is felt that HBC needs to ensure adequate access is provided for the emergency services. All those present voted in favour and the **RESOLUTION** was carried.

4.1.5 **WE Jameson And Son Ltd, The Mill, Foxholme Lane, Masham, HG4 4EL – Removal of 120m of hedgerow.** After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Johnson that MPC did not object to or support the application but wished to make comments or seek safeguards as follows; It is felt that it should be ensured the hedge is replaced. All those present voted in favour and the **RESOLUTION** was carried.

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

4.2 Planning Approvals – A list of planning refusals and approvals appear at Appendix A.

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

4.3.2 **Land Comprising Field At 422755 480244, Thorpe Road, Masham** – Further to HBC’s confirmation of a formal hearing to be held for this appeal, Cllr Pickard suggested this could potentially be held on 11th September in London and asked if MPC should send a representative in addition to the statement previously submitted to the inspectorate. Cllr Pickard volunteered for the role to which Cllrs agreed to, along with associated costs, with an additional statement to be prepared for approval at the next meeting. **Action: CLLR PICKARD.**

4.3.3 **Mistletoe Gallery, 10A Church Street, Masham, HG4 4DR** – No further comments were put forward to add to the potential breach of planning terms.

**5. FINANCIAL MATTERS**

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

5.1.2 The Clerk notified that for June the increase of over £800 to Honesty Box income in comparison to June 2017, however a decrease of over £100 for Market Rent income in comparison to June 2017. Cllr Pickard highlighted if the first three months of the financial year’s Market Rents were accumulated, they actually exceed income in comparison to the first quarter of 2017.

5.1.3 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).

5.2 Following previous agreement of the provision of a laptop for use by the Clerk with a budget of £400 set, advice was sought again from Masham IT who recommended a Dell Inspiron 15557015 model at a price of **£639.57** including a Microsoft Office and McAfee package bundle. The Clerk sought an HP Pavilion 14-bk052sa model with a similar 8GB of storage at a price of £449.98, with the same bundle package at a cost of £509.56. It was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that the HP Pavilion laptop and bundle should be approved. All those present voted in favour. It was **RESOLVED** for the Clerk to proceed with the payment to purchase. **Action: CLERK.**

**6. MASHAM MARKET REGENERATION**

6.1 Masham Development Group. Cllr Johnson provided an update following the most recent committee meeting and that it had been relayed to stallholders of the toll limits and holiday allowance terms discussed at MPC’s meeting in June. There was some resentment shown over the request for extra markets being declined and issue expressed over whether or not the ‘Dogs Trust’ stall pays a rent, and over a new stall being turned away due to repeat of existing stall goods. Stallholders also had requested to move the other side of the cobbles when advised of the health and safety issue of clearing the square by 5pm on the Steam Rally day. Cllrs discussed and agreed the Square should still be cleared by 5pm for health and safety purposes.

6.2 Long/Short-Term Parking Areas. Discussion was delayed to during the public interval.

6.3 Trial of Small Price Starter Sample Tables Update. It was notified that the Town Hall may be willing to lend tables. Interest had been shown by a potential stall for unwanted household goods, however this was felt to be more suitable for a car boot type of stall.

6.4 Fire & Risk Assessment. The Clerk clarified work was ongoing to the original template document and would be circulated at the next meeting. **Action: CLERK.**

In addition, it was also advised that on trying to arrange an appointment to go over the Contract of Employment with the Market Superintendent, that it materialised the contract was left with the employee, for the Chairman and Cllr Barker to then collect and discuss. On receipt of the signed contract two items had been crossed out; a) an annual employment review and b) agreement to attending two Market Development Group meetings per year. Cllrs discussed that unless initialled by MPC, the alterations did not stand and that the appraisal was also documented in the Standing orders. It was agreed that the contract should be returned with a written explanation as to the need for these two items. **Action: CHAIRMAN.**

6.5 Masham Business Map. The Chairman circulated a further design of the map with the Long/Short-Term parking areas highlighted amongst Cllrs and MoP and clarified a photocopy version could then be taken to minimise cost, and that the designer could alter the shops and keys as businesses change. The need for a response from HBC over potential finger post options was highlighted and agreed should be chased to then include the matter on the next Agenda. **Action: CLERK.**

**7. TRAVELLERS ON THE SHOOTING HOLME**

7.1 It was notified that travellers had camped next to the bridge on Sunday 1st July and had had a fire. It was clarified that the fire brigade did go out to advise the travellers to put out the fire. It was also noted that they were swimming in the river which could be highly dangerous and Cllrs agreed that MPC should put warning signage next to the river for the future and a quote be sought. **Action: CLERK.**

7.2 Cllr Johnson confirmed he had had to cut the new padlock off on 27th June following an emergency call from the Clerk advising of a minibus of special needs children being stuck the wrong side of the barrier with the lock jammed, and he would therefore need to submit an invoice for the work undertaken. He also stated he did not feel the padlock was previously cut off by travellers as there were no marks and suspected that they had in fact waited for the waste collectors to go in and followed. It was clarified there was currently no lock in place and the barrier needed to be re-secured again. It was agreed to put the old padlock on with a new code. **Action: CHAIRMAN.**

7.3 Further to a site visit to form a plan of works to prevent vehicles accessing, Cllr Weatherill advised local business Lafarge could not provide topsoil, but could provide more large cobbles, so he would also approach Gebdykes Quarry and other sources for sale. He would aim to provide quotes to level the soil to provide a bank with landscaping by the next meeting, whilst the Clerk would check with HBC for the plans. **Action: CLLR WEATHERILL & CLERK.**

**8. DISABILITY PARKING AND SPEED IN MASHAM**

8.1 Cllr Simms advised of a disable MoP not being able to exit their driveway on College Grove due to parked cars blocking access. Cllr Simms felt this really was a matter for Highways to take responsibility for but had advised he would raise the matter with MPC. Cllr Barker highlighted emergency services would struggle to access too. Cllrs agreed the recessed gateway should be photographed and the matter reported to Highways. **Action: CLERK.**

**PUBLIC DISCUSSION INTERVAL**

* 1. With regards to Masham Business Map circulated in Item 6.5, a MoP advised that the location numbers should be enclosed on a white background, and the background of the whole map should be made yellow to assist people with sight issues. Cllrs agreed this additional version should be produced to compare. **Action: Cllr Blades.**
     1. With regards to item 6.2 Long/Short-Term Parking Areas, the Chairman read out a statement covering the matter as follows;
* Masham has the largest market place in England, surrounded by 48 houses, 3 pubs, 1 school 1 church 1 doctor's surgery, 2 galleries, town hall, and numerous businesses all with no off street parking, which in itself makes free space on the market place at a premium.
* Four years ago due to the decline of the Wednesday Market the PC decided to embark on a programme of promotion and revitalisation, not only for the market but the town as a whole, also the businesses, by heightening the presence of the town increasing the visitor numbers, by employing someone to promote and arrange special festival market weekends.
* Considerable investment has been made by the PC on your behalf, and success has been measured by increases in stall revenue and honest box takings, and busier businesses with increased footfall.
* The council's only income comes from Market stalls and Honesty Box takings, and protecting it is vital to the town. It also covers the large responsibilities the council faces in resurfacing the Market place, last cost for half, 8yrs ago in excess of £20,000. Recreation ground drainage, and the over 300 trees which we now are responsible for.
* This in turn allows the Council to not have to precept. The council is proud of its long record of being precept free for all ratepayers, domestic and business.
* After watching cars trying to park and after two or more attempts and then driving off on many occasions the PC decided to try to address the issue.
* On many occasions walkers park on the square and leave town not contributing to the honesty box, nor the local businesses. There are often a number of cars left for the best part of the day for this purpose.
* Local people have in the past put notes under the window wipers, and the PC has written to ramblers' groups in the area, but to no avail. Only last week I noticed that HG ramblers have issued instruction to walkers to 'Park on Masham market square', on at least two occasions in the near future.
* Last September HBC offered possible grant funding for street furniture and signage etc. so we decided to pursue a scheme to make short stay on MP and long stay on Rec car park with steps to town, directed by a new signage scheme.
* There has been mention in the meeting minutes since then and I did mention this scheme and finger posts, and the new business map to aid identification of our business premises, at the last meeting of MC at the new Masham Gin experience.
* A drop off bus park has been created on land adjacent to BSB bottling plant and letters were sent out by comm office to over 100 coach companies in another attempt to reduce car parking but bring in more visitors.
* It is now apparent that many local businesses , including those not round the square rely on the market place for staff parking, some living Masham and driving to work.
* The PC would like to ask yourselves, in the light of so much apparent opposition to our short stay scheme - intended to help provide spaces for more vital visitors to enable the future of your businesses, where we are to direct these visitors to park, please. We would be delighted to receive your suggestions.
  + 1. A number of MoP gave their feedback, with the main point raised being that the 2hour limit on the Short-Term signs were not long enough, although the basic idea of the two car parks seemed to be supported. One business owner stated that their takings were down by 20% in the last fortnight, but that could possibly due to the hot weather, and that a polite notice should have been included to direct people to the Long-Term area. The Chairman highlighted that other local towns had 1 or 2hour limits, with Pateley Bridge having a 4hour limit. Cllr Greensit also stated he had observed more cars using the Long-Term parking, though business owners stated visitors were put off by the walk down. The Chairman clarified that the edges of The Shooting Holme could also be used as an overflow if required. Cllr Pickard also highlighted the Honesty Boxes to the Long-Term car park had remained at 50p to encourage use. It was also noted the obstruction to visibility of signage on The Avenue due to foliage and Cllrs agreed for the Parish Caretaker to be instructed to cut this back. **Action: CLERK.**
    2. It was asked by a MoP how the scheme would be policed to which Cllrs clarified it wasn’t to be, it was a suggestion to try to encourage visitors rather than to enforce upon them. It was also asked if an overnight exemption for visitors staying overnight could be implemented and Cllrs responded by highlighted the wrongly advertised ‘free-parking’ by certain businesses on the Market Square. MoP felt it was not up to them to advise visitors of this.
    3. A MoP stated more cars were now being parked on the street which Cllrs said had always been an issue, but MoP said this had worsened. Cllr Johnson advised he had had to advise local businesses to try to communicate with parking offenders and to maybe use cones to allow access for deliveries. The Chairman agreed to contact the Ramblers Association again as a MoP stated it seems walkers do not contribute to the Honesty Boxes. Cllrs asked how it could be achieved to get local businesses to encourage their staff to use the Long-Term car park and a MoP stated they wouldn’t want their staff using the steps at night. The Clerk advised Honesty Box income for the Market Square for June 2018 were over £800 more than that of June 2017. Cllrs discussed that a time period of say 10am to 4pm for the Short-Term and a trial period of covering over the ‘2hour’ wording could be considered.
  1. A MoP highlighted that a number of people who had commented on the Thorpe Road development appeal case, had not had any notification from HBC of the official hearing. Concern over HBC’s inconsistency resulting in MoP not being aware meant they were pleased MPC were sending a representative was attending the hearing.
  2. Representative of Greener Masham spoke, confirming their now 11 members since their formation in March this year, with collection of 26 bags of rubbish to date. It was asked that as MPC could not cover the group for Public Liability due to the terms of their insurers stating volunteers needed to be under direct control of MPC, could a donation towards this be offered instead. Cllr Pickard suggested that initially volunteers could sign a disclaimer and that the group should return with an actual figure for Cllrs to consider. It was asked for the provision of dog waste bins to the start of walking routes at the sewerage works and Jamesons. Cllrs commented that there was one already one sited on Foxholme and could the ‘stick & flick’ method already suggested by the group be used. It was asked if MC could promote this and it was agreed for signage to be investigate with the suggestion that MC could provide card and laminated one. It was also highlighted that the group’s activity could be followed by googling ‘litter action’ and by entering the postcode. **Action: CLERK.**
  3. A MoP advised of vandalism to a flower arrangement to the frontage of their property during the beer festival held at the White Bear, and also of a neighbour’s car moved and damaged. The police were called but nothing was done due to a lack of evidence. Cllr Simms had been emailed but a response awaited. It was asked if the White Bear could marshal people leaving the premises but it was responded that the Landlords were looking into the matter but it was difficult to be responsible for people once off their premises. A Cllr suggested coaches could collect them directly from the premises in the future. It was agreed that the problem should be reported officially in writing to the NYPCC, Julia Mulligan, and a designated officer to be provided to the area following the increase in rates, at least to attend when the town was to hold functions, and that the 101 service is showing no improvement. It was discussed that the length of time for a response was not quick enough and that local MP, Julian Smith, should also be advised of this. **Action: CLERK.**
  4. A MoP highlighted coverage recently in the press of monies to be spent on the A6108 highway and that MPC should request signage to be erected. **Action: CLERK.**

**9. POTENTIAL PROVISION OF FLASHING SPEED SIGNAGE**

9.1 The Clerk advised that although independent quotes had been sourced and circulated amongst Cllrs, that Highways had advised that they do not allow Parishes to install their own signage and that they could offer the service for £6,000 plus VAT for three deployments over 4four years. It had been advised however that the current scheme may be amended later in the year giving some more flexibility so Cllrs agreed that a decision should be awaited but that Cllr Simms should be asked to help fight for PCs to provide their own speed signage. **Action: CLERK.**

**10. LOCAL NEIGHBOURHOOD PLAN**

10.1 Cllr Pickard informed that the minutes of the initial had been circulated and that a formal application had been submitted to HBC with receipt acknowledged, but a response now awaited.

**11. RECENT CAR THEFTS AND BURLARIES**

11.1 It was reiterated of the recent car thefts and burglaries within Masham and that Julia Mulligan and Julian Smith should again be written to requesting police presence and a nominated officer, and that the automated mail alerts and phone service had diminished or is very slow. It was highlighted again that the 101 service showed no improvement, the Beer Festival and similar events should warrant some policing of the town, along with vandalism to an elderly MoP’s only form of transport. **Action: CLERK.**

**12. MASHAM PRIMARY SCHOOL GOVERNOR**

12.1 Following the standing down of Cllr Blades from the board, confirmation of correspondence received from the Chair was given. This outlined the option of co-opting a Governor to which Cllrs discussed and agreed a knowledgeable person would be more better equipped to undertake the role than any of the current MPC Cllrs. It was agreed that MPS should support this process on the basis that the co-opted Governor attends MOC’s monthly meeting twice a year in order for Cllrs to be updated and relay feedback. **Action: CLERK.**

**13. STANDING ORDERS - APPROVAL OF UPDATED VERSION**

13.1 Following YLCA’s provision of an updated version of the Standing Orders document drawn up by NALC, the Clerk circulated an updated version for use by MPC. The document was **proposed** by Cllr Johnson, **seconded** by Cllr Pickard. All those present voted in favour and it was **RESOLVED** to adopt the document for use and place on website. **Action: CLERK.**

**14. DATA PROTECTION REGULATIONS – APPROVAL OF RECORDS MANAGEMENT POLICY**

14.1 The Clerk circulated a draft Records Management Policy based on recommendations from YLCA amongst Cllrs. Cllr Pickard **proposed** the document and Cllr Greensit **seconded** the document. All those present voted in favour and it was **RESOLVED** for the document to be adopted and placed on the website host. **Action: CLERK.**

**15. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. The Sheep Fair Committee – Thanks for the donation towards repairs to the trailer were noted.
  2. Yorkshire & North Yorkshire Play & Recreation Association – Invite to enter for the field-play space of the year award were considered and more information required to see if the MUGA could be submitted. **Action: CLERK.**
  3. HBC – Request to partake in survey regarding strategy for their sport and leisure service was noted.
  4. Harrogate & District Vision Support – Previous request to hold a pop-up event was clarified as that of a registered charity, Harrogate & Vision Support, to provide information and sample equipment at a Wednesday market. Cllr Weatherill **proposed** a free market rent should be given and this was **seconded** by Cllr Greensit. All those present voted in favour and it was **RESOLVED** to accept the request and inform the market Superintendent of this. **Action: CLERK.**
  5. MoP – Request to situate memorial bench on Market Square was discussed by Cllrs and agreed that this should be agreed in principle on the basis that the bench is maintained by the provider. A potential site was discussed to be investigated with local premises. **Action: CLLR JOHNSON & CLERK.**
  6. CAB – Thanks following confirmation of 2018-19 donation from MPC were noted.
  7. NYCC – Response over Westholme Court to Red Lane footpath works was given, stating the forthcoming takeover of works by Highways this month, thus expecting the works not to be done until after. Pathways advised they would notify when the takeover of works had taken place for MPC then to resubmit the works request.
  8. Nidderdale Plus – Notification of Quality of Life Survey was noted.
  9. MoP – Advising that stile at Millgate House still not repaired was clarified by Clerk to have been chased with Pathways on multiple occasions.
  10. YLCA – Notification of Joint Annual meeting 2pm Saturday 14th July was noted and that the Clerk should let Cllr Broadley and Cllr Simms know of this.
  11. North Yorkshire Fire and Rescue Service Pipe Band – email of thanks for hosting on Market Square and for the provision of coned area for use on the day was noted. Cllrs also discussed a very good busker attending the market square and whether MPC should donate to him, but Cllrs agreed this would not be appropriate.
  12. MoP – Request to clear around village green trough at High Ellington was advised of and Cllrs agreed the Parish Caretaker should be instructed to strim the area. Cllr Greensit also suggested MoP would them maintain this work thereafter. **Action: CLERK.**
  13. HBC – Confirmation of reimbursement for refuse sacks purchased by MPC for £39.22 was noted.

**16. ANY OTHER BUSINESS**

16.1 Cllr re-addressed Item 6.2, Long/Short-Term Parking Areas, and it was agreed that the 2hour wording to the short-term signs should be covered up and the matter the be reviewed at the next meeting. **Action: CLLR ELLIS.**

16.2 It was highlighted a local business’ signage is being situated so that it is obstructing the Honesty Box signage. It was discussed that the problem was that if one sign was asked to be moved, then all should, and was it a matter for Highways to address. It was agreed to monitor the Long/Short-Term parking first and then re-address.

16.3 The Chairman advised of the amount of weeding to pavements required around the Market Square and Cllrs agreed that they would suggest this to local businesses verbally to help improve the appearance. **Action: ALL CLLRS.**

16.4 It was asked if the Parish Caretaker could strim pavements to Swinton Terrace and Dykes Hill corner to which Cllrs agreed. **Action: CLERK.**

16.5 It was asked if the Parish Caretaker could strim along the stream at Low Ellington to which Cllrs agreed. **Action: CLERK.**

16.6 It was raised the condition of the canopy to Wensleydale Garage to which Cllr Metcalfe confirmed repair works were scheduled.

16.7 It was noted the siting of the new picnic table to the Recreation Ground and that Leathley & Sons should be commissioned to fasten down, and that the surrounding cobbles should be placed back. **Action: CLLR JOHNSON & CLLR GREENSIT.**

**17. DATE OF NEXT MEETING**

17.1 Monday 6th August 2018 starting at 7pm in the Meeting Room of the Town Hall.

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

**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 2 JULY 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| 2 Silverdale, College Lane, Masham, HG4 4HD | Application No.: 6.3.342.LB 18/01273/LB  Proposal: Removal of door and installation of internal walls; Installation of internal walls and of en suite: Formation of and infilling of internal doorways  Applicant: Mr Michael Fieldhouse | 9th July 2018 |
| 6 Market Place, Masham, HG4 4EB | Application No.: 6.3.40.C.LB 18/02437/LB  Proposal: Listed Building application for the installation of lift with internal alterations.  Applicant: Mrs Bemrose | 11th July 2018 |
| Oaklands, 30 Park Street, Masham, HG4 4HN | Application No.: 6.3.104.E.LB 18/02342/LB  Proposal: Listed Building application for amendments to approved roofworks of Planning Permission 14/04275/LB  Applicant: Mrs Kathryn Carter | 16th July 2018 |
| 1 Park Street, Masham, HG4 4HN | Application No.: 6.3.343.FUL 18/02465/FUL  Proposal: Breakfast/Dwellinghouse; Demolition of outbuildings; Erection of holiday let; Formation of parking; Landscaping.  Applicant: Mr & Mrs Chris Monkhouse | 16th July 2018 |
| WE Jameson And Son Ltd, The Mill, Foxholme Lane, Masham, HG4 4EL | Application No.: 6.3.17.AP.HEDGE 18/02458/HEDGE  Proposal: Removal of 120m of hedgerow.  Applicant: WE Jameson And Son Ltd | 17th July 2018 |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 2 JULY 2018**

There are no decisions to report.

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 2 JULY 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Erection of two storey and first floor extensions and lowering of ground level | **Appeal under S78 against refusal of a householder application. Start date 22nd March 2018. Representations deadline 19th April.** |
| Land Comprising Field At 422755 480244, Thorpe Road, Masham | Outline application for the erection of up to 80 dwellings with access considered (Site area 4.2ha). | **Appeal under S78 against refusal of planning permission. Formal hearing date awaited.** |
| Mistletoe Gallery, 10A Church Street, Masham, HG4 4DR | Erection of 5 x signs. | **Report of possible breach on 25 June 2018.** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 4 June to 2 July 2018** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £2,262.55 |  |
| Market electricity |  |  |  |  |  | £12.00 |  |
| Honesty Box |  |  |  |  |  | £2,344.30 |  |
| Bordar House Teas Ground Rent & Water Rates | |  |  |  |  | £610.00 |  |
| HMRC VAT Return |  |  |  |  |  | £1,290.90 |  |
|  |  | **Total receipts for the month** | | | | **£6,519.75** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 2 July 2018 meeting for approval and signature** | | | | | |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
| Eric Wilkinson, Litter Picker - June Salary (Tax £15.40) | | |  |  |  |  | 100755 |
| Jen Hurford, Parish Clerk - June Salary (Tax £61.60) | | |  |  |  |  | 100756 |
|  |  |  | **June Staff Salaries Total** | | | **£1,070.62** |  |
| Bordar House Tea Water Rates Donation | |  |  |  |  | £110.00 | NA |
| HMRC - PAYE June |  |  |  |  |  | £77.00 | 100757 |
| SR Blades - Masham Town Map artwork | |  |  |  |  | £150.00 | 100758 |
| Citizens Advice - Ripon office running costs donation 2018-19 | | | |  |  | £300.00 | 100759 |
| Crowd Control Solutions Ltd - 20 No Parking Cones | | | ` |  |  | £168.78 | 100760 |
| Information Commissioner - Data Protection Renewal Fee | | | |  |  | £40.00 | 100761 |
| Alpha Signs - Signs & stands |  |  |  |  |  | £461.28 | 100762 |
| H Hill & Sons - 2 Midi Skips Tour de Yks | |  |  |  |  | £372.00 | 100763 |
| H Hill & Sons - 1 Mini skip Delivered Travellers | |  |  |  |  | £150.00 | 100764 |
| H Hill & Sons - 1 Mini skip Exchanged & Collected Travellers | | | |  |  | £150.00 | 100765 |
| Parish Caretaker - Routine Works |  |  |  |  |  | £120.00 | 100766 |
| Jen Hurford - Reimburse stamps & 25 miles Mileage | | |  |  |  | £18.21 | 100767 |
| HBC - Annual License Fee |  |  |  |  |  | £70.00 | 100768 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £1.65) | |  |  |  |  | £34.69 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£3,292.58** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | APPENDIX B (2/2) | |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 30 June 2018 | | |  | £49,880.96 | 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 | | £49,880.96 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 2nd JULY 2018**

Correspondence for information/consideration etc

1. The Sheep Fair Committee – Thanks for the donation towards repairs to the trailer.
2. Yorkshire & North Yorkshire Play & Recreation Association – Invite to enter for the field-play space of the year award.
3. HBC – Request to partake in survey regarding strategy for their sport and leisure service.
4. Harrogate & District Vision Support – Request to hold a pop-up event.
5. MoP – Request to situate memorial bench on Market Square.
6. CAB – Thanks following confirmation of 2018-19 donation from MPC.
7. NYCC – Response over Westholme Court to Red Lane footpath works.
8. Nidderdale Plus – Notification of Quality of Life Survey.
9. MoP – Advising that stile at Millgate House still not repaired.
10. YLCA – Notification of Joint Annual meeting 2pm Saturday 14th July.
11. North Yorkshire Fire and Rescue Service Pipe Band – email of thanks for hosting on Market Square.
12. MoP – Request to clear around village green trough at High Ellington.
13. HBC – Confirmation of reimbursement for refuse sacks purchased by MPC.

**MASHAM PARISH COUNCIL**

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

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

Tel: 01765 650363 (Out of Office Hours)

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

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

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

**MINUTES 6th AUGUST 2018**

**PRESENT:**

**Parish Council**: Cllr Flo Grainger (Chairman), Cllr Colin Barker, Cllr Rosemary Blades, Cllr Ian Johnson, Cllr Jane Vickery, Cllr Peter Weatherill and Jen Hurford (Parish Clerk)

**Present:** 7 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Valerie Broadley, Cllr John Ellis, Cllr Rob Greensit, Cllr Brian Metcalfe, Cllr Nigel Simms and County Cllr Margaret Atkinson, with late arrival of Cllr Neil Pickard (Vice-chairman).

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

2.1 **Minutes of the Monthly Meeting held on 2nd July 2018**. It was **proposed** by Cllr Johnson and **seconded** by Cllr Blades that the Minutes of the 2nd July meeting be formally approved as a true and accurate record. All those who attended the 2nd 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 Cllr Johnson declared an interest in Item 6.6 and the Chair in Item 6.1, in respect of being on the Steam Rally committee.

**4. PLANNING MATTERS**

4.1 There were no Planning Applications to consider.

4.2 Planning Approvals – A list of planning refusals and approvals appear at Appendix A.

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

4.3.1 **Jasmine Cottage, 7 Red Lane, Masham** - Cllr Vickery advised that the appeal for the erection of two storey and first floor extensions and lowering of ground level had actually been allowed subject to conditions, but the Clerk had not received formal notification from HBC so would request. **Action: CLERK.**

4.3.2 **Land Comprising Field At 422755 480244, Thorpe Road, Masham** – The approval of the statement for the anticipated hearing had to be awaited upon the arrival of Cllr Pickard, and it was discussed hearing date was still awaited but was to be held in Harrogate.

**5. FINANCIAL MATTERS**

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

5.1.2 The Clerk notified that for July that there was an increase to both the Honesty Box income and Market Rents in comparison to July 2017. It was discussed that there should be a formal review of the market at October’s meeting, with the MDG to discuss beforehand at their September meeting.

5.1.3 Acceptance of the Advice of Receipts and Payments was **proposed** by Cllr Barker 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).

5.1.4 With the absence of cheque signatories Cllr Ellis and of previous Cllr David Broadley, it was agreed cheques should be countersigned upon Cllr Ellis’ return. The situation made it apparent that the cheque signatories should be reviewed and for the Clerk to liaise with Barclays over completing a suitable mandate. **Action: CLERK.**

5.2 Following previous agreement to the payment to Alpha Signs for £461.28 for the long and short-stay car parking signs, it was clarified of their error in submitting the wrong invoice for the works and that the correct amount should have been £2,616 so a new cheque had been issued accordingly to which Cllrs agreed to.

**6. MASHAM MARKET REGENERATION**

6.1.1 Masham Development Group. Cllr Barker advised of their recent meeting on Wednesday 1st August where it was decided that MoP, Malcolm Smith, should be asked if he could in fact help volunteer to clear the cones on market days as a ‘community volunteer’. Cllrs were agreeable to this and that MC insurers should be informed of this to ensure he is covered and his name confirmed to them. It was also suggested that a Hi-Viz jacket should be provided, maybe with wording printed on, and gloves and that costs should be obtained for these. **Action: CLERK.**

6.1.2 It was questioned whether the organiser of the Farmer’s Markets was agreeable with current markets as potentially the normal stalls could be clashing. It was discussed that the Market Superintendent should be liaised with over potentially being turned away and the Chair would discuss further with both. **Action: CHAIR.**

6.1.3 Concerns over the Market Superintendent’s contract were aired and it was suggested that he be written to confirming a time and date of the required appraisal with the Chair and Vice-chair. The Chair confirmed the request in writing for the contract to be signed without amendments to which the Market Superintendent had verbally agreed to. It was also mentioned some complaints over inappropriate use of language and that any complaints must be received in writing in future with a witness’ signature. **Action: CHAIR & CLLR PICKARD.**

6.1.4 It was discussed over some stallholder’s disagreement to the request of the clearance of stalls by 5pm on Steam Rally day for the ’Road Run’ but that in fact those present on the day seemed agreeable and were obliging to the request. Cllr Barker clarified the matter was really between the Steam Rally organisers and police to agree upon Health & Safety aspects in the future, and the Chair advised ongoing communications with the event co-ordinator at the police, and having produced a number of documents including event management papers, risk assessments and insurance papers, she was still being advised that road closures would have to be obtained and hadn’t been able to overcome the H&S aspect for stallholders, but would still continue liaisons and that in fact the committee have to attend H&S events to ensure they are up to date with practice. It was highlighted that the object of the Steam Rally is to preserve the use of steam vehicles on the road so it would defeat the object to stop the road run. Silver Street residents are obliging at clearing the streets of their vehicles and the rally has to do it’s upmost to comply with H&S and to avoid accidents. It was agreed that the matter should be discussed further at the next MDG meeting so clear intentions can be put forward. It was also clarified that some stallholders had stated that MPC had lost £500 in market rents on the day, however July’s income were increased by over £200 from 2017. It was also requested that the Clerk checks the HBC license for terms over stall times too. **Action: MDG Committee & CLERK.**

6.1.5 It was suggested that simpler rates for market rents be considered, for example, a charge per foot of stall and that stallholders should put forward suggested figures for consideration next year.

6.1.6 The Chair also highlighted the recent request from an ice cream van to trade on the market square and that other traders had said they would prefer this was not permitted to which Cllrs agreed.

6.2 Long/Short-Term Parking Areas. Cllrs highlighted that the matter seemed to have settled following the covering of the Short-Term signage of ‘2 hours’ and that the Long-Term was busier. It was commented that walkers and cyclists do not appear to contribute to the Honesty Boxes, despite letters being sent to Ramblers Associations. It was agreed that wording should be added to the Short-Term signage giving direction to the Long-Term and for Cllr Ellis to obtain further quotes to provide this and maybe for an additional sign for Silver Street from Leyburn Road. **Action: CLLR ELLIS.**

6.3 Fire & Risk Assessment. The Clerk circulated a draft based on a template provided NABMA and it was agreed a copy should be provided to the Market Superintendent for his input too. As members of the MDG, it was then agreed that a meeting between the Clerk and Cllrs Johnson and Vickery should be held to go through the wording in detail, and for Cllr Pickard to give his input too. **Action: CLERK, MARKET SUPERINTENDENT, CLLRS JOHNSON, VICKERY & PICKARD.**

6.4 Masham Business Map. The Chair circulated an updated design of the map with the numbering background in yellow which was approved by Cllrs and would then research costs for bulk printing. **Action: CHAIR.**

6.5 Provision of Finger Post. The Clerk circulated quotes from an independent company, however advised that the relevant point of contact at HBC was to begin employment and should be waited for input on what they would agree to or be able to provide before taking the matter further.

6.6 Consideration of estimate to repair cabinet on Market Square. A quote of £201 from T Atkinson & Son was **proposed** by Cllr Barker and **seconded** by Cllr Vickery. All those present voted in favour. It was **RESOLVED** to authorise the works via Cllr Johnson. **Action: CLLR JOHNSON.**

**7. TRAVELLERS ON THE SHOOTING HOLME**

7.1 It was discussed that there had in fact been less travellers visiting this year so deterrents were working to some extent. The Clerk advised they had acquired contact details for a company from West Yorkshire obtained from HBC who could assist with evictions in the future. Cllr Weatherill clarified that top soil could be delivered at £26 plus VAT from Hills and was awaited a quote to hire a dumper for the proposed works. The landscaping was explained to Swinton estate representative, Calum Gillhespy, by the creation of a drop and he confirmed he would enquire as to funds that may be available. The Clerk advised of £1,024 commuted sums available for use too which HBC had previously agreed could be used for the works. **Action: CLLR WEATHERILL.**

7.2 It was suggested that in the future skips should be acquired from HBC but it was highlighted that this was looked into previously and it was in fact cheaper to hire skips privately.

7.3 The Clerk circulated two designs for ‘No Swimming’ signs and four 300x400mm versions at £9.05 each were agreed to be purchased by Cllrs. A MoP stated observations of swimmers towards Fisherman’s Hut and it was agreed a sign should be situated in that direction too. **Action: CLERK.**

**PUBLIC DISCUSSION INTERVAL**

* 1. A MoP queried how stalls are applied for as owners of a shop and previously of a stall, they advised of the strict hygiene regulations they adhere too and that some stalls were not complying which seemed unfair, especially when they pay rates. It was asked that this should be considered that market stalls are complimentary to existing.
  2. A MoP thanked MPC for the changing of the Short-Stay parking signs and stated that they felt it had made a difference and had appeased a number of people.
  3. It was highlighted the broken flag to the second step down to the Recreation Ground and agreed for the Parish Caretaker to address. **Action: CLERK.**
  4. A MoP advised that the Bowling Green car park surface required attention and it was agreed for the Parish Caretaker to address using materials via Hills from Leyburn Quarry. **Action: CLERK.**
  5. A MoP asked if a stallholder attending the Steam Rally could class this as part of their holiday allowance from the market. Cllrs agreed it is up to the stallholders as to where they go. The MoP stated visitors want to see the rally, not to buy from stalls and that the day was successful.
  6. A MoP noted that the Bowling Green car park was misused by the travellers with horses encroaching onto the sports field. It was discussed that it would have to be seen how the coming efforts can reduce this.
  7. A MoP referred back to Greener Masham’s discussion over dog waste and whether an additional dog waste bin could be located. It was discussed that adequate bins were already in place and that in some areas the stick and flick method should be promoted. The Clerk advised poster had not been provided upon request to the Forestry Commission but that MCO could print laminated A5 posters at 85p each. It was discussed MCO could distribute posters with maps that are purchased and to walkers making enquiries. The clerk would devise a draft poster to circulate at the next meeting. **Action: CLERK.**

(Cllr Weatherill made his apologies to leave the meeting.)

**9. HBC PARISH COUNCIL BRIEFING – FEEDBACK FROM ATTENDEES**

9.1 Cllr Johnson and Cllr Vickery confirmed their attendance and that the meeting was an informative and useful insight into the whole planning process, including material considerations and viable applications. The planning authorities are under pressure to supply additional housing and HBC welcome contact with Parish Councils both before and after decisions are made, and welcome feedback. The PowerPoint presentation is awaited to refer back to in the future. HBC also recommended speakers at hearings should attend the hearing before to familiarise with the process, along with practising the speech. Calum Gillhespy also highlighted the ‘new homes bonus’ available from HBC which MPC should try to incorporate into the Local Plan.

**10. PLAY AREAS**

10.1 Approval of forthcoming HBC playground inspections. The Clerk advised of HBC’s offer to undertake the annual playground inspections for Westholme Court and the MUGA at a cost of £66 each to which Cllrs agreed. The Clerk offered to take over monthly checks of Westholme Court and would draft a template checklist for use to which Cllrs also agreed. Cllr Barker agreed to email the Clerk his findings of monthly inspections of the MUGA so a written record could be kept too. **Action: CLLR BARKER & CLERK.**

10.2 Consideration of quotes to replace roundabout base at Westholme Court. The Clerk advised of two estimates obtained, one of £767.50 from Hags and one of £350 from Park Lane Services, whom HBC recommended. Cllr Vickery highlighted the lack of use of the play area, the surface requiring cleaning and the poor state of the surface paintwork, and a MoP also felt it was rarely used. The quote of £350 was **proposed** by Cllr Johnson and **seconded** by Cllr Barker. All those present voted in favour. It was **RESOLVED** that the repair to the roundabout should be approved. It was discussed that the matter of either revamping or abandoning the play area should be looked into further and Park Lane Services asked to advise of works required to clear the surface and carry out the paintwork, whilst also enquiring with Cllr Weatherill on who originally installed the play area to seek their advice too. **Action: CLLR WEATHERILL & CLERK.**

**11. DATA PROTECTION REGULATIONS – APPROVAL OF SAR POLICY**

11.1 The draft SAR Policy based on YLCA’s recommendations was circulated amongst Cllrs and it was **proposed** by Cllr Vickery and **seconded** by Cllr Barker. All those present voted in favour. It was **RESOLVED** that the document should be approved for use. **Action: CLERK.**

**12. STANDING ORDERS - APPROVAL OF AMENDED 2018 VERSION**

12.1 Following the recent approval of an updated version of the Standing Orders document drawn up by NALC, further amendments had been sent by YLCA. The Clerk circulated an amended version for use by MPC. The document was **proposed** by Cllr Johnson, **seconded** by Cllr Barker. All those present voted in favour and it was **RESOLVED** to approve the amended document for use. **Action: CLERK.**

**13. EMPLOYMENT OF CLERK – COVER OF WORK WHILST ON ANNUAL LEAVE IN SEPTEMBER**

13.1 The Clerk requested if Cllr Ellis and Cllr Vickery could again count and bank honesty monies during forthcoming week of annual leave to which Cllrs agreed too. Cllr Vickery also clarified the Post Office would accept filled bags of monies only when depositing of monies is referred to them and Cllrs agreed that the part filled bags would be okay to be locked in the filing cabinets in between collections. **Action: CLLR ELLIS, CLLR VICKERY & CLERK.**

**14. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. HBC – The Clerk notified of the request to partake in survey regarding the Budget 2019-20, Broadband survey and Crime Not To Care questionnaire.
  2. Highways – The update over possible TRO on Thorpe Road/Swinton Road junction was read out explaining that during recent visits, the parking of cars had not been perceived as a problem and that MPC should continue to collect and send photographic evidence. **Action: All CLLRS & CLERK.**
  3. Black Sheep Brewery – The request to use Shooting Holme parking on Thursday 27th September Annual Meeting with £60 donation to accept was considered and approved by Cllrs. **Action: CLERK.**
  4. YLCA – The Clerk notified of the consultation on Bye Laws on Sites of Special Scientific Interest and the Chair agreed she would look into this further. **Action: CHAIR.**
  5. The Landrover Club – The request to start road run from long-stay car park on Sunday 14th October from around 8.30 to 10am was considered and agreed to by Cllrs on the provision that given the time of year the grass areas should be respected, and a donation should be asked for. **Action: CLERK.**
  6. HBC – Notification of new application type, Permission in Principle was discussed as a way of fast tracking housing led applications on Brownfield Sites. Due to the two-week response period, Cllrs agreed plans could be left in the drawer for perusal in the MCO and decisions given by Cllrs by email where dates did not tie in with monthly meetings.
  7. Swinton Estate – The Clerk advised of the agreement to contributing £125 plus VAT to skip hire during travellers visiting and that thanks had been given on behalf of MPC.
  8. HBC – Notification of the request to circulate survey over broadband connections was given should anyone wish to complete.
  9. HBC – The response to query over recycling of builder’s waste following the matter being raised at the Annual Parish Meeting was advised to be that there are no specific schemes in place but that households can use the disposal services or local waste recycling centres.

(Cllr Pickard arrived to the meeting).

4.3.2 **Land Comprising Field At 422755 480244, Thorpe Road, Masham** (continued) – It was discussed that in preparation for the hearing, it was believed that Swinton Estate may propose landscaping to dampen the noise pollution from I’Ansons. It was also discussed whether there was any specific Highways case that could be put forward too. Cllr Pickard advised of a number of documents sent by HBC with regards to the appeal and that these were based on their two points for refusal; 1) Noise – with the proximity to the feed mill meaning an adverse effect on the health and life of residents and; 2) Location – in that it would not respect the landscape, conservation area and proximity to the Church. It was also highlighted that the applicant had given reasons why these were not applicable and had obtained a heritage report. Cllr Pickard advised the statement should be based on strengthening these points and Cllrs then discussed various points including the suggestion of expanding the development of Ibbetson Close instead, or suggest a reduced number of the proposed houses, and that the three parts of the Para 49 of the Town & Planning Act could be considered. A MoP advised that the aspect of noise could be addressed and the Chair had a point of contact to refer Cllr Pickard to if required, and Cllr Vickery advised over a contact at HBC who is also keen to assist. Cllr Pickard advised that he would continue building a defence based on the two points for the statement and that it had been confirmed that the hearing was to be held at 10am on 11th September in Harrogate, and that all those who had commented should be advised during the two weeks prior to this. **Action: CLLR PICKARD.**

**8. LOCAL NEIGHBOURHOOD PLAN**

8.1 Cllr Pickard advised that HBC had not covered the formal application within their July meeting, but that it would be at their 9th August meeting. A formal grant could not be applied for without HBC’s approval of the application, so would have to be delayed until a response was received. Cllr Vickery suggested prohibition of holiday lets and second homes should be considered within the plan. **Action: CLLR PICKARD.**

**15. ANY OTHER BUSINESS**

15.1 Cllr Johnson advised the Parish Caretaker had asked if Martin Wilkinson could in fact strim pavements to Swinton Terrace and Dykes Hill corner to which Cllrs agreed. **Action: CLERK.**

15.2 Cllr Johnson suggested that the provision of electric car charging points in Masham could be considered, with the current nearest being at Fountains, Thirsk and Northallerton. It was thought that government backing could be sought and that the provision of a 7kw point would captivate a someone for an additional 4 hours to the town. It was agreed this could be a matter to consider and that Cllr Metcalf should be encouraged to look into further. **Action: CLLR METCALFE.**

15.3 Cllr Barker advised of complaints form MoP over access along the pavement via Thorpe Road cottages due to obstruction by bins, scooters and benches, and that the pavement the other side was not so safe due to the passing vehicles. Clerk to acquire photos to notify Highways of the issue. **Action: CLERK.**

15.4 It was highlighted the broken stile at Mill House still had not been fixed and the Clerk advised of multiple communications with NYCC and would chase, Cllr Vickery also advised of the new owner of Cawthorne Wood to let Highways know of too. **Action: CLERK.**

15.5 The poor state of the road from Swinton to Fearby Cross was brought up again to be an issue, particularly by Shaws Farm and for the Clerk to follow up again with Highways. **Action: CLERK.**

15.6 It was discussed and agreed the next Market Development Group would be held on Wednesday 15th August.

**16. DATE OF NEXT MEETING**

16.1 Monday 3rd September 2018 starting at 7pm in the Meeting Room of the Town Hall.

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

**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 6 AUGUST 2018**

There are no applications to consider this month.

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 6 AUGUST 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| 6 Market Place, Masham, HG4 4EB | Listed building application for installation of internal lift with alterations. | **APPROVED subject to conditions** |
| 2 Silverdale, College Lane, Masham, HG4 4HD | Removal of door and installation of internal walls; Installation of internal walls and of en suite: Formation of and infilling of internal doorways. | **APPROVED subject to conditions** |
| W E Jameson And Son Limited, The Mill, Foxholme Lane, Masham, HG4 4EL | Removal of 120m of hedgerow. | **APPROVED subject to conditions** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 6 AUGUST 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Erection of two storey and first floor extensions and lowering of ground level | **Appeal under S78 against refusal of a householder application. Start date 22nd March 2018. Representations deadline 19th April. Decision awaited.** |
| Land Comprising Field At 422755 480244, Thorpe Road, Masham | Outline application for the erection of up to 80 dwellings with access considered (Site area 4.2ha). | **Appeal under S78 against refusal of planning permission. Formal hearing date awaited.** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 2 July to 6 Aug 2018** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £2,810.00 |  |
| Market electricity |  |  |  |  |  | £21.00 |  |
| Honesty Box |  |  |  |  |  | £2,823.27 |  |
| HBC - Reimbursal for waste sacks |  |  |  |  |  | £39.22 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | | | **£5,693.49** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 6 Aug 2018 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - July Salary (Tax -£60.00) | | |  |  |  |  | 100770 |
| Jen Hurford, Parish Clerk - July Salary (Tax -£28.60) | | |  |  |  |  | 100771 |
|  |  |  |  |  |  |  |  |
|  |  |  | **July Staff Salaries Total** | | | **£1,168.53** |  |
|  |  |  |  |  |  |  |  |
| T Atkinson & Son - Remove height barrier padlock | | |  |  |  | £33.00 | 100772 |
| Guy Rodgers - 2x Padlocks & welding | |  |  |  |  | £83.60 | 100773 |
| Mashamshire Community Office - Office Rent & Business Services | | | |  |  | £224.80 | 100774 |
| E Leathley & Son Ltd - Work to The Oaks bridge | |  |  |  |  | £68.40 | 100775 |
| Mr A N Reed - First 50% of Market Support fee | |  | ` |  |  | £500.00 | 100776 |
| PC World - HP Laptop & bundle |  |  |  |  |  | £488.58 | 100777 |
| Parish Caretaker - routine works |  |  |  |  |  | £176.00 | 100778 |
| Jen Hurford - Reimburse stamps & weighing scales | | |  |  |  | £13.20 | 100779 |
| Jen Hurford - Bulbs for Tittybottle Park | |  |  |  |  | £3.49 | 100780 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £) |  |  |  |  |  | NA |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£2,759.60** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | APPENDIX B (2/2) | |
|  |  |  |  |  |  |  |  |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 31 July 2018 | | |  | £49,407.61 | 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 | | £49,407.61 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 6th AUGUST 2018**

Correspondence for information/consideration etc

1. HBC – Request to partake in survey regarding the Budget 2019-20, Broadband survey and Crime Not To Care questionnaire.
2. Highways – Update over possible TRO on Thorpe Road/Swinton Road junction.
3. Black Sheep Brewery – Request to use Shooting Holme parking on Thursday 27th September Annual Meeting with £60 donation to accept.
4. YLCA – Consultation on Bye Laws on Sites of Special Scientific Interest.
5. The Landrover Club – Request to start road run from long-stay car park on Sunday 14th October from around 8.30 to 10am.
6. HBC – Notification of new application type, Permission in Principle.
7. Swinton Estate – Agreement to contributing £125 plus VAT to skip hire during travellers visiting.
8. HBC – Request to circulate survey over broadband connections.
9. HBC – Response to query over recycling of builder’s waste.

**MINUTES 3rd SEPTEMBER 2018**

**PRESENT:**

**Parish Council**: Cllr Flo Grainger (Chairman), Cllr Neil Pickard (Vice-chairman), Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Ian Johnson, Cllr Brian Metcalfe, Cllr Jane Vickery, Cllr Peter Weatherill and Jen Hurford (Parish Clerk)

**Present:** 7 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr Colin Barker, Cllr Rob Greensit, Cllr Nigel Simms and County Cllr Margaret Atkinson.

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

2.1 **Minutes of the Monthly Meeting held on 6th August 2018**. It was **proposed** by Cllr Johnson and **seconded** by Cllr Vickery that the Minutes of the 6th August meeting be formally approved as a true and accurate record. All those who attended the 6th 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 declared an interest in Item 4.1.2.

**4. PLANNING MATTERS**

4.1 Planning Applications received;

4.1.1 WE Jameson And Son Ltd, Masham Business Park, Foxholme Lane, Masham, HG4 4EL **–** Variation of condition 2 (Approved Plans) to allow removal of unit 1a of permission 17/05229/FUL – Erection of extension to industrial building to form 4 units (Use Class B1, B2 and B8) and installation of rain water tank. After discussion it was **proposed** by Cllr Weatherill and **seconded** by Cllr Johnson that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried.

* + 1. 2 Park Square, Masham–Conversion of shop (A1) to residential (C3) with associated external alterations. After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that MPC did not object to or support the application but wished to make comments or seek safeguards as follows; The Parish Council wishes to see the Post Office relocated to other premises within Masham before the proposed application is actioned. All those present voted in favour and the **RESOLUTION** was carried.

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

4.2 Planning Approvals – A list of planning refusals and approvals appear at Appendix A.

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

4.3.2 Land Comprising Field At 422755 480244, Thorpe Road,Masham– Formal confirmation of the hearing to be held 10:00am on 11 September 2018 at The Civic Centre St Luke's Mount Harrogate HG1 2AE. Cllr Pickard confirmed attendance to represent MPC with the Chair to accompany and that in discussions with HBC Case Officer in order to finalise statement. **Action: CLLR PICKARD & CHAIR**

**5. FINANCIAL MATTERS**

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

5.1.2 Following confirmation of MPC’s current account balance at the end of August 2018 as being £56,718.50, Cllr Broadley suggested the possibility of distributing monies into savings accounts and it was agreed the Clerk should look into options for further consideration. **Action: CLERK.**

5.1.3 The Clerk notified that for August that there was an increase to the Honesty Box income and a slight decrease in Market Rents in comparison to August 2017. Cllr Vickery highlighted feedback from MoP who had observed visitors being unable to locate the Long Stay Honesty Boxes, or finding them but not donating. Cllr Ellis suggested and offered to paint a clean the doors to highlight their use. **Action: CLLR ELLIS.**

5.1.4 Amongst the payments, the two expenses for musicians at market festivals obtained by Nick Reed were queried and requested that such expenses should be approved by MPC in the future. **Action: CLERK.**

5.1.5 The Clerk advised of the unsuccessful purchase of the laptop due to the decline of cheque payment by PC World. Cllrs agreed the amount of £488.58 previously approved should be reissued directly to the Clerk so that payment by card could then be made for the purchase. **Action: CLERK.**

5.1.6 Acceptance of the Advice of Receipts and Payments was **proposed** by Cllr Vickery 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).

5.2.1 Consideration of donation of £672 to Masham CE Primary School for rent of playing field. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Broadley that the monies received from NYCC should be donated to the school as carried out in previous years. All those present voted in favour. It was **RESOLVED** to donate the £672 to the school. **Action: CLERK.**

5.3.1 Review of Litter Picker’s hourly rate from 1st April 2018. It was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis to increase the wage from £7.50phr to £7.83phr and for the difference from April to present be back dated. All those present voted in favour. It was **RESOLVED** to increase the wage accordingly. **Action: CLERK.**

5.4.1 Outcome of Internal Check by Cllr Ellis. Following checks carried out in July it was clarified Cllr Ellis had highlighted the requirement for an invoice for the picnic tables purchased from Grantley Sawmills in order to claim VAT back, that two VAT payments had been missed and added to the next VAT claim, and that Nick Reed should be requested to submit invoices for all expenditure as potentially some VAT opportunities could have been missed. This led to discussion over the fastening down of the picnic tables and Cllrs agreed they should be left for now to enable them to be cut under. **Action: CLERK & CLLR SIMMS.**

5.5.1 Completion of Mandate for Bank Signatories. It was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis for Cllr Blades and Cllr Johnson to complete the new mandate as new signatories, and countersigned by current signatories Cllr Ellis and the Chair, thus allowing four signatories for the Barclays account and the removal of previous Cllr David Broadley. All those present voted in favour. It was **RESOLVED** to complete and submit the form accordingly. **Action: CHAIR, CLLR BLADES, CLLR ELLIS, CLLR JOHNSON & CLERK.**

5.6.1 Consideration of quotes for Masham Christmas Lights Association. MCLA representative provided MPC for a cheque of £1,999.15 to cover the net costs (gross cost less VAT) of the two proposed invoices for both new strings and maintenance, and for 10 new outdoor sockets. It was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis for MPC to settle the gross amount of the two invoices, thus allowing VAT to be reclaimed by MPC. All those present voted in favour. It was **RESOLVED** to issue cheques accordingly. It was then **proposed** by Cllr Johnson and **seconded** by Cllr Vickery that where MCLA issue MPC cheques for the net amount in advance, that MPC can issue payments in advance of meetings to avoid delay in orders. It was **RESOLVED** to issue cheques accordingly. In addition, it was discussed that the Clerk should enquire with Barclays as to how to make transactions other than cheque. **Action: CLERK.**

**6. MASHAM MARKET REGENERATION**

6.1.1 Masham Development Group. Cllr Johnson updated following their most recent meeting that Cllr Weatherill had attended and explained the Steam Rally road run, the need to cancel it if the market stalls were not cleared and that discussions were ongoing over possible solutions. It was advised that a representative of the stall holders shall be putting forward rates as suggested by stallholders for consideration for next year’s tariffs and that more special markets would be preferred. It was highlighted that the current plant stall holder had an issue with an additional plant stall attending over the Bank Holiday and to which the Market Superintendent had agreed to attendance regularly thereafter. The current stallholder felt the market could not stand two such similar stalls. The Chair highlighted the duplication in jam stalls at special markets, advised it was within the rules, up to the Market Superintendent to make the decision and that the market could benefit from the provision of fresh, cut flowers. A MoP contributed saying that the MDG had previously headed off an additional fruit stall, another MoP advised they did not feel the market was big enough to double up of plants, and another MoP felt replication would not increase footfall. It was **proposed** by Cllr Johnson and **seconded** by Cllr Weatherill for the second plant stall to be declined. The majority present voted in favour. It was **RESOLVED** to turn away the stallholder and assess future situations as they arise.

6.2 Repeated Request for Ice Cream Van. Following the request and decline from MPC for an ice cream van to trade on the market square at August’s meeting, a second request was submitted by the trader. Cllrs discussed that this could conflict with shops selling ice cream who also pay rates. A MoP as a shopkeeper advised if more competition on ice cream that they may well have to lose staff who are all local and that there were enough sources of ice cream in the town already. It was **proposed** by Cllr Ellis and **seconded** by Cllr Pickard for the van to be declined again. The majority present voted in favour. It was **RESOLVED** to for the Clerk to respond accordingly wishing the trader well. **Action: CLERK.**

6.3 Report of Incident from MoP over Market Superintendent. The MoP letter of complaint was read out conveying the Market Superintendents behaviour towards him. Cllr Vickery highlighted that as a potential disciplinary matter, the item should be discussed at the end of the meeting, asking MoP to leave the room to which Cllrs agreed.

**PUBLIC DISCUSSION INTERVAL**

* 1. The MoP who reported the incident as per Item 6.3 explained his side of what happened, that it was felt to be inappropriate behaviour and should it occur again he would take proceedings against MPC. It was explained to be over his organisation of the North Yorkshire Fire Service Pipeband’s attendance at a forthcoming Farmers Market on a Sunday. Cllrs advised this would be considered and a written reply be sent to him in due course. **Action: CHAIR.**
  2. A MoP notified of a forthcoming play with Masham Church on 9th November in celebration of the Armistice, with proceeds to go to a military charity. It was advised 72 people were involved and asked if MPC would consider donating towards their costs. It was agreed this should be added to next month’s Agenda for consideration. **Action: CLERK.**
  3. A MoP spoke in relation to the planning application on Thorpe Road and whether a relief road could be supplied to take traffic to that side of the town. Cllr Pickard advised that the Local Neighbourhood Plan will take this in to consideration and would be discussed at the next meeting for the Local Plan.
  4. The MoP who requested the trading of the ice cream van within Item 6.2 arrived and was advised of the outcome of his request. He clarified that he would trade in takeaway sundaes and ‘whippys’. Cllrs advised they did not wish for this to conflict with existing shops who paid rates. The MoP advised he would therefore not work with shopkeepers and would go around the market square instead.

6.4 Fire & Risk Assessment. The Clerk advised revision of the draft document previously circulated with Cllrs Johnson and Vickery which was circulated again amongst Cllrs. Points for discussion were highlighted by the Clerk and the Chair advised that the Market Superintendent had previously been First Aid trained and would be supplied with a First Aid kit by MPC. The Chair advised that the need for a refresher course would be investigated. The use of the Market Superintendent’s car for the stage of takings and parking of within the market was discussed whether his car insurance needed to be checked. It was **proposed** by Cllr Johnson and **seconded** by Cllr Pickard for the situation to be accepted as currently carried out. All those present voted in favour. It was **RESOLVED** for the parking of the car to continue. A small amendment to wording over ‘Stairways Lighting’ was asked to be removed from the assessment. The requirements of clothing were discussed and agreed that the provision of steel toe caps was not required, but that a Hi-Viz tabard and a pair of gloves should be provided to the Market Superintendent and Litter Picker. **Action: CHAIR & CLERK.**

6.5 Masham Business Map. The Chair advised that the design could now be distributed and hoped that businesses would then print duplicates themselves. It was **proposed** by Cllr Johnson and **seconded** by Cllr Broadley for the Chair to have 1000 copies printed. All those present voted in favour. It was **RESOLVED** for the printing to allow distribution. Cllr Vickery suggested the map could be distributed within next year’s Masham Directory. It was also suggested that the MCO be asked to include a link to the map on their website. **Action: CHAIR.**

6.6 Provision of Finger Post. The Clerk advised that HBC had been chased for input following the employment of a new point of contact but that a response was still awaited and would be chased. Cllr Johnson suggested that a cheaper option could be by making the posts from wood and that he would provide a quote for consideration. **Action: CLLR JOHNSON & CLERK.**

6.7 Consideration of Hi-Viz Clothing for Market Volunteer. The Clerk advised of costs obtained for a heavy-duty jacket and options of gloves available. It was agreed that the volunteer should be supplied with one of the Hi-Viz tabards from the Steam Rally and two to three pairs of heavy-duty gloves be purchased from Jamesons for the volunteers. **Action: CLERK.**

**7. TRAVELLERS ON THE RECREATION GROUND**

7.1 In respect to previously discussed groundworks, Cllr Weatherill clarified that the hire of a dumper would be approximately £90 plus delivery and top soil could be delivered at £26 plus VAT per tonne, but volume required was not known. It was discussed that three quotes would be required given the extent of costs expected and that the Clerk should clarify in due course exactly how many quotes were actually required according to spend brackets, potential sources discussed, and a quote was awaited to hire a dumper for the proposed works. In order to clarify Cllrs support of the proposed groundworks, it was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that MPC would like the banking works to go ahead. All those present voted in favour. It was **RESOLVED** for quotes to be obtained with view to commencing works in February/March 2019. **Action: CLLR WEATHERILL & CLERK.**

**8. LOCAL NEIGHBOURHOOD PLAN**

8.1 Cllr Pickard advised that HBC had not responded in acceptance to the formal application but that press coverage stated that they had. It was clarified that the next advised step was to create a website and that costs of starting at £3k had been sourced so an alternative Masham resident would be approached to see if a lesser quote could be found. It was proposed and agreed to hold another meeting on Monday 17th September at 7pm and the Town Hall be approached for the booking. Cllr Pickard advised of two contacts to invite who had previous experience within Local Neighbourhood Plans who could advise the group. **Action: CLLR PICKARD.**

(Cllr Broadley gave apologies to leave at 9.00pm)

**9. FOOTPATH TO MILL HILL**

9.1 Cllr Simms had previously advised of a MoP request for works to overhanging trees, weeds growing up through the path and verges require cutting. It was discussed for the Chair to approach the landowner with regards to vegetation requiring cutting and for the Clerk to highlight other works required to Highways. **Action: CHAIR & CLERK.**

**10. 2019 MEETING DATES – APPROVAL FOR TOWN HALL BOOKINGS**

10.1 Dates for 2019 meetings were circulated amongst Cllrs in advance of the meeting, taking in consideration forthcoming Bank Holidays. It was **proposed** by Cllr Johnson and **seconded** by Cllr Vickery that the dates be approved. All those present voted in favour. It was **RESOLVED** for the Clerk to confirm booking with the Town Hall. **Action: CLERK.**

**11. PLAY AREAS – CONSIDERATION OF RECOMMENDED WORKS AT WESTHOLME COURT**

11.1 Following the replacement of the roundabout base, the same company, Park Lane Playgrounds, were asked for advice over works to improve the play area. It was advised to cut back the rubber surface and infill with wet pour around three of the play area items, to dispose of the old surface, strim the edges, spray with moss treatment and blow and sweep the area. It was **proposed** by Cllr Pickard and **seconded** by Cllr Metcalfe that the quote of £696 for the works be approved. All those present voted in favour. It was **RESOLVED** for the Clerk to authorise the works to proceed. **Action: CLERK.**

**12. MEMORIAL BENCH – UPDATE ON POTENTIAL SITING**

12.1 Following the previous request for the siting of a memorial bench on the Market Square by a MoP, Cllr Johnson advised a potential site had yet to be confirmed. Contacts to liaise with over a potential site were provided to the Clerk to request authorisation for siting near the Church entrance. **Action: CLERK.**

**13. DOG FOULING – CONSIDERATION OF MPC’S ‘STICK & FLICK’ POSTER**

13.1 The Clerk circulated two potential versions of a poster to which Cllrs agreed a version with some wording to be added and pictures to be altered by the Clerk. **Action: CLERK.**

**14. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. YLCA – Notification of two consultations over government shale gas exploration and production planning consultations was given.
  2. YLCA – Notification of consultation over green paper for adult social care and well-being. It was agreed for the Clerk to complete. **Action: CLERK.**
  3. HBC – The proposed bedding changes and request for input was advised of and Cllr Vickery proposed that she could submit a quote to plant with bedding plants in the four containers on the market Square as opposed to HBC’s proposed evergreen shrubs. It was **proposed** by Cllr Pickard and **seconded** by Cllr Metcalfe that as the HBC’s proposal was free of charge that it should be accepted and reviewed next year once seen what the plants are like. The majority present voted in favour. It was **RESOLVED** for the Clerk to agree to the bedding changes to evergreen shrubs. **Action: CLERK.**
  4. Highways Area 6 – The request for further information following request for more signage on A6108 further to MoP notification of monies allocated to the highway was advised of. Cllrs asked that speeding signage be requested for the Masham area. **Action: CLERK.**
  5. Highways Area 6 – The response to notification of parking issues outside College Grove off College Lane was clarified that painted T markers were available from Highways at a cost of £221 and Cllrs agreed the MoP should be advised of this option. **Action: CLERK.**
  6. Community First Yorkshire – Notification of Community Led Housing Conference 9.30am 16th October was given.
  7. Daisybeck Studios Ltd – Request for permission for Yorkshire Vet filming at Masham Sheep Fair was discussed following MPC’s request for £270 filming charges and the studios subsequent request to negotiate. It was agreed the matter should be referred to Masham Sheep Fair to handle as they wish. **Action: CLERK.**
  8. Julian Smith MP – Response to letter to NYPCC over policing in Masham and 101 service was highlighted that he too had written to Julia Mulligan asking for her to liaise with MPC over the matter raised.
  9. MoP – A report of sighting of rat on Silver Street was advised of and that the Clerk had reported it to HBC’s Environmental Department.
  10. MoP – The complaint over parking of cars upon kerb in Church Street was advised of and that the Clerk had reported the matter to Highways. It was discussed that parking is especially bad at Masham Sheep Fair and it was agreed for the Clerk to obtain photos this year. **Action: CLERK.**

**15. ANY OTHER BUSINESS**

15.1 It was asked that requested works to Thorpe Road were chased with Highways. **Action: CLERK.**

15.2 It was enquired if there was any outcome from HBC over the potential planning breach at the Former HSBC Bank with regards to the trees outside. **Action: CLERK.**

15.3 It was highlighted the Parish Caretaker had yet to undertake works to the Bowling Club car park surface and should be chased. **Action: CLERK.**

15.4 The overgrown vegetation at Bank Villa was discussed as a hazard to traffic coming from the White Bear and agreed a letter should be sent requesting for this to be cut back. **Action: CLERK.**

**16. DATE OF NEXT MEETING**

16.1 Monday 1st October 2018 starting at 7pm in the Meeting Room of the Town Hall.

(MoP were requested to leave the meeting room.)

**6. MASHAM MARKET REGENERATION**

6.3 Report of Incident from MoP over Market Superintendent. Cllrs discussed that having heard the MoP side of the story that the Market Superintendent should be invited to give his side. It was agreed to The Chair and Cllr Pickard to orchestrate a meeting, potentially on Wednesday 5th September in the MCO, with the Market Superintendent, book the location and request this in writing to the Market Superintendent. **Action: CHAIR, CLLR PICKARD & CLERK.**

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

*To view our General Privacy Notice please go to http://hub.datanorthyorkshire.org/dataset/masham-parish-council*

**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 3 SEPTEMBER 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| WE Jameson And Son Ltd, Masham Business Park, Foxholme Lane, Masham, HG4 4EL | Application No.: 6.3.333.B.DVCON 18/03112/DVCON  Proposal: Variation of condition 2 (Approved Plans) to allow removal of unit 1a of permission 17/05229/FUL – Erection of extension to industrial building to form 4 units (Use Class B1, B2 and B8) and installation of rain water tank.  Applicant: Mr G Jameson | 4th SEPTEMBER 2018 |
| 2 Park Square, Masham, HG4 4HF | Applicant No.: 6.3.83.A.FUL 18/03277/FUL  Proposal: Conversion of shop (A1) to residential (C3) with associated external alterations.  Applicant: Mr & Mrs Musgrave | 10th SEPTEMBER 2018 |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 3 SEPTEMBER 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| Oaklands, 30 Park Street, Masham, HG4 4HN | Listed Building application for amendments to approved roofworks of Planning Permission 14/04275/LB. | **APPROVED subject to conditions** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 3 SEPTEMBER 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Erection of two storey and first floor extensions and lowering of ground level | **APPROVED subject to conditions** |
| Land Comprising Field At 422755 480244, Thorpe Road, Masham | Outline application for the erection of up to 80 dwellings with access considered (Site area 4.2ha). | **Hearing to be held 10:00am on 11 September 2018 at The Civic Centre St Luke's Mount Harrogate HG1 2AE** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 7 Aug to 3 Sept 2018** | | |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £3,330.40 |  |
| Market electricity |  |  |  |  |  | £27.00 |  |
| Honesty Box |  |  |  |  |  | £2,800.82 |  |
| Swinton Estate - Contribution to Skip Hire | |  |  |  |  | £150.00 |  |
| Black Sheep Brewery - Contribution to Long Stay Parking | | | |  |  | £60.00 |  |
| HBC - Tour de Yorks Small Grant |  |  |  |  |  | £652.00 |  |
| HBC - Tour de Yorks Grant |  |  |  |  |  | £2,653.00 |  |
|  |  | **Total receipts for the month** | | | | **£9,673.22** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 3 Sept 2018 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| John Todd, Market Superintemdent - Quarterly Salary (Tax £0.00) | | | |  |  |  | 100781 |
| Eric Wilkinson, Litter Picker - August Salary (Tax £91.00) | | |  |  |  |  | 100782 |
| Jen Hurford, Parish Clerk -August Salary (Tax £190.74) | | |  |  |  |  | 100783 |
|  |  |  |  |  |  |  |  |
|  |  |  | **Aug Staff Salaries Total** | | | **£1,712.69** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE/NI |  |  |  |  |  | £281.74 | 100784 |
| Park Lane Playgrounds |  |  |  |  |  | £420.00 | 100785 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £1.34) | |  |  |  |  | £21.34 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£2,435.77** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | APPENDIX B (2/2) | |
|  |  |  |  |  |  |  |  |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 31 August 2018 | | |  | £49,407.61 | 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 | | £49,407.61 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 3rd SEPTEMER 2018**

Correspondence for information/consideration etc

1. YLCA – Notification of two consultations over government shale gas exploration and production planning consultations.
2. YLCA – Notification of consultation over green paper for adult social care and well-being.
3. HBC – Proposed bedding changes and request for input.
4. Highways Area 6 – Request for further information following request for more signage on A6108 further to MoP notification of monies allocated to the highway.
5. Highways Area 6 – Response to notification of parking issues outside College Grove off College Lane.
6. Community First Yorkshire – Notification of Community Led Housing Conference 9.30am 16th October.
7. Daisybeck Studios Ltd – Request for permission for Yorkshire Vet filming at Masham Sheep Fair.
8. Julian Smith MP – Response to letter to NYPCC over policing in Masham and 101 service.
9. MoP – Report of sighting of rat on Silver Street.
10. MoP – Complaint over parking of cars upon kerb in Church Street.

**MINUTES 1st OCTOBER 2018**

**PRESENT:**

**Parish Council**: Cllr Flo Grainger (Chairman), Cllr Neil Pickard (Vice-chairman), Cllr Colin Barker, Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr Rob Greensit, Cllr Ian Johnson, Cllr Brian Metcalfe, Cllr Jane Vickery, Cllr Peter Weatherill and Jen Hurford (Parish Clerk)

**Present:** 7 Members of Public (MoP)

**1. APOLOGIES**

* 1. Cllr John Ellis, with late arrival expected by Cllr Nigel Simms and County Cllr Margaret Atkinson.

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

2.1 Minutes of the Monthly Meeting held on 3rd September 2018. It was **proposed** by Cllr Johnson and **seconded** by Cllr Pickard that the Minutes of the 3rd September meeting be formally approved as a true and accurate record. All those who attended the 3rd 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 Broadley declared an interest in Item 4.1.1.

**4. PLANNING MATTERS**

* 1. Planning Applications received;

4.1.1 Land At Grid Reference 422520 4805890, Park Drive, Masham – Application for the approval of details required under condition 3 (materials), condition 4 (materials), and condition 12 (highway survey) of planning permission 16/03219/FUL – Erection of 1 dwelling. After discussion it was **proposed** by Cllr Pickard and **seconded** by Cllr Johnson that MPC did not object to or support the application but wished to make comments or seek safeguards as follows; the PC found the samples of materials provided for Conditions 3 and 4 acceptable, the PC had concerns that the road condition to Park Drive was not of good quality and that access to HGVs would add to the wear and tear to it, and the PC felt that the provision of access should be seen as sufficient by Highways. All those present voted in favour and the **RESOLUTION** was carried.

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

4.2 Planning Approvals – A list of planning refusals and approvals appear at Appendix A.

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

4.3.1 Land Comprising Field At 422755 480244, Thorpe Road,Masham– The Chair and Cllr Pickard confirmed attendance at the hearing on 11th September where Cllr Pickard represented the views of MPC It was clarified that the majority of the hearing was based around the appellants case towards the planners, and the minority based on other such as MPC and I’Anson’s representatives. The consequent site visit with the inspector did not allow communication with him, but did highlight consideration of the site by him from a number of different view points, and that a decision should be expected within 4 to 6 weeks.

**5. FINANCIAL MATTERS**

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

5.1.2 The Clerk highlighted the two cheques raised for MCLA purchases as agreed at the last meeting.

5.1.3 The Clerk notified that for September that there was an increase to both the Honesty Box income and Rents in comparison to September 2017.

5.1.4 The Clerk highlighted confirmation of the successful completion of the external audit by PKF Littlejohn LLP had been received with invoice as listed for settlement.

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

5.2.1 Consideration of S137 Donation to Forthcoming Armistice Event at Masham Church. A representative of the event, on 11th November marking 100 years from the end of the First World War, confirmed a large number of contributors to the day, with the Church to be made into a Theatre. They aim to hire uniform and equipment beyond what they already have and are relying on the generosity of locals donating and lending towards this. On that basis the requested a donation of £150 towards this and when questioned by Cllrs agreed this would be sufficient. The figure was **proposed** by Cllr Weatherill and **seconded** by Cllr Pickard. All those present voted in favour. It was **RESOLVED** that the S137 donation schedule be approved.

* + 1. Retrospective Approval for Additional Expenditure for Laptop. Following the request from the Clerk to the Cllrs prior to the meeting for additional funds of £51.39 beyond the figure previously agreed, due to the model of laptop sourced being out of stock, the figure was **proposed** by Cllr Pickard and **seconded** by Cllr Metcalfe. All those present voted in favour. It was **RESOLVED** that the purchase of the different HP Pavilion laptop by the Clerk be approved.

5.4.1 Completion of Mandate for Bank Signatories. The Clerk advised that confirmation had been received from Barclays that the new signatories were now in place.

5.5.1 Alternative Options for Banking Transactions. The Clerk advised that Barclays had stated online banking could be achieved if two signatories were appointed; one to set up payments and one to authorise them. The Clerk advised this could be time consuming for Cllrs to do, although the Clerk could be set up as a signatory. Cllrs agreed cheques should be continued for the majority of payments for ease but that the system should be adopted for one-off payments that were needed online, and that the Clerk should bring the relevant forms to the next meeting. **Action: CLERK.**

5.6.1 Options for Savings Accounts. The Clerk circulated three different savings account details available from Barclays, HSBC and Lloyds prior to the meeting. Cllr Greensit clarified detail of one with a 0.18% interest which on a £50k investment would bring approximately £7pmth interest. Cllr Pickard highlighted the best rate of 0.25% which was felt to be a poor return. Cllr Johnson and the Chair suggested a COIF account, a Charity Deposit Fund, and it was agreed the Clerk should investigate this further for the next meeting. **Action: CLERK.**

5.7.1 Clarification of Number of Quotes Required According to Scale of Value. The Clerk confirmed, as per the adopted Financial Regulations document that; 11.6 When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1,500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply. 10.3. All Members of the Council and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more tenders, quotes or estimates from appropriate suppliers, subject to any *de minimis*provisions set out in Regulation 11 of these Regulations.

**6. MASHAM MARKET REGENERATION**

6.1.1 Masham Development Group - Update & Review of the Group. There was no MDG to report back on, so it was clarified that the forthcoming weekend was to host the special market ‘Apple Fest’ and a Farmer’s Market on the Sunday, with the West Yorkshire Pipe band to attend as requested by a MoP and proceeds to go towards the Four and Twenty. Thereafter, would be one additional market just before Christmas. It was agreed that review of the group be discussed at the next meeting.

6.2 Further Discussion over Duplicate Stalls. Following the decision reached at the last meeting over the duplicate plant stalls, the Chair informed Cllrs that the Market Superintendent was contacted by a trader operating on Easingwold Market, advising they accept duplicate stalls and feel that a little competition is good and that the decision should be at the SI’s and MPC’s discretion. Traders had been disgruntled due to the competition amongst other duplicate stalls so the Chair and Cllr Johnson attended the following Saturday market, speaking to the stallholders who seemed happy with duplicate stalls as otherwise would deplete current numbers. The newer plant trader confirmed their wish to attend regularly and their stock predominantly offered different items to the current plant stall. It was established that the current plant trader had been paying less Market Rents since April than was stated, especially taking in to account the actual size of the stall. The Chair and Cllr Johnson overturned the decision of MPC on having received the truth of this, to reduce the aggravation caused to traders by the original decision, and to encourage a vibrant market. It was reported that since the conflict had appeared to settle and traders were happy. It was confirmed that the SI is to take rents and mange the market and that MPC should be contacted in the event of a dispute only.

6.3 Follow Up Over Report of Incident from MoP over Market Superintendent. Cllrs agreed the matter should be discussed at the end of the meeting asking MoP to leave, given a ‘Staff’ matter.

6.4 Provision of Finger Post. Cllr Johnson advised an estimate for a wooden post was still to be produced and the Clerk advised she was still awaiting a response from HBC following chasing the point of contact there. **Action: CLLR JOHNSON & CLERK.**

6.5 Review of Farmers Market Stall Content. The Chair advised that the co-ordinator of the Farmer’s Markets was displeased with the nature of them, that he was happy with Masham itself and wanted to continue, but felt the speciality stalls were being over shadowed by the regular stalls, thus making it hard to attract the speciality stalls. Cllr Barker felt the co-ordinator needed to be given authority as to which traders attended the Farmer’s Markets and that MPC had previously declined regular traders request to hold normal markets on a Sunday. A MoP clarified on behalf of the Farmer’s Market traders that they would not return if the regular traders continue to attend. It was **proposed** by Cllr Barker and **seconded** by Cllr Weatherill to give jurisdiction to the co-ordinator over stall type and to provide regular traders with a letter clarifying to contact him only. All those present voted in favour. It was **RESOLVED** that the Clerk should draft letters for both traders and co-ordinator for the resolution to come in to effect immediately. It was also noted that the SI should be asked if he has enough contact forms for stallholders as some traders contact details were not held. **Action: CLERK.**

6.6 Musicians for Special Markets. Nick Reed clarified the weekends musician had been arranged for the Saturday so as not to clash with the band on the Sunday, at a cost of £50. This had been negotiated down from last year and was to cover expenses. Cllr Blades felt that this was doubling up on their pay and Nick clarified it offers them a baseline guarantee of income.

6.7.1 Market Support – consideration of Nick Reed’s services.The Masham Market Events/Publicity 2019 Proposal from Nick was circulated amongst Cllrs prior to the meeting as follows;

For the last three years the Parish Council has engaged first Peter Usher and then myself to programme and publicise “special”/“festival” market weekends, with extra stalls from charities and community organisations, music, food tastings etc. I have enjoyed being involved with the market, although there have also been many frustrations involved in attempting to fulfil the brief.

The “special” weekends have been difficult to plan and variable in success, for several reasons, including:

* Many potential attenders being put off by the confusion between my role and the Market Superintendent’s, and bemused by the idea of having to pay for stalls which are clearly of benefit to the market;
* Fee-earning musicians being unwilling to travel for fixed fees as low as we can afford, and buskers being unwilling to commit far in advance as they are weather-dependent;
* And increasingly, confusion among stallholders and the public about how the special markets relate to the farmers markets.

The Farmers Markets, I believe, are a real draw to the town, effectively creating market weekends far better than anything that we could programme from scratch without a large increase in budget.

Therefore, I propose that:

* Market publicity and programming be based around Farmers Market weekends, plus Steam Rally weekend and the Christmas Fair
* Charity/promotional stalls and entertainments be invited on those weekends, and buskers welcomed to any market as long as they are quiet and well-behaved.
* The Parish Council allows up to two stalls to be invited free of charge to these weekends.

I would be happy to programme and promote the above, including the Market’s website and social media presence throughout the year and Christmas Fair co-ordination, for an annual fee of £500, instead of the £1,000 payable until now, and printing / entertainment expenses of no more than £500 (instead of £600).

Cllr Johnson suggested that this should be discussed at the next MDG meeting, if Nick could then come back to the next MPC meeting. Nick was agreeable and advised he was happy to adjust to suit the needs of MPC and reduce fees accordingly.

6.7.2 It was the discussed 2019 cycling event confirmed for the last weekend of September, thus clashing with the dates of Masham Sheep Fair. The Chair confirmed discussions with their committee, some of whom had been adamant the dates could not change, and some who felt it would need to be re-scheduled as Masham could not cope with both events. The Chair requested for the opinion of MPC to relay back to the Chairman and President of the Sheep Fair committee. The first weekend in October had been suggested so as not to clash with other agricultural shows, and would compliment the Farmer’s Market if there was one. Cllr Johnson clarified that historically the fair was actually scheduled for the 17th and 18th of September and was re-scheduled when the Fair was resurrected. It was proposed by the Chair to agree to the change of dates to which Cllrs agreed, giving traders the opportunity of two weekends of events and a full year to prepare, with possibility to advertising both events together. It was highlighted it was one of the first cycling events where both men and women would be competing together. It was agreed to be put on the next Agenda the matter of both the cycling event and Sheep Fair. **Action: CHAIR, MDG & CLERK.**

**PUBLIC DISCUSSION INTERVAL**

* 1. A MoP spoke in relation to the recent aggravated burglary and asked if MPC would consider CCTV on the approaches to Masham. Cllr Johnson asked if this was worth considering to the height barrier too. The MoP also stated that where the NYP had previously been criticised, that they actually handled the event very well. Cllr Atkinson clarified that figures show crime had doubled in the last two years, feels this is due to a lack of officer presence and has requested the names of local officers. Cllr Broadley explained that low level crime reports will suffer when the police are attending crime such as above. It was agreed that a letter of thanks be sent to the Chief Constable and the expenses and legalities of CCTV be investigated to then go on to the next Agenda. **Action: CLERK.**
  2. Masham Litter Pickers’ representative advised their 10 to 12 members were meeting on the forthcoming Thursday at 10.15am at Johnny Baghdad’s Café and that all were welcome. He was also pleased to see MPC’s introduction of the ‘Stick & Flick’ poster.
  3. A MoP asked if the Agendas and Minutes could be more easily accessible and put on the MCO’s website. The Clerk advised of the [www.datanorthyorkshire.org](http://www.datanorthyorkshire.org) where they are published and Cllr Pickard advised an MPC website could potentially be linked with the Local Neighbourhood Plan website in due course.
  4. Cllr Atkinson highlighted that Keep Moving Masham had grown and congratulated and praised the recent Liftshare scheme. She clarified herself as a point of contact for HBC and that Highways were still chipping away at works to the road conditions. She made a note of the outstanding works highlighted to her on Swinton Road and the Swinton Green road sign. As a point of interest, Cllr Barker also advised he had acquired an old ‘Masham 1’ sign retrieved from a scrap yard in Leeds. Cllr Atkinson then left the meeting and Cllr Greensit advised that other PC’s actually stopped their meeting to allow Cllr Atkinson to speak due to her demand at a number of meetings on one date. Cllrs agreed to adopting this practice in the future.

**6. MASHAM MARKET REGENERATION continued**

6.1.2 Masham Development Group. The Chair advised of the bus trip visit in September as a result of last year’s leaflets. The initial enquiry came to the Clerk and then to the Chair, who agreed to meet the party with leaflets for the visitors. The local cafes were not familiar with the meal voucher so the Chair made one for Bordar House Teas, who actually kindly stood the cost of the drivers’ drinks and teacakes. Unfortunately, a MoP did start trying to order the visitors too. In general, the scheme seemed to work, though they actually coned a section of the Market Square off, she took the drivers to the bus park who felt it was too far away with no pavement to use for part of the way. It was hoped they would return and that the new Masham Business Map distributed had seemed to be popular.

6.1.3 Cllr Pickard advised of the Staff Appraisal carried out with the Market Superintendent and that he had concluded from it that the market element is focused on too much and over takes other matters. The MDG had worked for the last 3 years with Nick Reed’s input, but the Market Superintendent is paid to run the market and felt it was now time to ease off these additional methods and support him in his role. It was **proposed** by Cllr Pickard and **seconded** by Cllr Weatherill to try 1 year without the MDG, allowing the SI to fulfil his role and with the knowledge that Honesty Box income brings in as much, if not more revenue. All those present voted in favour. It was **RESOLVED** to continue the MDG to the end of 2018. Cllr Barker advised the SI sees the Chair of MPC as his line manager anyhow and was actually happy to meet with her and Cllr Pickard quarterly to discuss matters, where he had not the MDG. Cllr Vickery advised proposals of market rents and holiday allowances were still required from stall holders.

**7. TRAVELLERS ON THE RECREATION GROUND**

7.1 Pricing for Ground Works. Cllr Weatherill notified and additional quote of £23 plus VAT per tonne of top soil, and that he had actually sourced a builder in Well who will be looking to relocate top soil in the near future and will liaise once building works start, meaning only delivery would need to be covered financially. Cllr agreed to the proposal and were warned to expect a top soil pile to appear in the coming months. It was asked if stones would be available from the quarry still, to which Cllr Greensit advised he would check at the next meeting with them. **Action: CLLR WEATHERILL & CLLR GREENSIT.**

7.2 Erection of ‘No Swimming’ Signage. The Clerk advised receipt of the four signs which Cllr Johnson had offered to fix to plywood and a post each, and to which Cllrs agreed to.

**8. LOCAL NEIGHBOURHOOD PLAN**

8.1 Cllr Pickard advised of the meeting held on 17th September and having received a lot of apologies, requested invitees for the next meeting, gathering some from MoP. Notes from the meeting were circulated prior to the meeting and it was clarified that volunteers in specific areas to build evidence would be sought. Cllr Pickard advised of the £9k grant available and that he was looking into website options to be funded from this. He advised of Dishforth, Knaresborough and Horsforth as PCs who had all carried out their own plans as points of referral. Cllr Barker asked if the Doctor’s Surgery could be included in discussions due to the difficulty in obtaining an appointment. Another meeting would need to be held in due course to then collate the evidence and thoughts to then move forward the plan. **Action: CLLR PICKARD.**

**9. REMEMBRANCE WREATHS**

9.1 The Chair advised of communications with the local member of the British Legion who orders wreaths on the communities behalf and it was **proposed** by Cllr Johnson and **seconded** by Cllr Pickard to approve the purchase of two wreaths. All those present voted in favour. It was **RESOLVED** for the Clerk to confirm the order by email. **Action: CHAIR & CLERK.**

**10. MARKET SQUARE DISPLAY CABINET**

10.1 Further to the MCO reporting that the perspex doors were cloudy and scratched, Cllrs discussed replacing them with laminated glass but decided this would be too heavy. It was **proposed** by Cllr Johnson and **seconded** by Cllr Greensit for Cllr Johnson to replace the doors in perspex. All those present voted in favour. It was **RESOLVED** for Cllr Johnson to proceed with the works. **Action: CLLR JOHNSON.**

**11. DOG FOULING – APPROVAL OF MPC’S ‘STICK & FLICK’ POSTER**

11.1 The Clerk circulated a draft of the poster with wording and images amended as per input from the last meeting. Cllrs asked if the font could be made larger and noted the picture of the dog could be altered still. It was agreed for 6 copies to be produced, to which Cllr Johnson offered to laminate and supply the ply and posts, and Masham Litter Picker’s representative offered to then site. **Action: CLLR JOHNSON & CLERK.**

**12. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. HBC – Invitation to respond to consultation over the Statement of Principles for Gambling 2019-2021 was given but not applicable to MPC.
  2. HBC – Notification of the submission of Harrogate District Local Plan to the Secretary of State for examination was noted.
  3. MCO/NYCC – Notification of the Community Lift sharing Scheme was given.
  4. NYCC – Confirmation of DMMO for Quaker Lane to Black Bull Yard footpath is being prepared for submission to the Planning Inspectorate was given.
  5. MCO – Invitation to AGM on Thursday 18th October at 12 noon was noted.
  6. Royal Mail – Notification of raising awareness in the local community of scam mail was advised of and agreed for posters to be put up and a poster given to the Post Office. **Action: CLERK.**
  7. HBC – Notification of Harry’s Place Childcare facility based within Ripon Leisure Centre was advised of but agreed not to display the provided posters due to conflict with establishments already in the Parish.
  8. Julian Smith MP – Notification of upcoming surgeries from September to December was given and advised of posters on MPC boards.
  9. NYCC – An update following the parish survey on Vehicle Activated Speed signs or Speed Indicator Devices was given, advising that NYCC had been tasked with an amended policy to allow Parishes to purchase and maintain VAS subject to NYCC’s oversight. It was discussed that further enquiries should be made with NYCC and the companies previously asked to quote for VAS on Leyburn Road, and could be combined with CCTV query. **Action: CLERK.**
  10. HBC – The combined response with NYCC’s response over long and short term parking signs was circulated prior to the meeting, clarifying some of the signs did not meet Highways specification due to the content including arrows, and that subsequently HBC would not fund the signs from the Local Fund. It was discussed that duplicating signs would be a waste of money and that the signs should be left in situ for the time being.
  11. Masham Community Bonfire Committee – It was advised of the request for donation towards fireworks and clarification of legalities surrounding street traders. It was agreed the matter of a donation should be added to the next Agenda, with the Clerk to clarify what last year’s donation was and Cllr Weatherill to find out how much their insurance costs would be. The Clerk clarified further to the query being raised and minuted earlier in the year that Trading Standards had advised it was hard to stop trading unless it was on MPC’s land and that a Dealer’s License could be requested, and would relay this to the committee. Cllrs agreed to make people aware of the unwelcome traders verbally and request they only purchase through local traders on the night. **Action: CLLR WEATHERILL & CLERK.**

**13. ANY OTHER BUSINESS**

13.1 Cllr Blades requested that the broken bollards opposite Roger’s Butchers and past the Co-Op be reported to Highways. **Action: CLERK.**

13.2 Cllr Vickery notified that the works to relocate the bench along the River Ure were not up to standard and asked that the Parish Caretaker secure the bench adequately within the works already charged for. **Action: CLERK.**

13.3 Cllr Vickery advised the spring bulbs were ready for collection from HBC and asked if some could be sited at Westholme Crescent and Westholme Road to which Cllrs agreed they could be sited at her discretion. **Action: CLLR VICKERY.**

13.4 Cllr Vickery reminded of the Christmas Wreath Competition and that the judges were meant to be the previous year’s winners. Cllrs discussed and asked Cllr Vickery to request previous Cllr David Broadley to organise the competition again. **Action: CLLR VICKERY.**

13.5 Cllr Vickery asked if the remaining troughs and planters in the square and the three Masham signs could be planted with bulbs. It was discussed that it should be investigated which the WI look after and for the matter to be put on the next Agenda. **Action: CLLR VICKERY & CLERK.**

13.6 Cllr Barker asked that the obstructed pavement along Thorpe Road be chased with Highways and it was discussed the properties all had access to the rear so there was no need to leave items to the front. **Action: CLERK.**

13.7 Cllr Weatherill congratulated on the recent Masham Sheep Fair but notified of complaints from MoP over the public ACs. It was discussed that responsibilities from HBC need to be ascertained and that it could be suggested to the organisers to provide additional portaloos next year. **Action: CLERK.**

13.8 Cllr Johnson advised the benches needed to be fastened back down on the square and it was agreed it should be kept an eye on that this is done. **Action: CLLR JOHNSON.**

13.9 Cllr Simms advised of his attendance to the YLCA branch meeting that evening and that he had learnt that it is actually illegal for PCs in North Yorkshire to buy Vehicle Activated Speed signs as they do not have the right to. It may be that MPC could make a contribution if Highways agreed. He was unsure as to the legislation over CCTV on Highways and advised cases where HBC had paid for it and NYP had access to footage but would not contribute.

13.10 It was advised of the abandoned barriers behind the telephone box on Little Market Place to which the Chair advised the Steam Rally were to retrieve these. **Action: CHAIR.**

13.11 The MDG agreed the date of their next meeting to be Wednesday 17th October.

13.12 It was requested for the Parish Caretaker to weed around the market square flagpole. **Action: CLERK.**

13.13 It was notified that Highways had not appeared to have weed killed pavements in the area this year to which the Clerk had advised another local Parish had highlighted this and would enquire with Highways. **Action: CLERK.**

**16. DATE OF NEXT MEETING**

16.1 Monday 5th November 2018 starting at 7pm in the Meeting Room of the Town Hall.

(There were no MoP remaining in the meeting room to then address Private Item 6.3.)

**CLOSURE:** The Chair, Cllr Grainger declared the Meeting closed at 21:55pm.

*To view our General Privacy Notice please go to* [*http://hub.datanorthyorkshire.org/dataset/masham-parish-council*](http://hub.datanorthyorkshire.org/dataset/masham-parish-council)

**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 1 OCTOBER 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Land At Grid Reference 422520 4805890, Park Drive, Masham | Application No.: 6.3.201.C.DISCON 18/03827/DISCON  Proposal: Application for the approval of details required under condition 3 (materials), condition 4 (materials), and condition 12 (highway survey) of planning permission 16/03219/FUL – Erection of 1 dwelling.  Applicant: Briarhaze Village Homes Ltd | 18th October 2018 |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 1 OCTOBER 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| South Cote Farm, Aldburgh, Ripon, HG4 4DN | Erection of livestock housing unit. | **Prior approval not required** |
| R And E Waite, Black Bull Garage, Black Bull Yard, Red Lane Masham, HG4 4HD | Demolition of existing garage and erection of 2 dwellings. | **Approved subject to conditions** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 1 OCTOBER 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Land Comprising Field At 422755 480244, Thorpe Road, Masham | Outline application for the erection of up to 80 dwellings with access considered (Site area 4.2ha). | **Outcome of hearing held on 11 September 2018 awaited** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 4th Sept to 1st Oct 2018** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £1,914.00 |  |
| Market electricity |  |  |  |  |  | £15.00 |  |
| Honesty Box |  |  |  |  |  | £1,782.97 |  |
| MCLA - Net Festive Lighting & Lumena Invoices x2 | | |  |  |  | £1,999.15 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | | | **£5,711.12** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 1 Oct 2018 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Lumena - Christmas Lights (VAT £100.30) | |  |  |  |  | £601.80 | 100790 |
| The Festive Lighting Company - Christmas Lights (VAT £302.33) | | | |  |  | £1,813.98 | 100791 |
| Eric Wilkinson, Litter Picker - September Salary (Tax £39.60) | | | |  |  |  | 100792 |
| Jen Hurford, Parish Clerk - September Salary (Tax £48.20) | | | |  |  |  | 100793 |
|  |  |  |  |  |  |  |  |
|  |  |  | **Sept Staff Salaries Total** | | | **£1,112.25** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE |  |  |  |  |  | £87.80 | 100794 |
| Jen Hurford - Additional Finance for Laptop & Bundle (Overall VAT £90) | | | | | | £51.39 | 100795 |
| Jen Hurford - Reimburse stamps |  |  |  |  |  | £6.96 | 100795 |
| T Atkinson & Son - Electricity Cupboard Door & Combination Bolt | | | |  |  | £201.00 | 100796 |
| Masham Town Hall - Meeting room Hire (VAT £6) | | |  |  |  | £36.00 | 100797 |
| Flo Grainger - Reimburse 1000 Copies Business Map | | |  |  |  | £120.00 | 100798 |
| PKF Littlejohn LLP - External Audit Fees | |  |  |  |  | £360.00 | 100799 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £1.32) | |  |  |  |  | £27.76 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£4,418.94** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | APPENDIX B (2/2) | |
|  |  |  |  |  |  |  |  |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 30 September 2018 | | | | £56,794.75 | 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 | | £56,794.75 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 1st OCTOBER 2018**

Correspondence for information/consideration etc

1. HBC – Invitation to respond to consultation over the Statement of Principles for Gambling 2019-2021.
2. HBC – Notification of the submission of Harrogate District Local Plan to the Secretary of State for examination.
3. MCO/NYCC – Notification of the Community Lift sharing Scheme.
4. NYCC – Confirmation of DMMO for Quaker Lane to Black Bull Yard footpath is being prepared for submission to the Planning Inspectorate.
5. MCO – Invitation to AGM on Thursday 18th October at 12 noon.
6. Royal Mail – Notification of raising awareness in the local community of scam mail.
7. HBC – Notification of Harry’s Place Childcare facility based within Ripon Leisure Centre.
8. Julian Smith MP – Notification of upcoming surgeries from September to December.
9. NYCC – Update following parish survey on Vehicle Activated Speed signs or Speed Indicator Devices.
10. HBC – Combined response with NYCC response over long and short term parking signs.
11. Masham Community Bonfire Committee – Request for donation towards fireworks and clarification of legalities surrounding street traders.

**MASHAM PARISH COUNCIL**

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

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

Tel: 01765 650363 (Out of Office Hours)

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

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

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

**MINUTES 5th NOVEMBER 2018**

**PRESENT:**

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

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

**1. APOLOGIES**

* 1. Cllr Peter Weatherill, with late arrival expected by County Cllr Margaret Atkinson. Cllr Vickery passed on apologies from PCSO Sharon Wilson for this year, but who advised she hopes to attend a meeting in the near future.

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

2.1 Minutes of the Monthly Meeting held on 1st October 2018. It was **proposed** by Cllr Johnson and **seconded** by Cllr Vickery that the Minutes of the 1st October meeting be formally approved as a true and accurate record. All those who attended the 1st 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 There were no declarations made.

**4. PLANNING MATTERS**

* 1. Planning Applications received;
     1. H Hill And Sons Haulage Contractors, Marfield Barn, Leyburn Road, Masham, HG4 4ER – Erection of stables and tack room. After discussion it was agreed that, in the highlight of an extension to the original deadline being made to 6th November, but a Decision Notice being issued on 5th November stating the application was approved subject to conditions, all those present voted in favour that MPC had no objections.

4.1.2.1 Bank Villa Guest House, The Avenue, Masham, HG4 4DB– Conversion of garage including infill extension to form additional living accommodation. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Broadley that MPC had no objections. All those present voted in favour and the **RESOLUTION** was carried.

* + - 1. Bank Villa Guest House, The Avenue, Masham, HG4 4DB-Listed Building consent for internal works including formation of kitchen; conversion of existing outbuildings and erection of a link extension to form additional living accommodation. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Broadley that MPC had no objections. All those present voted in favour and the **RESOLUTION** was carried.

* + 1. 16 The Oaks, Masham, HG4 4DT - Deadwooding of 1 no. Oak Tree within T2 of Tree Preservation Order 08/1996. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Vickery that MPC had no objections. All those present voted in favour and the **RESOLUTION** was carried.

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

* 1. Planning Approvals – A list of planning refusals and approvals appear at Appendix A.
  2. Planning Enforcements – A list of planning enforcements appear at Appendix A.
  3. Consideration of Electronic Consultation Planning Applications. The Clerk advised of HBC’s plans to provide documents electronically in the forthcoming year and had suggested the use of a projector at meetings to assist with this. Following discussion, Cllrs agreed that it would be sufficient for the Clerk to circulate applications by email and have the MOC laptop available at meetings should anyone wish to view them then too. **Action: CLERK**

**5. FINANCIAL MATTERS**

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

5.1.2 The Clerk highlighted that the account to Green Energy for electricity was in credit, hence there was no direct debit.

5.1.3 The Clerk notified that for October that there was an increase to the Honesty Box income and a slight decrease in Market Rents in comparison to October 2017, but some of October’s takings had actually been banked in November so that may well be a more successful month.

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

5.2.1 Consideration of S137 Donation to the Bonfire Committee. Cllr Metcalfe advised that the quote for the event’s insurance this year was £1,232 and confirmed this was after getting 3 to 4 quotes. It was **proposed** by Cllr Johnson to settle the full figure and **seconded** by Cllr Greensit. All those present voted in favour. It was **RESOLVED** that the S137 donation to cover the event’s insurance be approved and thanks for the committees’ efforts be passed on. **Action: CLLR METCALFE & CLERK.**

5.3.1 Forms for Online Banking Transactions. The Clerk advised that having tried to complete forms online, Barclays had advised that in order to activate the service, two of the signatories had to actually complete this task rather than the Clerk. **Action: CLLR BLADES & CLLR ELLIS.**

5.4.1 Details of a COIF Account. Having circulated details to Cllrs prior to the meeting, the Clerk advised that CCLA had confirmed that MPC were not eligible to use COIF but could use the Public Sector Deposit Fund. The latest yield was 0.6965%, with access the same day and a minimum initial investment of £25,000. Following discussion, it was **proposed** by Cllr Pickard to invest the £25k into the fund and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** that the funds from current account be invested accordingly. **Action: CLERK.**

**6. MASHAM MARKET REGENERATION**

6.1.1 Masham Development Group - Review of the Group. Further to the recent MDG meeting, Cllr Johnson clarified that it was felt that the group had run its’ course and should promote and assist the market where required. It was **proposed** by Cllr Johnson to close down the group and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** that the MDG should ceased on the basis that it can be revived in the future if needed. It was discussed that two or three Cllrs could coordinate with the Superintendent and agreed for the Chair and Cllr Pickard to meet with him quarterly. It was that the Market Rents be reviewed at the next meeting and current rates and Market Rules be emailed amongst Cllrs. **Action: CLERK.**

6.2 Paying In of Market Rents. Following Market Superintendent’s cashing in of Market Rents at Barclays Bank in Ripon, the Chair explained this was done so that he could bank the full amount in order to balance his books and that he had been advised the Post Office had clarified they could do this too. Cllrs expressed their concerns over him transporting monies and this had been raised with him but the SI wished to continue paying in at Ripon. It was agreed the Chair should encourage the use of the PO again. **Action: CHAIR.**

6.3 Date of 2019’s Christmas Fair. Nick Reed clarified that as the second Saturday in December 2019 is the 14th and very close to Christmas, that the Christmas Fair should be considered for the 7th December 2019 to which all Cllrs agreed.

6.4 Market Support – consideration of Nick Reed’s services. Further to the closing down of the MDG, Cllrs agreed not to invest further in this service. As an administrator for the Facebook page and website, Nick agreed to continue this free of charge along with his generous offer to continue as the alcohol license holder for the market too.

6.5 Provision of Finger Post. Cllr Johnson advised an estimate for a wooden post was still to be produced and the Clerk advised the HBC had asked for the location within the planter be re-assessed, and that permission from highways would need to be sought once a design and location be chosen. **Action: CLLR JOHNSON.**

**7. CYCLING EVENT AND MASHAM SHEEP FAIR**

7.1 Confirmation was given that the two events had been separated with the Sheep Fair scheduled for the weekend after the cycling event. It was suggested that Nick Reed put forward his proposal for supporting the event at the next meeting with an optional extra for the Tour de Yorkshire should it also come through the town. Cllr Simms confirmed there should be some grants from HBC available. **Action: CLERK.**

**8. ELECTRIC CHARGING POINTS FOR VEHICLES**

8.1 Following the circulation of potential funding from Cllr Johnson, it was discussed that there were grants available for up to 75% of the cost and that it could secure a tourist for Masham for up to 3 hours whilst a car is charged. It was suggested that investigation should be based upon the basis of local residents benefitting from the use of it. Current installation charges were not known and a surcharge would need to be profitable. Cllr Metcalfe advised of investigations highlighted around £50k for a point, with rental agreements also an option, and that he would report further on his findings for Cllrs to consider further. It was advised that I’Ansons were looking to invest in one, that Jamesons already had one and that the Clerk would enquire further. **Action: CLLR METCALFE & CLERK.**

**9. BULB PLANTING TO MASHAM SIGNS AND MARKET SQUARE TROUGHS AND PLANTERS**

9.1 Cllr Vickery advised she was going to collect bulbs from HBC imminently in order to plant up the beds and would invoice MPC accordingly for works to which Cllrs were agreeable to.

**10. TRAVELLERS ON THE RECREATION GROUND – UPDATE ON WORKS**

10.1 Cllr Weatherill was not available to update on the matter but it was discussed that the large boulder still needed to be replaced in the gap to the boundary and it was agreed Cllr Greensit should liaise with the Sheep Fair to put this back. Cllr Greensit confirmed that Marfield Quarry had confirmed at the recent meeting additional boulders were available from them. It was also discussed that the mosaic Masham sign required repair and agreed for Artisan to liaise with Cllr Greensit over its’ repair and collection. **Action: CLLR WEATHERILL & CLLR GREENSIT.**

**11. LOCAL NEIGHBOURHOOD PLAN**

11.1 Cllr Pickard advised that notes from the last meeting had been sent to Joe Varga at HBC and in return he had received guidance notes including on potential grants available from Locality, the need for a website to promote the project, and constituting a steering group so that MPC can delegate within the group. It was confirmed Joe Varga would come to Masham on Friday 30th November at 2pm to meet some of the Cllrs to discuss all points and rules to follow for the plan. Cllr Pickard clarified Paul Theakston and Swinton estate would also be invited to attend this. It was advised another meeting would be aimed for the New Year where findings from the various group investigations could be collated. Cllr Ellis advised of a contact from Appleton Roebuck to invite to talk on their plan as did Cllr Pickard from Horsforth. **Action: CLLR PICKARD & CLLR ELLIS.**

**12. CCTV CAMERAS**

12.1 The Clerk advised that YLCA had confirmed that CCTV could be installed on the basis of preventing and detecting crime. Austin Gregg from Gregg Electrical Ltd was in attendance and advised that if cameras to detect number plates were installed they would need to cover every entry and exit, therefore 5 would be needed. Every camera would require high speed internet and a power supply and locations were discussed, with cameras pointing both ways, and a map provided. Costings were estimated at £416 to £510 per camera which would be able to recognise number plates but not much else. The other option would be cameras to monitor people of which approximately 14 would be needed to cover the main public areas, which would be easier to pick up power from local public locations. They would require a weather proof box which could be considered unsightly and costings were estimated at £10,175 for the 14 cameras. It was discussed that as most of the crime comes from outside Masham, cameras searching for number plates may be more suitable. It was questioned about the use of cameras which rotate to which Austin clarified there would be too much movement to trigger them at that crime may be missed whilst in motion. It was questioned what NYP’s attitude towards CCTV would be and whether it would prevent crime. Austin clarified that he had received a number of requests from them over the last 6 months as to the whereabouts of cameras. It was discussed whether the usage would displace crime elsewhere too. Austin confirmed maintenance would be carried out annually, covered by GDPR, and a policy produced on who has access. It was agreed that documentation needed to be circulated amongst Cllrs for further consideration. Austin also clarified he felt there was not much consistency to car electric grants. **Action: CLERK.**

**PUBLIC DISCUSSION INTERVAL**

* 1. Masham School Governor representative, Susan Briggs, gave formal thanks to Cllr Blades for her time as a Governor. She clarified the schools rating had gone from ‘Good’ to ‘Outstanding’ with 114. Funding over £2k had been made available to them via the Section 206 Agreement which was being aimed at to use in the building of a new classroom. When queried, Susan confirmed that are number of year groups were full, that they were reviewing numbers and that local residents applying where year groups are full were being reviewed on a case by case basis. Susan also confirmed she would be attending the Neighbourhood Plan on behalf of the school.
  2. A MoP gave their concern over the removal of recycling facilities at Maple Creek leaving there nowhere in Masham to recycle. It was clarified also that not all residents are getting black boxes or collections. Another MoP confirmed they were getting no response from their enquiry at HBC to which Cllr Simms advised he would enquire and that NYCC were actually responsible for recycling. Cllr Blades also clarified missed collections on Silver street and Little Market Place for the Clerk to report to HBC. It was also raised the implications of this on fly tipping in the future. **Action: CLLR SIMMS & CLERK.**
  3. A Swinton Estate representative confirmed that the recent appeal for the planning application for the Land off Thorpe Road had been unsuccessful due to noise pollution and the impact on the Church, and that they would not appeal further. It was confirmed that Northern Powergrid would be laying cabling under the Shooting Holme. Cllr Greensit thought it may be to do with monitoring the river but this was not clarified. The Chair raised the concern over the lime trees on The Avenue due to the dead wood dropping down to which it was advised a tree survey was due by the estate.

**13. VEHICLE ACTIVATED SPEED SIGNAGE**

13.1 The Clerk advised that NYCC had confirmed that Parish Councils may, with the permission of Highways, contribute towards traffic calming and provide VAS, subject to the conditions they impose. The Clerk advised MPC’s interest had been declared in installing signage and confirmation of the revised protocol was awaited from NYCC.

**14. RED LANE FOOTBRIDGE – CLEARANCE OF DEBRIS**

14.1 Cllr Johnson advised the Parish Caretaker usually takes care of this task to which the Clerk confirmed he had just submitted his invoice with the works included. It was also advised that the light to the footbridge still did not work and for the Clerk to chase Highways. Cllr Broadley also advised of a light out in Ellington which she would get a number for the Clerk to report also. **Action: CLERK.**

**15. SITING OF MEMORIAL BENCH**

15.1 The Chair advised Rogers the Butchers would be agreeable to having a bench located outside their shop and that an undedicated bench could be relocated there to allow the new memorial bench to be sited on the Market Square as requested previously by the MoP. Cllr Johnson advised of a bench for the Queen’s Silver Jubilee that could be relocated to which Cllrs agreed to the Clerk instructing the Parish caretaker and advising parties accordingly. **Action: CLERK.**

(Cllr Atkinson arrived at 8.35pm)

**16. CHRISTMAS WREATHS**

16.1 The Chair clarified that David Broadley had been delighted to assist with this year’s competition and had produced leaflets for Cllrs to distribute and posters to place within the town. Judging of residences and businesses to take place between 8th and 15th December, with winners to be announced at the Torchlight Procession on 17th December. **Action: ALL CLLRS.**

**COUNTY COUNCILLOR INTERVAL**

1. The Chair welcomed Cllr Atkinson to the meeting and congratulated on her appointment as Deputy Mayor of Harrogate. Cllr Atkinson conveyed that all County Councils are struggling financially with funding, particularly with transport to schools. Although the Councils are strong financially with investments and pension funds, monies for problems with roads and such like are ring fenced. She also advised Masham had had a special mention for its’ Liftshare Scheme.
2. Cllr Johnson explained the issue over the removal of recycling facilities to which Cllr Atkinson advised this was happening to all the main facilities due to misuse, but that she would bring up the issue of a lack of black boxes and lack of visits to certain areas, such as Millgate. She was also advised that residents in the Market Place do not have wheelie bins and that HBC do not supply boxes when asked to. Cllr Broadley asked how Maple Creek residents should recycle to which Cllr Simms advised he would speak to the warden. **Action: CLLR ATKINSON & CLLR SIMMS.**
3. Cllrs also advised of outstanding issues repeatedly reported to Highways for Cllr Atkinson to note including; the drain blocked on The Avenue, the road surface from Quarry House to Quarry Bridge, and the road surface to Fearby from Swinton Park. It was also suggested that recent road surfacing works had not been deemed adequate to which Cllr Atkinson advised she would relay the dissatisfaction. **Action: CLLR ATKINSON.**

(Cllr Pickard and Cllr Metcalfe were excused and 8.45pm)

**17. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. KMLDPC – Notification of invitation for comments over decision to proceed with a Neighbourhood Plan. Cllrs had no comments to make and wished the PC luck.
  2. BHIB Councils Insurance – Notification of The Aviva Community Fund was given to make any local organisations and charities aware of funding up to £25k towards health and wellbeing, skills for life or the environment.
  3. HBC – The update from Planning Enforcement Officer regarding The Old Bank was relayed that they were in discussions with the owner to have the front vegetation altered or removed and were trying to negotiate before considering formal action.
  4. Highways – The response to report of residents’ items on Thorpe Road pavement was outlined that an officer had inspected the area and felt items were as close as could be to the properties, that the footway could be negotiated safely and that they had brought concern to the attention of HBC in leaving bins in an orderly fashion. Cllr Barker questioned how pushchairs could access the footway and advised he would follow up the matter again with Highways. **Action: CLLR BARKER.**
  5. HBC – Notification was given of the invitation to complete consultation on their Ultra-Low Emission Vehicle strategy.
  6. Highways – The response to query over the weed killing of pavements was relayed. The advised the network throughout Masham had been sprayed on 5th July and treatment was once per annum. Cllrs discussed this should be included on the next Agenda to consider contracting additional spraying. **Action: CLERK.**
  7. Ripon City Council – The request to consider attending meetings with neighbouring Parish Councils was advised of and the Chair advised she may consider attendance.
  8. HBC – Notification was given of the invitation to complete Recycling and Waste Satisfaction Survey and it was agreed this should be circulated amongst Cllrs, and a MoP who also requested details, to complete. **Action: ALL CLLRS & CLERK.**
  9. HBC – The response to report of complaints and queries over Public Toilets was relayed stating that during the Sheep Fair toilets were visited twice daily, that funding would not allow additional visits and given the heavy use that volunteers or organisers could offer assistance. Cllr Vickery also brought to the attention of Cllrs that it had become apparent the WCs were being used on an evening for the trading of illegal substances. Local PSCO had been advised and The Bruce Arms had kindly offered assistance should HBC require a volunteer to lock the building on an evening. It was agreed for Cllr Vickery to request this offer in writing and for the Clerk to communicate this to HBC. **Action: CLLR VICKERY & CLERK.**
  10. Strategic Leisure – Notification was given of the invitation to provide information for their Sport and Leisure Study.
  11. Nidderdale Plus – Notification was given of the invitation to the AGM 6pm Tuesday 20th November.
  12. NYP – Cllrs were advised of the letter of thanks for praise over the aggravated burglary in September.
  13. Swinton Estate – The Wayleave Agreement from Northern Powergrid in respect of works to the Shooting Holme was circulated to Cllrs prior to the meeting and Cllrs confirmed they had no comments to relay to Swinton Estate.
  14. Julian Smith MP – The Clerk requested any potential attendees following the invitation to the Michael Gove Event (The Secretary of State for Environment, Food & Rural Affairs) on evening of Thursday 15th November in Skipton. There were no Cllrs wishing to attend.

**18. ANY OTHER BUSINESS**

18.1 Cllr Blades asked if the weeding to the flagpole had been carried out and he Clerk confirmed the Parish Caretaker had undertaken this.

18.2 Cllr Blades advised of the paintwork to the flagpole railings that required painting to which Cllr Ellis kindly offered to undertake. **Action: CLLR ELLIS.**

18.3 Cllrs discussed the Swinton Estate sign that required removal on The Avenue and it was commented that Highways had been regularly to remove others. It was agreed that the Clerk should contact Swinton Estate with a copy of the policy on signage to draw their attention to the matter. **Action: CLERK.**

18.4 Cllrs discussed the painting of the new picnic tables at The Shooting Holme and whether it would preserve them better to store in the storage building over winter. The Chair advised she would inspect the building to see if some sort of steps could be introduced to make use of space higher up. **Action: CHAIR.**

18.5 Cllrs discussed whether more sandbags were required for use in the event of flooding and it was agreed for the Chair and Cllr Broadley to assess numbers and order more of required **Action: CHAIR & CLLR BROADLEY.**

18.6 Cllr Vickery commended Cllr Ellis on his works painting the Honesty Box to the long-term car park**.**

18.7 Cllr Vickery advised of her work clearing cones following markets since the Super Intendents appraisal and that having voted for a volunteer to assist in the task, he had advised this was not required. It was agreed the Chair should address the matter again with the SI. **Action: CHAIR.**

18.8 The Chair collated numbers for attendance at the forthcoming Armistice and 6 Cllrs confirmed. **Action: CHAIR.**

18.9 A MoP advised of their support in the matter of the clearance of cones to the market needing to be addressed.

**19. DATE OF NEXT MEETING**

19.1 Monday 3rd December 2018 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chair, Cllr Grainger declared the Meeting closed at 21:25pm.

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**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 5 NOVEMBER 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| H Hill And Sons Haulage Contractors, Marfield Barn, Leyburn Road, Masham, HG4 4ER | Application No.: 6.3.230.C.FUL 18/03862/FUL  Proposal: Erection of stables and tack room.  Applicant: Mrs J Hill | 6th November 2018 |
| Bank Villa Guest House, The Avenue, Masham, HG4 4DB | Application No.: 6.3.230.C.FUL 18/03862/FUL  Proposal: Listed Building consent for internal works including formation of kitchen; conversion of existing outbuildings and erection of a link extension to form additional living accommodation.  Applicant: Mr & Mrs A Nicholson | 12th November 2018 |
| 16 The Oaks, Masham, HG4 4DT | Application No.: 18/04454/TPO  Proposal: Deadwooding of 1 no. Oak Tree within T2 of Tree Preservation Order 08/1996.  Applicant: Mrs S Driver | 19th November 2018 |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 5 NOVEMBER 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DECISION** |
| 2 Park Square, Masham, HG4 4HF | Conversion of shop (A1) to residential (C3) with associated external alterations. | **Approved subject to conditions** |
| H Hill And Sons Haulage Contractors, Marfield Barn Leyburn Road, Masham, HG4 4ER | Erection of stables and tack room. | **Approved subject to conditions** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 5 NOVEMBER 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Land Comprising Field At 422755 480244, Thorpe Road, Masham | Outline application for the erection of up to 80 dwellings with access considered (Site area 4.2ha). | **Outcome of hearing held on 11 September 2018 awaited** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 4th Sept to 5th Nov 2018** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £1,126.00 |  |
| Market electricity |  |  |  |  |  | £15.00 |  |
| Honesty Box |  |  |  |  |  | £1,978.00 |  |
| MSA - Annual Rent 2017/18, 2018/19 & 2019/20 | | |  |  |  | £3.00 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | | | **£3,122.00** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 5 Nov 2018 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - October Salary (Tax £19.60) | | | |  |  |  | 100800 |
| Jen Hurford, Parish Clerk - October Salary (Tax £48.00) | | |  |  |  |  | 100801 |
|  |  |  |  |  |  |  |  |
|  |  |  | **Oct Staff Salaries Total** | | | **£1,032.35** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE |  |  |  |  |  | £67.60 | 100802 |
| Masham Church Social Committee - S137 to Armistice Event | | | |  |  | £150.00 | 100803 |
| Masham Town Hall - Committee room hire (VAT £2.00) | | |  |  |  | £12.00 | 100804 |
| Mashamshire Community Office - Office Rent & Business Services | | | |  |  | £221.05 | 100805 |
| Park Lane Playgrounds - Westholme Court playground works (VAT £116.00) | | | | | | £696.00 | 100806 |
| The Festive Lighting Company - Christmas Lights (VAT £164.29) | | | |  |  | £985.74 | 100807 |
| Mr A N Reed - Second 50% of Market Support Fee | | |  |  |  | £500.00 | 100808 |
| Mr A N Reed - Market Festival Expenses | |  |  |  |  | £50.00 | 100809 |
| D3 Office Group Ltd - Stationery (VAT £6.62) | |  |  |  |  | £39.71 | 100810 |
| Parish Caretaker - Routine Works |  |  |  |  |  | £150.00 | 100811 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £) |  |  |  |  |  | NA |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£3,904.45** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | APPENDIX B (2/2) | |
|  |  |  |  |  |  |  |  |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 31 October 2018 | | |  | £57,622.95 | 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 | | £57,622.95 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 5th NOVEMBER 2018**

Correspondence for information/consideration etc

1. KMLDPC – Invitation for comments over decision to proceed with a Neighbourhood Plan.
2. BHIB Councils Insurance – Notification of The Aviva Community Fund.
3. HBC – Update from Planning Enforcement Officer regarding The Old Bank
4. Highways – Response to report of residents items on Thorpe Road pavement.
5. HBC – Invitation to complete consultation on their Ultra-Low Emission Vehicle strategy.
6. Highways – Response to query over the weed killing of pavements.
7. Ripon City Council – Request to consider attending meetings with neighbouring Parish Councils.
8. HBC – Invitation to complete Recycling and Waste Satisfaction Survey.
9. HBC – Response to report of complaints and queries over Public Toilets.
10. Strategic Leisure – Invitation to provide information for their Sport and Leisure Study.
11. Nidderdale Plus – Invitation to the AGM 6pm Tuesday 20th November.
12. NYP – Thanks for praise over the aggravated burglary in September.
13. Swinton Estate – Notification of Wayleave Agreement from Northern Powergrid in respect of works to the Shooting Holme.
14. Julian Smith MP – Invitation to the Michael Gove Event (The Secretary of State for Environment, Food & Rural Affairs) on evening of Thursday 15th November in Skipton.

**MASHAM PARISH COUNCIL**

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

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

Tel: 01765 650363 (Out of Office Hours)

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

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

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

**MINUTES 3rd DECEMBER 2018**

**PRESENT:**

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

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

**1. APOLOGIES**

* 1. Cllr Nigel Simms and County Cllr Margaret Atkinson.

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

2.1 Minutes of the Monthly Meeting held on 5th November 2018. It was **proposed** by Cllr Johnson and **seconded** by Cllr Metcalfe that the Minutes of the 5th November meeting be formally approved as a true and accurate record. All those who attended the 5th 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 There were no declarations made.

**4. PLANNING MATTERS**

* 1. Planning Applications received;
     1. 8 Westholme Court, Masham, HG4 4HA – Erection of a two storey extension. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that MPC had no objections. All those present voted in favour and the **RESOLUTION** was carried.

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

* 1. Planning Approvals – There were no decisions to report.
  2. Planning Enforcements – A list of planning enforcements appear at Appendix A.
  3. Cllrs highlighted the erection of decking adjacent to a property on The Avenue which could be in breach of planning and requested an Enforcement officer from HBC be informed. **Action: CLERK.**
  4. Cllrs discussed that AONB should be approached to include Masham town within their area. **Action: CLERK.**

**5. FINANCIAL MATTERS**

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

5.1.2 The Clerk notified that for November there was an increase to the Honesty Box income and a slight decrease in Market Rents in comparison to November 2017.

5.1.3 In light of the payment to MFJ Land Management, the Chair advised she had instructed works due to the legal obligation of the matter, for works to be carried out to remove the infestation of Japanese Knotweed at the bottom of the Recreation ground.

5.1.4 Cllr Ellis suggested the use of additional arrows to direct to the Long Stay car park however Cllrs agreed this may conflict with Masham Sports Association.

5.1.5 It was noted of the regular parking of a motor home on the long stay car park and agreed the MoP should be liaised with to request alternative storage facilities were sourced. **Action: CLLR PICKARD**

5.1.6 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).

5.2 Update on Registration for Online Banking Transactions. Cllr Ellis confirmed the completion of setting up the online banking facility with the Clerk holding the necessary information and equipment to facilitate use. It was **proposed** by Cllr Johnson for the Clerk and John Ellis to liaise over future transactions required and **seconded** by Cllr Metcalfe. All those present voted in favour. It was **RESOLVED** that the payments be made by Cllr Ellis, or the Clerk with his authority.

5.3 Completion of Account Information Form. The Clerk advised of the bank’s request for MPC to complete forms to clarify information they require in light of recent enquiries via their helpline. It was **proposed** by Cllr Pickard for the Clerk to complete the form with one of the signatories to check and sign thereafter, and **seconded** by Cllr Johnson. All those present voted in favour. It was **RESOLVED** that the form be completed by the Clerk. **Action: CLERK.**

5.4 Feedback from Internal Checks Carried Out on 15th November. Cllr Ellis confirmed checks were carried out and there were no issues to raise.

5.5 Completion of Forms for Public Sector Deposit Fund. It was **proposed** by Cllr Pickard for the four signatories of the current account to be listed as directors of the new interest account and for the Clerk to be named to also be able to operate the account and to be the point of contact, and **seconded** by Cllr Broadley. All those present voted in favour. It was **RESOLVED** that the form be completed by the Clerk and circulated accordingly. **Action: CLERK.**

**6. UPDATE FROM MASHAM LIFTSHARE SCHEME AND S137 REQUEST**

6.1 Representative of the scheme confirmed a successful 11% response rate to their recent survey showing the following; over 75% of the community are now aware of the scheme; 92% of respondents have the technology to facilitate the scheme; 79% of persons had transport, but on 11% were regular commuters, 89% were doing adhoc journeys; the community averages 35,000 miles per week; 60% of people are not confident in asking for help with lifts from a neighbour; 45% of the wider community are going to Ripon, with less then to Northallerton, lesser to Bedale and lesser again to Masham; 27% are going for shopping, then for leisure, then less for family purposes and then for health reasons; the scheme needs to promote and reinforce that the scheme is for the wider community, not just for Masham. The scheme really wanted to convey their message for the community to really look after their neighbours, particularly in the coming winter months. It was confirmed on their event on Tuesday 4th December including a movie, a hamper drawer strongly supported by contributions of prizes, and a short presentation. Wider communities had already donated £2k to the scheme and it was asked if MPC would consider a donation towards the next 2,500 leaflets planned with cost expected at £160 to include £75 for the required artwork. It was **proposed** by Cllr Greensit to make a £100 S137 donation and **seconded** by Cllr Johnson. All those present voted in favour. It was **RESOLVED** for a cheque to be raised for the next meeting. It was also asked for any banners that had been removed to be returned to which Cllr Johnson agreed to return the one he had removed from the Avenue. Cllrs discussed that the Liftshare Scheme should be sent a copy of the Voluntary Code for Fly Posting in order to convey why banners are removed. It was also asked that Swinton estate be asked when they would be likely to remove their signagefollowing receipt of the code last month. **Action: CLERK.**

**7. PROPOSAL FROM NICK REED FOR 2019 CYCLING EVENT**

7.1 Nick Reed’s proposal was circulated amongst Cllrs prior to the meeting as follows;

I am writing to offer my services as co-ordinator for the UCI World Road Cycling Championships, which pass through Masham three times between 25-29 September 2019. Having co-ordinated the town’s Tour de France steering group in 2014 and Tour de Yorkshire preparations in 2017-18, I hope the Council would want to take advantage of my experience and knowledge in this area.

As well as the usual co-ordination of this busy event – to ensure a safe and satisfactory experience and to take advantage of marketing and tourism opportunities on the day and going forward – there is the extra pressure to make this week successful with three distinct events, and the responsibility to create a memorable weekend having persuaded the Sheep Fair to move dates. With my experience in event management in general and of co-ordinating cycle races through Masham in particular, I hope you will agree I am just the person to do this.

I would therefore like to offer my services as WCC co-ordinator on behalf of the Parish Council. This would involve:

* Co-ordination with relevant departments of Harrogate BC (licensing, tourism, etc), NYCC Highways, the Police Service and other statutory bodies ahead of the day;
* Liaison with race officials, tour makers and emergency services on the day;
* Risk assessment, safety management, emergency planning and contingency planning;
* Communication with Mashamshire residents, local businesses, charities, and other stakeholders;
* Promotion of the town’s TdY offer via press liaison, social media, posters and banners;
* Ensuring a cohesive partnership between the Market, Breweries, Sports Association, Community Office, Masham School, Acorns, Church and Chapel, Town Hall, Swinton Park, and other organisations who may be planning and/or publicising events on the day;
* Reporting to the Council at and between meetings;
* And generally being the first point of contact for public enquiries, trouble-shooting etc, in the lead-up to and during the events.

There may well be extra opportunities to add value to the races this year. Notably, if a big screen is obtained – hopefully via Harrogate BC – it could stay on site and be used for community film evenings between Weds 25 – Fri 27 September. Also, with the elite men’s time trail visiting Masham on Weds 25 September, this is the first time a race will come through town during school time, which allows all sorts of possibilities. (After the disappointment of this year, ensuring any public art produced is well-positioned and appropriate for screen time will also be a priority.)

In 2018 my fee for the Tour de Yorkshire was £1,000, with the council incurring extra expenses of only £34. I would suggest that with three races over five days to prepare for, £2,000 as a fee would not be unreasonable. It is likely, though of course not certain, that Harrogate BC will be equally generous in cash and kind as they have in the past.

N.B. If Masham were to be passed through by the Tour de Yorkshire between 2-5 May, I would be happy to perform the same role for an extra £500. (The route is announced on 7th December)

Masham being used in such a central role for this week of cycling is testimony to the regard in which the town is held by race organisers and Harrogate BC as a community willing to embrace these events, and the visitors they generate. I hope the Council agrees that my co-ordination has helped promote Masham as a cycling hub, and I hope you find this proposal of interest.

Cllr Johnson felt the amount was a big rise and queried the amount of hours work involved. Nick explained that due to there being 3 races and the time involved liaising with the authorities. Some Cllrs felt someone who was familiar with the process was required and hoped that most costs should be able to be claimed back. Nick advised he had spoken to HBC who had implied a big screen and small grant monies should be available alongside Ripon and Pateley Bridge and we be confident that the event should break even. Nick hoped that the event on the Wednesday could potentially be linked with schools and expected the weekend event to be bigger than the Tour de Yorkshire and ended that on a basis of fees for £100 per day, his proposed fee would cover 20 days work up to and including the event. It was **proposed** by Cllr Pickard to agree to a maximum fee of £1,495 on the basis that Nick Reed ensured grants covered all of the direct costs, and if possible, all of this fee, and **seconded** by Cllr Greensit. It was **RESOLVED** for Nick to co-ordinate Masham for the event in September. It was then discussed that a working group of Cllrs and local organisations would be a good idea, with both the Chair and Cllr Johnson offering their services.

**PUBLIC DISCUSSION INTERVAL**

There were no matters put forward by MoP

**8. MAPLE CREEK LUNCH CLUB – CONSIDERATION OF S137 DONATION**

8.1 The Chair advised of the groups quote of £112 pa for their Public Liability Insurance obtained from Broadleys Insurance Brokers after being contacted by one of their volunteers. It was advised that at least 30 people attend the lunches with the White Bear charging £4.00 for a two course meal, with an additional £1.00 being charged for treats and extras. It was **proposed** by Cllr Metcalfe to make an S137 donation for the full amount and **seconded** by Cllr Weatherill. It was **RESOLVED** for a cheque to be raised for the group at the next meeting. **Action: CLERK.**

**9. MASHAM MARKET REGENERATION**

9.1 Review of Market Tariffs. The current tariffs were discussed and it was **proposed** by Cllr Greensit to leave the rates as they stood and **seconded** by Cllr Pickard. All those present voted in favour. It was **RESOLVED** not to alter the tariffs for the time being.

9.2 Review of Market Rules. Cllrs highlighted points requiring amendment including; the inclusion of GDPR and the electric checks relating to the Risk Assessments; for prices and types to be amended according to the current tariffs; for the nominated person to be named as the Superintendent; for trading to end by 5pm and stalls to be vacated by 5.30pm. It was agreed the Clerk should amend the document and receive any further suggestions by Cllrs to produce a final version for approval at the next meeting. **Action: CLERK.**

9.3 Christmas Fair Contribution. The Chair clarified this had been asked previously for the provision of a film for the children and that this year the superintendent, Chair and Cllr Johnson had circulated leaflets, printed at the Chair’s costs, to encourage stalls, produced footage for promotion on Facebook, sourced a Santa and equipped with presents, and organised mulled wine and hot food as promoted on the original poster but that had not actually been organised. The Chair had sourced a small bouncy castle at a cost of £69, with £30 for delivery and an attendant at £20phr, totalling £199. It was **proposed** by Cllr Weatherill to cover the total cost with an S137 donation and **seconded** by Cllr Johnson. All those present voted in favour. It was **RESOLVED** the children’s entertainment to be ordered by the Chair at the cost of MPC. It was expressed by the Chair for local businesses and organisations to be encouraged to get involved with next year’s event to really do something bigger for the town and it was agreed this should be included on March’s Agenda for discussion. **Action: CHAIR & CLERK.**

9.4 Provision of Finger Post. The Clerk advised HBC had been in touch for an update on the matter and Cllr Johnson advised an estimate for a wooden post was still to be produced. **Action: CLLR JOHNSON.**

**10. ELECTRIC CHARGING POINTS FOR VEHICLES**

10.1 The Clerk circulated literature prior to the meeting of potential sources for purchase via the advice of both I’Anson Bros Ltd and East Riding Council. It was discussed that fees were less than expected and whether the power supply would be adequate enough. Following research, Cllr Metcalfe advised of a rental scheme whereby two points worth £50k could be installed and maintained at the cost of the provider with an income to MPC of £2k pa per point with a potential of profit share. Cllrs discussed the West side of the square as a suitable location near to the electric point and that Cllr Metcalfe should obtain further information to relay to Cllrs for further consideration. **Action: CLLR METCALFE.**

**11. ADDITIONAL SANDBAGS AND HEAVY DUTY WHEELBARROW**

11.1 The Chair advised that in fact the current wheelbarrow had in fact been repaired for the time being and that a forklift had been organised to create more room in the storage building for the 50 additional sandbags the Clerk had ordered from HBC. **Action: CHAIR & CLERK.**

**12. WESTHOLME COURT PLAY AREA ANNUAL INSPECTION**

12.1 The Clerk circulated the report from ROSPA prior to the meeting and it was discussed that the removal of leaves and cleaning of the surface required immediate attention and that the Parish Caretaker should be instructed accordingly. It was agreed to put the matter on February’s Agenda to discuss works required to the wooden fencing and the potential addition of more play items to encourage users. It was also highlighted that the MUGA also required immediate attention to the clearance of leaves and cleaning of the surface and agreed the Parish Caretaker attend to this too. Cllr Vickery suggested that a professional company could be considered in the future to clean the surface. It was also suggested the MUGA really needs promoting and using more. **Action: CLERK.**

**13. CONSIDERATION OF ADDITIONAL WEED SPRAYING**

13.1 Further to HBC advising of only one scheduled spray of the town and the problem of increased weeds to the square, it was discussed that late April would be a suitable time for an additional spray to be funded for by MPC. It was **proposed** by Cllr Broadley to instruct MFJ Land Management to undertake the work and **seconded** by Cllr Greensit. All those present voted in favour. It was **RESOLVED** to fund the additional spraying for next year to the roads around the square. **Action: CLERK.**

**14. TRAVELLERS ON THE RECREATION GROUND – UPDATE ON WORKS**

14.1 Cllr Weatherill advised top soil was awaited as previously discussed with potentially another source from local contractors being discussed with view to works commencing in Spring **Action: CLLR WEATHERILL.**

**15. LOCAL NEIGHBOURHOOD PLAN**

15.1 Cllr Pickard advised of the meeting held with Joe Varga of HBC and that a Steering Group was now required. Local representatives included Chris I’Anson, Paul Theakston and Mark Cunliffe-Lister along with Cllr Pickard, Cllr Ellis and the Chair. It had been agreed for volunteer Paul Theakston to Chair the group who would collate the member to include two under 30yo too. The next requirement was that MPC need to create their own website to include publishing of finances and that a grant should cover half of this and that hope was held that some of the group may have the IT skills to assist with the task. **Action: CLLR PICKARD.**

**16. CCTV CAMERAS**

16.1 The Clerk circulated points of consideration, prior to the meeting, following conversation with NYP Sergeant Andrew Tiffany over installing CCTV and he conveyed that number plate recognition cameras would be most appropriate and estimates provided seemed reasonable. He advised crime rate was very low in Masham and although CCTV could assist in solving of crime it would be difficult to get crime statistics any lower than they are. On that basis, he advised prevention was of great importance by way of securing properties, reporting suspicious activity and that a previous scheme of providing timer lights for vacant properties had been a good alternative way of funding for the community. He advised that himself and Officer Peter MacMillan regularly attend Safer Neighbourhood meetings with other Parishes and suggested this would be a good way to convey the perspective of NYP and offer professional advice on crime prevention. On this basis, Cllrs agreed NYP should be invited to host a Safer Neighbourhood meeting for the public on an evening prior to and MPC meeting **Action: CLERK.**

**17. MASHAM PARISH COUNCIL – BUDGET FIGURES & PRECEPT**

17.1 The Clerk circulated the Budget for 2019-20 showing estimated figures for the end of 2018-19 financial year and estimated receipts and expenditure for 2019-20. This showed the use of £2k reserves from MPC for this financial year and the use of £6k potentially next year. Cllrs discussed expenditure was required to works to the market square and it was agreed that E Leathley & Sons should be instructed to seal potholes to various patches of concern to the square, and to also look at the pipes of the Victorian fountain as water was not coming out of the pipes. It was **proposed** by Cllr Ellis to approve the budget for 2019-20 and that a Precept was not required from HBC, and **seconded** by Cllr Pickard. All those present voted in favour. It was **RESOLVED** to use the Budget for the forthcoming accounts and for public display on the internet, with confirmation to HBC over Precept monies not being required. **Action: CLERK.**

(Cllr Pickard & Cllr Metcalfe were excused at 9.00pm)

**18. GDPR – APPROVAL OF SECURITY INCIDENT POLICY**

18.1 The Clerk circulated a draft Security Incident Policy prior to the meeting which was adapted from a template provided by YLCA. It was **proposed** by Cllr Greensit to approve the document for use and **seconded** by Cllr Broadley. All those present voted in favour. It was **RESOLVED** to adopt the document and upload for public display on the internet. **Action: CLERK.**

**19. CHRISTMAS WREATHS**

19.1 The Chair advised the competition was underway and would report back at the success of the event at the next meeting. **Action: CHAIR.**

**20. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. NoteMachine – The request for feedback via Customer Satisfaction Survey was advised of and it was agreed for the Clerk to complete this, including comments over the machine regularly running out of money and advising of the closure of the town’s only bank. **Action: CLERK.**
  2. HBC – It was advised of the invitation to complete Ministry of Housing, Communities and Local Government consultation with regards to temporarily suspending the Stray Act in relation to the UCI Road World Championships.
  3. HBC & NYP – The Clerk advised of communications over the securing of public toilets overnight and the potential crime issue at the building. HBC agreed for local business proprietors to carry out the voluntary locking and unlocking of the public toilets, following their kind offer to do this. The Clerk also advised the suspected drug use and sales had been reported to NYP by MPC, and Peter MacMillan had responded and would look into the matter. Given the nature of the drug being suspected as being cocaine, it was asked that this was clarified to NYP due to the risk to children using the facilities, and HBC also advised as the use of lights to trace may be a possibility. The matter was agreed to be included on the next Agenda for update and review. **Action: CLERK.**

**21. ANY OTHER BUSINESS**

20.1 Cllr Johnson advised of streetlight No.1 in Wathermarske being out to report to Highways. **Action: CLERK.**

20.2 The Clerk advised of a streetlight out to the right of the Kings Head to report. **Action: CLERK.**

20.3 Cllr Ellis highlighted the sign to the green at Swinton still had not been repaired by Highways and required chasing. **Action: CLERK.**

20.4 The Chair advised that Swinney Beck had recently been cleaned but part of the banking downstream from the bridge at the Oaks was breaking away and needed reporting to Highways. **Action: CLERK.**

* 1. Cllrs discussed the signage placed by the Co-Op on Leyburn Road which was a hazard and it was agreed that a letter be sent advising of the Voluntary Policy on Fly Posting should be sent to the proprietor. **Action: CLERK.**

20.6 Cllrs discussed Beavers Butchers request for a single yellow line outside their shop to prevent long term car parking and it was agreed enquiries should be made with Highways. **Action: CLERK.**

20.7 The Chair advised of hers and Cllr Ellis’ drain survey within the Parish and had been appalled at the number and severity of blocked drains. with Fearby Road being of particular concern. On submission of the report, it was agreed the Clerk should convey the feeling of a neglect of duties from Highways. **Action: CHAIR, CLLR ELLIS & CLERK.**

20.8 The Chair of advised of a fallen 40mph sign at Low Burton to report to Highways. **Action: CLERK.**

20.9 Cllr Weatherill reported the lock to the height barrier was missing and it was agreed to ask around recent users to try to track it down, and if not, two new combination locks should be purchased. **Action: CLLR JOHNSON.**

**21. DATE OF NEXT MEETING**

21.1 Monday 7th January 2019 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chair, Cllr Grainger declared the Meeting closed at 21:20pm.

*To view our General Privacy Notice please go to* [*http://hub.datanorthyorkshire.org/dataset/masham-parish-council*](http://hub.datanorthyorkshire.org/dataset/masham-parish-council)

**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED TO 3 DECEMBER 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| 8 Westholme Court, Masham, HG4 4HA | Application No.: 6.3.44.FUL 18/04389/FUL  Proposal: Erection of a two storey extension.  Applicant: Mrs S Dibb | 4th December 2018 |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 3 DECMBER 2018**

There are no decisions to report

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 3 DECEMBER 2018**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Land Comprising Field At 422755 480244, Thorpe Road, Masham | Outline application for the erection of up to 80 dwellings with access considered (Site area 4.2ha). | **Appeal dismissed** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 6th Nov to 3rd Dec 2018** | | |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £887.00 |  |
| Market electricity |  |  |  |  |  | £9.00 |  |
| Honesty Box |  |  |  |  |  | £959.00 |  |
| Masham Sheep Fair electricity |  |  |  |  |  | £15.00 |  |
| MCLA - Net cost of Festive Lighting Invoice | |  |  |  |  | £821.45 |  |
| Masham Primary School - Rent for Playing Fields | | |  |  |  | £672.00 |  |
| Northern Powergrid - Wayleaves |  |  |  |  |  | £3.45 |  |
| HMRC - VAT refund |  |  |  |  |  | £1,827.38 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | | | **£5,194.28** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 3 Dec 2018 meeting for approval and signature** | | | | |  |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - November Salary (Tax £19.40) | | | |  |  |  | 100812 |
| John Todd, Market Superintendent - October, November & December Salary plus Additional Markets | | | | | | | 100813 |
| Jen Hurford, Parish Clerk - November Salary (Tax £48.20) | | |  |  |  |  | 100814 |
|  |  |  |  |  |  |  |  |
|  |  |  | **Nov Staff Salaries Total** | | | **£1,879.58** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE |  |  |  |  |  | £67.60 | 100815 |
| Masham Sheep Fair - S137 Donation for Electricity | | |  |  |  | £15.00 | 100816 |
| Harrogate Borough Council - Annual Play Area Safety Inspection (VAT £11.00) | | | | | | £66.00 | 100817 |
| Masham Community Bonfire Committee - S137 Donation for Insurance | | | | | | £1,232.00 | 100818 |
| North Yorkshire County Council - Replenish 9x Grit Bins | | |  |  |  | £675.00 | 100819 |
| Masham Primary School - S137 Donation for Rent for Playing Fields | | | |  |  | £672.00 | 100820 |
| H Hill & Sons - Crush for Bowling Green Car Park (VAT £15.00) | | | |  |  | £90.00 | 100821 |
| Jen Hurford - Reimburse for Stamps, Stationery & Vinyl Gloves (VAT 0.96) | | | | | | £12.74 | 100822 |
| Parish Caretaker - Routine Works |  |  |  |  |  | £126.00 | 100823 |
| MFJ Land Management - Grass Cutting & Winter Maintenance (VAT 365.00) | | | | | | £2,190.00 | 100824 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £1.24) | |  |  |  |  | £25.72 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£7,051.64** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | APPENDIX B (2/2) | |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 30 November 2018 | | | | £59,183.06 | 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 | | £59,183.06 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 3rd DECEMBER 2018**

Correspondence for information/consideration etc

1. NoteMachine – Request for feedback via Customer Satisfaction Survey.
2. HBC – Invitation to complete Ministry of Housing, Communities and Local Government consultation with regards to temporarily suspending the Stray Act in relation to the UCI Road World Championships.
3. HBC & NYP – Communications over securing of public toilets overnight and potential crime issue.

**Budget 2019-10**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Actual 2017-18** | **Budget 2018-19** | **Estimated Actual 2018-19** | **Budget 2019-20** |
| **Receipts** |  |  |  |  |
| Market Rents | £19,502.00 | £19,000.00 | £19,500.00 | £20,000.00 |
| Honesty Box | £14,677.81 | £15,100.00 | £17,500.00 | £17,000.00 |
| Christmas Lights | £3,090.25 | £-00 | £3,250.00 | £3,500.00 |
| Grants & Other Income | £8,955.74 | £9,282.00 | £8,500.00 | £9,000.00 |
| Interest | £-00 | £-00 | £-00 | £-00 |
| Sundry Income | £6,701.00 | £-00 | £-00 | £-00 |
| VAT Refunds | £3,242.21 | £2,000.00 | £4,000.00 | £3,500.00 |
| **TOTAL RECEIPTS:** | **£56,169.01** | **£45,382.00** | **£52,750.00** | **£53,000.00** |
|  |  |  |  |  |
| **Payments** |  |  |  |  |
| Market Place - Non Domestic Rates | £-00 | £-00 | £-00 | £-00 |
| Market Place - Other Payments | £1,134.90 | £1,500.00 | £-00 | £1,000.00 |
| Grass Cutting | £1,340.00 | £1,600.00 | £1,900.00 | £1,900.00 |
| Electricity | £289.06 | £290.00 | £290.00 | £300.00 |
| Tree Maintenance | £-00 | £2,200.00 | £-00 | £2,000.00 |
| Drainage Maintenance | £-00 | £-00 | £-00 | £-00 |
| MUGA | £-00 | £-00 | £-00 | £-00 |
| Parish Caretaker & Other Maintenance | £12,134.33 | £5,000.00 | £5,000.00 | £6,500.00 |
| Christmas Lights | £4,036.25 | £2,000.00 | £3,250.00 | £3,750.00 |
| Staff Salaries | £17,498.26 | £18,748.00 | £18,800.00 | £19,000.00 |
| Insurances | £268.82 | £320.00 | £378.32 | £490.00 |
| Other Payments Inc Admin & Room Hire | £7,068.32 | £2,890.00 | £14,000.00 | £12,000.00 |
| Subscriptions | £1,377.00 | £1,195.00 | £1,200.00 | £1,400.00 |
| S137 Payments | £7,897.90 | £6,585.00 | £7,500.00 | £7,500.00 |
| Sundry Payments | £-00 | £300.00 | £-00 | £300.00 |
| VAT | £3,390.65 | £2,000.00 | £2,500.00 | £3,000.00 |
| **TOTAL PAYMENTS:** | **£56,435.49** | **£44,628.00** | **£54,818.32** | **£59,140.00** |