**MASHAM PARISH COUNCIL**

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

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

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

**MINUTES 7th JANUARY 2019**

**PRESENT:**

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

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

**1. APOLOGIES**

* 1. Cllr Colin Barker and County Cllr Margaret Atkinson.

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

2.1 Minutes of the Monthly Meeting held on 3rd December 2018. It was **proposed** by Cllr Johnson and **seconded** by Cllr Metcalfe that the Minutes of the 3rd December meeting be formally approved as a true and accurate record. All those who attended the 3rd 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 Cllr Metcalfe declared an interest in Item 8, as did Cllr Johnson in item 7.2.

**4. PLANNING MATTERS**

* 1. Planning Applications received;
     1. H Hill & Sons Haulage Contractors, Marfield Barn, Leyburn Road, Masham – Erection of 2 no. holiday cabins. Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Pickard that MPC had no objections. The majority present voted in favour and the **RESOLUTION** was carried.
     2. Black Sheep Brewery, Fearby Road, Masham, HG4 4ES – Raising of roof. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Vickery that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried.
     3. The Mill House, Millgate, Masham, HG4 4EZ – Listed building consent for internal alterations to include removal and insertion of partition walls, blocking and reinstatement of windows and doors, removal of fireplace and opening of staircase. Alterations to fenestration. Following discussion, it was **proposed** by Cllr Weatherill and **seconded** by Cllr Pickard that MPC had no objections. All those present voted in favour and the **RESOLUTION** was carried.
     4. Farm Buildings At The Mill House, Millgate, Masham, HG4 4EZ – Change of use of farm buildings to form residential annexe and garages. Alterations to fenestration. Following discussion, it was **proposed** by Cllr Weatherill and **seconded** by Cllr Pickard that MPC had no objections. All those present voted in favour and the **RESOLUTION** was carried.
     5. Farm Buildings At The Mill House, Millgate, Masham, HG4 4EZ – Listed building consent for the change of use of farm buildings to form residential annexe and garages to include: all walls to be insulated and lined, removal and insertion of partition walls, blocking and reinstatement of windows and doors, reinstatement of fireplace and installation of staircase. Alterations to fenestration. 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.
     6. Brookside, 12 Rodney Terrace, Masham, HG4 4JA – TPO NO 87/2018. The order took effect, on a provisional basis, on 20 December 2018.  Following discussion, it was agreed Cllrs had no comments to submit.
     7. High Barn, North Cote, North Cote Cottage Track, Masham, HG4 4DH – Erection of 1 farrowing building. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Metcalfe that MPC did not object to or support the application but wished to make comments or seek safeguards as follows; There are concerns over access to the site and it is felt a better sight line is required as it is currently dangerous. The splay and visibility would need to be improved and it has been suggested this could be achieved by the removal of hedging and recessing of fencing. All those present voted in favour and the **RESOLUTION** was carried.
     8. High Barn, North Cote, North Cote Cottage Track, Masham, HG4 4DH – Erection of 1 farrowing building and 2 feed silos. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Metcalfe that MPC did not object to or support the application but wished to make comments or seek safeguards as follows; There are concerns over access to the site and it is felt a better sight line is required as it is currently dangerous. The splay and visibility would need to be improved and it has been suggested this could be achieved by the removal of hedging and recessing of fencing. All those present voted in favour and the **RESOLUTION** was carried.
     9. High Barn, North Cote, North Cote Cottage Track, Masham, HG4 4DH – Erection of slurry storage tank. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Metcalfe that MPC did not object to or support the application but wished to make comments or seek safeguards as follows; There are concerns over access to the site and it is felt a better sight line is required as it is currently dangerous. The splay and visibility would need to be improved and it has been suggested this could be achieved by the removal of hedging and recessing of fencing. All those present voted in favour and the **RESOLUTION** was carried.
     10. High Barn, North Cote, North Cote Cottage Track, Masham, HG4 4DH – Erection of gilt building. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Metcalfe that MPC did not object to or support the application but wished to make comments or seek safeguards as follows; There are concerns over access to the site and it is felt a better sight line is required as it is currently dangerous. The splay and visibility would need to be improved and it has been suggested this could be achieved by the removal of hedging and recessing of fencing. All those present voted in favour and the **RESOLUTION** was carried.
     11. Riverside, Aldburgh, Ripon, HG4 4DL – Demolition of existing conservatory, erection of single and two storey extensions, and alterations to fenestration. Following discussion, it was **proposed** by Cllr Weatherill 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 – A list of planning approvals appear at Appendix A.
  2. Planning Enforcements – A list of planning enforcements appear at Appendix A.
  3. Cllrs discussed Correspondence covered in Item 20 from a MoP over a previous application for Land at Park Drive and it was agreed that the matter was up to HBC to deal with.

**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 December there was an increase to the Honesty Box income and a decrease in Market Rents in comparison to December 2017.

5.1.3 It was agreed by Cllrs that additional payments be made to Mr David Broadley for £88.81 for his costs incurred for supplying prizes for the Christmas Wreath Competition, and to Mrs Flo Grainger for £156 for the bouncy castle provided at the Christmas Fair, and for the Clerk to raise the additional cheques. **Action: CLERK.**

5.1.4 Acceptance of the Advice of Receipts and Payments was **proposed** by Cllr Johnson 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 Public Sector Deposit Fund Update. It was advised by the Clerk that upon completion of forms by the four previously agreed signatories, it needed to be decided whether shares be automatically reinvested or paid out. It was **proposed** by Cllr Pickard for the shares to be reinvested and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** that the form be completed accordingly for submission by the Clerk. **Action: CLERK.**

**6. MASHAMSHIRE TRADE DIRECTORY – APPROVAL OF ENTRIES**

6.1 The three adverts for the 2019 directory were circulated amongst Cllrs prior to the meeting, two being free standard entries for Masham Parish Council and Masham Country Market, and the other being an optional additional entry at a cost of £28 for Masham Parish Council. It was **proposed** by Cllr Vickery for adverts to be approved and **seconded** by Cllr Greensit. All those present voted in favour. It was **RESOLVED** that the renewal forms be completed accordingly for submission by the Clerk to the MCO with payment. **Action: CLERK.**

**7. MASHAM MARKET**

7.1 Review of Market Rules. The Clerk circulated the amended Market Rules 2019 prior to the meetings with amendments suggested at the previous meeting. It was commented on how much more income the Honesty Boxes made in comparison to the Market rents and that the market really needed to attract more people. It was discussed how the holiday allowance over the summer months had caused issues and it was **proposed** by Cllr Vickery to have this removed from the rules and tariffs and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** to remove the rule. The closing time of 11am in bad weather was also queried as to whether it should be made earlier or removed and agreed that the clerk should seek advice. Additional grammatical amendments were suggested by Cllr Broadley for the Clerk to make and circulate the documents again for approval at the next meeting. **Action: CLERK.**

7.2 Provision of Finger Post. Cllr Johnson advised of enquiries made with Hutchinsons Fabrications Ltd and they had given guidelines of prices for a 10ft steel post at around £60 and ring attachments at £25 each. Then ply fingers could be attached with required lettering. Cllrs discussed vinyl and galvanised options, whether to locate outside Broadleys Insurance Brokers or near the post box and whether planning permission would be required Cllr Johnson to acquire a comprehensive estimate for the next meeting ad Clerk to rely information back to HBC. **Action: CLLR JOHNSON & CLERK.**

7.3 Enhanced Market Days. The Chair advised of support within the community to continue special markets and proposed to set some dates for these from June to September, plus the Christmas Market. Some of the Cllrs and the Market Superintendent had shown willing in assisting with the co-ordination and the Chair estimated cost of £150 per market for promotion, with 5 markets costing £750. The clerk had offered to assist with publishing on Facebook and the designing of posters. It was **proposed** by Cllr Johnson proceed with the 5 enhanced markets and associated marketing costs and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** for MPC to co-ordinate the enhanced markets.The Chair also advised of the next Masham Connections meeting on 7th February which she intended to attend and hoped they would boost Masham town in the coming future. The Chair advised of a group ‘Ripon Together’ which had been a success and a similar group in Pateley Bridge. Discussion was given to the Business Map which needed adjusting due to changes in businesses and hopeful relocation of the Post Office. It was agreed to await changes for the start of the tourist season. The Chair asked if thereafter an additional 500 maps could be printed to distribute at approximately £56 and it was agreed to include this for consideration on the next Agenda. It was recapped that the Christmas Market was quite popular but the bad weather had limited stall numbers. It was acknowledged of the SI’s efforts and successful promotion of the Christmas window display competition with a number of prizes acquired. **Action: CLLRS & CLERK.**

7.4 Storage of Cones. Cllrs agreed the item should be documented as a Private Item due to the nature of being a ‘Staff’ matter. The Chair also advised of the continued dispute over the two plant stalls but that there were no parties to raise the matter so they would be advised to liaise with each other over produce. Cllr Vickery also highlighted the problem of traders leaving rubbish and agreed for the Chair to speak to them over this and then it could be reiterated when the Market Rules are issued in April. **Action: CHAIR.**

**8. ELECTRIC CHARGING POINTS FOR VEHICLES**

8.1 Cllr Metcalfe advised he had no further information at this stage and would chase up sources to update further at the next meeting. **Action: CLLR METCALFE.**

**9. PARISH MAINTENANCE**

9.1 Further to reports of works to a privately-owned hedge being charged to MPC, it was clarified that the Parish Caretaker had cut back the hedge in order to access rubbish underneath and the Clerk clarified this had not been charged for on his Parish Caretaker’s invoice. The Chair had communicated to him that he should ask for authority for one-off jobs. It was clarified that he does have certain tasks to undertake under his own discretion and that the Clerk had not noticed anything untoward being charged to the Council.

**10. ADDITIONAL SANDBAGS**

10.1 The Chair advised that the forklift, kindly brought from Black Sheep Brewery, had been to create more room in the storage building for the additional sandbags and Christmas lights. The Clerk advised the order for the sandbags was still being chased from HBC. **Action: CLERK.**

**11. PUBLIC TOILETS – UPDATE FOLLOWING REPORT OF MISUSE TO NYP**

11.1 The clerk advised HBC had asked MPC to consider taking responsibility for the volunteers who had offered to lock and unlock the public toilets. Cllrs Simms advised to decline this request and it was agreed that the insurance would not cover this sort of volunteering. Following the Safer Neighbourhood Meeting and clarification of faint traces of cocaine, that at least NYP are now aware of the problem and that any further issues must be reported by the 101 service or Crimestoppers. **Action: CLERK.**

**12. CONSIDERATION OF MPC’S OWN FACEBOOK PAGE**

12.1 The Clerk suggested setting up a Facebook page for MPC for events, markets and matters of the Council to be promoted which was agreed for by Cllrs. This could be accessed by Cllrs for ease of publicity too and other businesses and organisations could be shared too. **Action: CLERK.**

**13. ANNUAL INSPECTION OF MUGA**

13.1 The Clerk advised HBC had been in touch with regards to the missed annual inspection of the MUGA and that a one-off cost of £232 had been provided by ROSPA to carry this out. As the original inspections had been £66 and the Clerk had authorised inspection of the MUGA if required, this had been disputed with HBC and a response was awaited. **Action: CLERK.**

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

14.1 Cllr Weatherill had nothing further to report on works awaited and Cllr Greensit agreed to liaise with Marfield Quarry over the provision of additional large boulders for along the entrance of the Shooting Holme. **Action: CLLR WEATHERILL & CLLR GREENSIT.**

**15. LOCAL NEIGHBOURHOOD PLAN**

15.1 Cllr Pickard had no further update on developments but advised of the next meeting to be held on 4th February and that this would be aimed for evening to allow more attendees. **Action: CLLR PICKARD.**

**16. SAFER NEIGHBOURHOOD MEETING - FOLLOW-UP**

16.1 Further to the various matters discussed with NYP, including crime numbers and types, NYP service and coverage of the area, CCTV, drug use and sales, speeding, it was agreed that MoP need to report matters and that the 101 service and Crimestoppers facility needed to be promoted and for the Clerk to draft a poster. **Action: CLERK.**

**17. EMPLOYMENT MATTERS**

17.1 NALC’s Guide to Salary Award 2019-20. Following guidelines released by YLCA over the suggested increase in wage for the Clerk from April 2019, it was agreed for this to be considered after the clerk’s staff appraisal. It was agreed this should be carried out in time for the matter to be included in the March Agenda so that any changes would come into force before the next financial year. **Action: CHAIR & CLERK.**

17.2 Pensions Regulator Re-enrolment. The Clerk advised that HMRC had requested for MPC to re-enrol employees’ pension requirements and that both the SI and Litter Pickers exceeded the age limit requirements for enrolment and that the Clerk did reach requirement but did not want to take advantage of the scheme. It was **proposed** by Cllr Pickard for the Clerk to issue letters to each employee clarifying this and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** for the Clerk to re-enrol with the Pensions Regulator accordingly. **Action: CLERK.**

**18. GDPR – APPROVAL INCIDENT BREACH FORM**

18.1 The Clerk circulated a draft Incident Breach Form prior to the meeting which was adapted from a version available from the ICO. It was **proposed** by Cllr Pickard to approve the document for use and **seconded** by Cllr Ellis. 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 WREATH COMPETITION**

19.1 The Chair advised of winners for the commercial section as Wensleydale Garage, second place as The Masham Surgery and third place as Suncatchers Café. For the residential section, the winners were on Swinburn Court, second place on Park Street and third place on Red Lane. David Broadley had organised the prizes and it was agreed for formal thanks to be given for all his efforts in the competition.

**20. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. Police, Fire & Crime Commissioner – Julia Mulligan’s response to MPC letter over report of issues during the Beer Festival and request for designated officer. This advised of Sharon Wilson’s role as designated Police community Support Officer and the predominantly engaged two Police Constables from Ripon. Resources would not allow for coverage of the white Beer Festival and urgent improvements had been made to the 101 service.
  2. Julian Smith MP – Notification of upcoming MP Surgeries were advised of, with Masham being held on 1st February, and Ripon on 11th January and 15th March.
  3. Julian Smith MP – Acknowledgement was given of the reply from Julia Mulligan in Item 20.1.
  4. Masham CE (VA) Primary School – Letter of thanks for donation of the rent charge for the playing field back to the school was advised of, Cllrs discussed whether the school could be encouraged to use the MUGA too.
  5. NYCC – Response to enquiry over single yellow line outside Beavers Butchers, Silver Street was advised of being that the waiting restriction lines were amended in 2017 and during the Traffic Regulation Order consultation it was not raised as an issue. The budget would not allow for a new consultation.
  6. Police, Fire & Crime Commissioner – Invitation from Julia Mulligan to complete consultation asking North Yorkshire residents how much they are willing to pay in their council tax bill for North Yorkshire Police and North Yorkshire Fire and Rescue Service was advised of and agreed individuals should complete this.
  7. MoP – Input on planning application to Land off Park Drive was circulated prior to the meeting and as previously discussed in Item 4.4 it was agreed the matter should be left to HBC and the Clerk to relay this to the MoP. **Action: CLERK.**
  8. Nidderdale AONB – Initial response to enquiry over inclusion of Masham into the AONB was advised of as that altering AONB boundaries were a lengthy, complex and costly process so more background would be required before considering the request. Cllrs discussed the pros and cons and agreed and as Chair of the AONB, Cllr Simms advised this could affect businesses. not to pursue the matter any further at this stage. It was **proposed** by Cllr Pickard to thank AONB for their input but not to take the matter any further and **seconded** by Cllr Broadley. The majority of those present voted in favour. It was **RESOLVED** for the Clerk to relay the response to the AONB. **Action: CLERK.**
  9. Masham Primary School – The request to book their annual Maypole dancing on the market square on Friday 10 May 2019 was agreed by Cllrs and the Clerk would let the SI know so the square could be designated accordingly. **Action: CLERK.**

**21. ANY OTHER BUSINESS**

21.1 Cllr Greensit advised he had been contacted by the West of Yore hunt over permission for holding the Boxing Day meet on the square and no further action was taken.

21.2 Cllr Pickard advised The Avenue drains appeared to have been cleared. The Chair advised of hers and Cllr Ellis’ drain survey to be completed still. **Action: CHAIR & CLLR ELLIS.**

21.3 Cllr Vickery reported blocked drains causing flooding of the road at the junction of Swinburn Road to report to Highways. **Action: CLERK.**

21.4 Cllr Johnson reported 3 potholes at the back of the Black Bull to report to Highways. **Action: CLERK.**

21.5 Cllr Blades reported potholes to Chapman Lane to report to Highways. **Action: CLERK.**

21.6 Cllr Blades reported the light out outside the bus shelter to report to Highways. **Action: CLERK.**

21.7 Cllr Simms advised of complaints received over the speeding of traffic through the Oaks. It was discussed it was difficult to speed in this area and it could have been due to and weather and should be monitored.

21.8 Cllr Johnson advised he had looked at the potholes on the Market Square with Leathley & Sons and that approximately a ton of tarmac would be required so he would acquire costings first. **Action: CLLR JOHNSON.**

21.9 The Chair a complaint from a MoP over a child being confronted by a moving HGV on the pavement along Park Street due to the obstruction of parked cars. It was agreed for this to be reported to Highways and the request for bollards to be put in, along with replacing the damaged ones to Leyburn Road too. **Action: CLERK.**

**22. DATE OF NEXT MEETING**

22.1 Monday 4th February 2019 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chair, Cllr Grainger declared the Meeting closed at 20:55pm.

*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 7 JANUARY 2019**

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| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| H Hill & Sons Haulage Contractors, Marfield Barn, Leyburn Road, Masham | Application No.: 6.3.230.D.FUL 18/03961/FUL  Proposal: Erection of 2 no. holiday cabins.  Applicant: Mrs J Hill | 8th January 2019 |
| Black Sheep Brewery, Fearby Road, Masham, HG4 4ES | Application No.: 6.3.17.AL.FUL 18/04952/FUL  Proposal: Raising of roof.  Applicant: Black Sheep Brewery Ltd | 8th January 2019 |
| The Mill House, Millgate, Masham, HG4 4EZ | Application No.: 6.3.148.A.LB 18/04841/LB  Proposal: Listed building consent for internal alterations to include removal and insertion of partition walls, blocking and reinstatement of windows and doors, removal of fireplace and opening of staircase. Alterations to fenestration.  Applicant: Mr & Mrs R Horsell | 8th January 2019 |
| Farm Buildings At The Mill House, Millgate, Masham, HG4 4EZ | Application No.: 6.3.148.B.FUL 18/04857/FUL  Proposal: Change of use of farm buildings to form residential annexe and garages. Alterations to fenestration.  Applicant: Mr & Mrs R Horsell | 8th January 2019 |
| Farm Buildings At The Mill House, Millgate, Masham, HG4 4EZ | Application No.: 6.3.148.C.LB 18/04858/LB  Proposal: Listed building consent for the change of use of farm buildings to form residential annexe and garages to include: all walls to be insulated and lined, removal and insertion of partition walls, blocking and reinstatement of windows and doors, reinstatement of fireplace and installation of staircase. Alterations to fenestration.  Applicant: Mr & Mrs R Horsell | 8th January 2019 |
| Brookside, 12 Rodney Terrace, Masham, HG4 4JA | TPO NO 87/2018  The order took effect, on a provisional basis, on 20 December 2018.  It will continue in force on this basis for a further six months or until the Council confirms the order, whichever occurs the first. | Consultation period expires 25th January 2019 |
| High Barn, North Cote, North Cote Cottage Track, Masham, HG4 4DH | Application No.: 6.4.2.C.FUL 18/05052/FUL  Proposal: Erection of 1 farrowing building.  Applicant: CH Greensit Ltd | 8th January 2019 |
| High Barn, North Cote, North Cote Cottage Track, Masham, HG4 4DH | Application No.: 6.4.2.B.FUL 18/05053/FUL  Proposal: Erection of 1 farrowing building and 2 feed silos.  Applicant: CH Greensit | 8th January 2019 |
| High Barn, North Cote, North Cote Cottage Track, Masham, HG4 4DH | Application No.: 6.4.2.D.FUL 18/05072/FUL  Proposal: Erection of slurry storage tank.  Applicant: CH Greensit Ltd | 8th January 2019 |
| High Barn, North Cote, North Cote Cottage Track, Masham, HG4 4DH | Application No.: 6.4.2.A.FUL 18/05054/FUL  Proposal: Erection of gilt building.  Applicant: CH Greensit Ltd | 8th January 2019 |
| Riverside, Aldburgh, Ripon, HG4 4DL | Application No.: 6.4.31.FUL 18/04969/FUL  Proposal: Demolition of existing conservatory, erection of single and two storey extensions, and alterations to fenestration.  Applicant: Mrs E Kernighan | 8th January 2019 |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 7 JANUARY 2019**

|  |  |  |
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| 16 The Oaks, Masham, HG4 4DT | Deadwooding of 1 no. Oak Tree within T2 of Tree Preservation Order 08/1996. | **Approved subject to conditions** |
| Land At Grid Reference 422520 480590, 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. | **Confirmation of discharge of conditions** |
| 8 Westholme Court, Masham, HG4 4HA | Erection of two storey extension. | **Approved subject to conditions** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 7 JANUARY 2019**

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| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | **Reported 13th December 2018. Update expected within 28 days.** |

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|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 3rd December 2018 to 7th January 2019** | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £513.51 |  |
| Market electricity |  |  |  |  |  | £9.00 |  |
| Honesty Box |  |  |  |  |  | £899.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | | | **£1,421.51** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 7 January 2019 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - December Salary (Tax -£56.00) | | | |  |  |  | 100825 |
| Jen Hurford, Parish Clerk - December Salary (Tax -£28.60) | | |  |  |  |  | 100826 |
|  |  |  |  |  |  |  |  |
|  |  |  | **Dec Staff Salaries Total** | | | **£1,184.55** |  |
|  |  |  |  |  |  |  |  |
| Mashamshire Liftshare Scheme - S137 Donation Towards Leaflets | | | |  |  | £100.00 | 100827 |
| Mashamshire Community Office - S137 Donation 2018/19 | | |  |  |  | £3,500.00 | 100828 |
| Masham Town Hall - Committee room hire (VAT £6.00) | | |  |  |  | £36.00 | 100829 |
| Mashamshire Community Office - 2019 Directory Entry | | |  |  |  | £28.00 | 100830 |
| T Atkinson & Son - 2x Combination Padlocks (VAT £4.63) | | |  |  |  | £27.78 | 100831 |
| Parish Caretaker - Routine Works |  |  |  |  |  | £54.00 | 100832 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £1.32) | |  |  |  |  | £27.77 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£4,958.10** |  |
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|  |  |  |  |  |  | APPENDIX B (2/2) | |
|  |  |  |  |  |  |  |  |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 31 December 2018 | | | | £53,207.37 | 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 | | £53,207.37 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 7th JANUARY 2019**

Correspondence for information/consideration etc

1. Police, Fire & Crime Commissioner – Julia Mulligan’s response to MPC letter over report of issues during the Beer Festival and request for designated officer.
2. Julian Smith MP – Notification of upcoming MP Surgeries.
3. Julian Smith MP – Acknowledgement of reply from Julia Mulligan copying original letter to MPC.
4. Masham CE (VA) Primary School – Letter of thanks for donation of the rent charge for the playing field back to the school.
5. NYCC – Response to enquiry over single yellow line outside Beavers Butchers, Silver Street.
6. Police, Fire & Crime Commissioner – Invitation from Julia Mulligan to complete consultation asking North Yorkshire residents how much they are willing to pay in their council tax bill for North Yorkshire Police and North Yorkshire Fire and Rescue Service.
7. MoP – Input on planning application to Land off Park Drive.
8. Nidderdale AONB – Initial response to enquiry over inclusion of Masham into the AONB.
9. Masham Primary School – Request to book their annual Maypole dancing on the market square on Friday 10 May 2019.

**MASHAM PARISH COUNCIL**

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

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

Tel: 01765 650363 (Out of Office Hours)

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

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

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

**MINUTES 4th FEBRUARY 2019**

**PRESENT:**

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

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

**1. APOLOGIES**

* 1. Cllr Valerie Broadley, Cllr Nigel Simms, Cllr Jane Vickery and County Cllr Margaret Atkinson.

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

2.1 Minutes of the Monthly Meeting held on 7th January 2019. It was **proposed** by Cllr Pickard and **seconded** by Cllr Metcalfe that the Minutes of the 7th January meeting be formally approved as a true and accurate record. All those who attended the 7th January meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record.

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

3.1 The Chair and Cllr Pickard declared an interest in Item 4.1.1.

**4. PLANNING MATTERS**

* 1. Planning Applications received;
     1. 9 Park Drive, Masham, HG4 4HY – Demolition of attached garage; erection of single storey extension. Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that MPC had no objections. All those present voted in favour and the **RESOLUTION** was carried.
     2. The Firs, Ilton, Ripon, HG4 4JU – Part demolition of stores; Erection of extension to stores. Following discussion, it was **proposed** by Cllr Weatherill and **seconded** by Cllr Metcalfe 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 – A list of planning approvals appear at Appendix A.
  2. Planning Enforcements – A list of planning enforcements appear at Appendix A.

4.3.1 Cllr Pickard advised he had contacted the previous proprietor of the land adjacent to Wellgarth House who confirmed the sale to the new proprietor.

4.3.2 Cllr Pickard advised that works at Land at Grid Reference 422520 480590, Park Drive were waiting for a response from Swinton Estate as to an agreement over the crossing of their land to the premises.

**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 January there was an increase to the Honesty Box income and Market Rents in comparison to January 2018.

5.1.3 Acceptance of the Advice of Receipts and Payments was **proposed** by Cllr Greensit 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 Public Sector Deposit Fund Update. It was advised by the Clerk that previously submitted forms had been accepted by CCLA and instructions on transferring monies had been received, which were for monies to be transferred same day with a subscription form to be emailed too. The Clerk suggested that Cllr Ellis and the Clerk undertake the task together using the online banking set up. Cllr Pickard suggested a greater amount than the suggested minimum deposit of £25k was transferred. It was **proposed** by Cllr Pickard for £30k to be transferred and **seconded** by Cllr Johnson. All those present voted in favour. It was **RESOLVED** that the monies be transferred accordingly. **Action: CLLR ELLIS & CLERK.**

5.3.1 Cycling Events Co-ordinator Payments. Further to querying the initial invoice of £995 from co-ordinator Nick Reed for part of his fees for the UCI, two alternative figures of £750 and £500 had been suggested. Nick explained he had previously received 50% of his fees upfront in the past with the remainder on completion, and had been out of pocket due to payments made out for printing, banners and such like Cllrs advised that with the online banking now in place, MPC could now make future payments instead. It was **proposed** by Cllr Johnson to agree to the figure of £750 for the initial payment of the UCI co-ordinator’s fee and **seconded** by Cllr Pickard. All those present voted in favour. It was **RESOLVED** that the invoice be settled. **Action: CLERK.**

5.3.2 Cycling Events Co-ordinator Payments. On the subject of the event, Nick clarified he had been liaising with HBC over grants available and secured the use of Glebe Field for public art. He had talked to the school about potential artwork and thought something sheep themed to also celebrate the Sheep Fair the following weekend too. The school had indicated pupils support for the Wednesday race too. Cllrs asked if the wooden sheep artwork created last year could be used and Nick said it could be for the Tour de Yorkshire event. It was discussed that the Farmers Market should take place on the Sunday of the tour de Yorkshire event too. Nick advised a budget would be provided in advance of payments that would be required.

**6. TOUR DE YORKSHIRE 2019 – CO-ORDINATOR ROLE**

6.1 Nick Reed clarified his offer of a reduced fee of £500 for the role due to the overlap of publicity for the event with the UCI, but that different management documents would be required. He advised that over £4k was spent last year from HBC grants and MPC which he hoped would be less this year due to the previously purchased items such as hi-viz tabards and flags, and that he would also hope to retrieve costs in full for MPC to break even. Nick did not plan on organising music entertainment this year. Cllr Johnson was keen for the West Indian dancers to return and so Nick agreed to enquire. It was **proposed** by Cllr Pickard to agree to the fee of £500 and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** that the co-ordinators role should be allocated to Nick Reed, to which he confirmed he was agreeable to receiving his fee in arrears. It was then discussed with the Chair the requirement for WCs and that the supplier would need to know imminently and agreed for the Chair to make contact. Cllr Blades highlighted more bunting would be required and agreed that the Clerk should enquire via YLCAs round robin email to other Parishes for surplus bunting in return for a donation. Nick advised he thought a big screen should be hired regardless of whether or not this was available via HBC’s hub money. He explained all three UCI routes were completely different and that the Sunday route would pass the Shooting Holme and asked whether this should be reserved for spectators. Cllrs advised they would consider this, or whether just a stripped section would be adequate. **Action: CHAIR & CLERK.**

**7. MASHAM MARKET**

7.1 Review of Market Rules. The Clerk circulated the Market Rules 2019 prior to the meeting with amendments suggested at previous meetings and with wording advised by NABMA over closure in bad weather. Cllr Pickard advised of some minor items to be altered and it was **proposed** by Cllr Ellis to approve the rules with the suggested amendments made and **seconded** by Cllr Johnson. All those present voted in favour. It was **RESOLVED** to adopt the document so that it could be circulated in time for the document to come into effect on 1st April 2019. **Action: CLERK.**

7.2 Provision of Finger Post. Cllr Johnson advised a comprehensive estimate from Hutchinsons Fabrications Ltd was awaited. **Action: CLLR JOHNSON.**

7.3 Update on Storage of Cones. The Chair and Vice-chair confirmed meeting with the Market Superintendent and delivery of a letter from MPC covering the matter. The SI agreed to the previous volunteer to assist with the clearing of cones but unfortunately said volunteer appeared to no longer wish to. The Chair advised that since the SI had cleared more cones than normal, a stallholder had kindly assisted and further assistance would be most gratefully received by MPC. The options would be to employ someone to undertake the role which would mean salary would need to be reduced accordingly for the SI, or another volunteer would be most welcome. It was agreed the situation should be monitored. **Action: CHAIR.**

7.4 Costings for Tarmac to Potholes. Having met on the Market Square, Cllr Johnson advised a quote from Leathley & Sons was still awaited. **Action: CLLR JOHNSON.**

**8. ELECTRIC CHARGING POINTS FOR VEHICLES**

8.1 Cllr Metcalfe advised he had no further information at this stage and was researching alternative sources as the original contact was no longer responding. It was agreed Cllr Metcalfe would let the Clerk know when an update was available to include the matter on the Agenda as necessary. **Action: CLLR METCALFE.**

**9. MASHAM BUSINESS MAP – CHANGES & ADDITIONAL PRINTING**

9.1 Further to alterations being required, the Chair advised the new premises of the Post Office was awaited but asked if an additional 500 amended copies could be printed for circulation amongst business expected at a cost of around £60. Cllr Pickard suggested an email version could be sent for businesses to print and Cllr Johnson offered to assist with researching printing suppliers and costs. It was agreed to await changes until April/May and to review the matter on April’s Agenda. **Action: CHAIR, CLLR JOHNSON & CLERK.**

**10. DAMAGED BENCH OUTSIDE BORDAR HOUSE TEAS**

10.1 The Clerk advised of report from a MoP of a car having damaged a bench in memory of an Irene Stevens. Ownership of the bench was not known so Cllr Johnson kindly offered to repair if appropriate to which Cllrs agreed. **Action: CLLR JOHNSON.**

**11. ANNUAL INSPECTION OF MUGA**

11.1 The clerk advised HBC had now confirmed the original cost of £66 for inspection and that they had been given the go ahead to carry this out further to missing the area out when all the inspections were scheduled in 2018.

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

12.1 Cllr Weatherill advised the builders previously sourced to provide the top soil for works could now not supply this until after harvest and so would keep trying to source alternative suppliers. Cllr Greensit advised in the meantime some large boulders would be brought down from Marfield Quarry once the ground dried up and it was agreed these needed to be half a ton minimum. Cllr Weatherill kindly offered to assist with a digger to plant them in. **Action: CLLR WEATHERILL & CLLR GREENSIT.**

**8PM - PUBLIC INTERVAL**

a) A MoP advised the salt bin on Red Lane opposite the fire station was completely empty. It was advised this had recently been paid for to be re-filled by Highways and that with only one bad spell of weather a full bin could not have been used. It was agreed for the Clerk to enquire with Highways. **Action: CLERK.**

b) A MoP advised the Laurel bushes above the MUGA at Tittybottle Park were growing over the pavement, ivy getting overgrown and the area generally needed an overhaul. It was agreed the Clerk should contact HBC to undertake the work following the MoP’s kind offer to assist. **Action: CLERK.**

c) A MoP raised the outstanding work required to the path from Red Lane to Westholme Court and the Clerk reminded NYCC had claimed responsibility for the area previously and would chase again accordingly. **Action: CLERK.**

d) Representative of Greener Masham was in attendance having previously sent details of insurance cover for the litter picking group, which was circulated amongst Cllrs prior to the meeting. The cost of cover had been estimated at £99 and Cllr Pickard queried if it were just for Public Liability which was confirmed that it was. Terms over volunteers being classed as employees was queried and agreed this should be checked. It was update that the group now had 11 members, had held four group meetings, carried out 14 collections, collected 69 bags and that it was thought the majority of rubbish ended up in the sea via local rivers and drains. MPC were thanked for the provision of the ‘Stick & Flick’ posters and wooden placards and feedback from dog owners showed appreciation for the advice. It was confirmed of the next meeting on Wednesday 6th February 10.15am at Suncatchers Café. Cllrs agreed that a donation should be made towards the insurance and an exact figure would be awaited to be put on the next Agenda for formal approval. It was also advised the group wished to devise a petition to prove that people in general do not like litter and would like to ask MPC to have a market stall once a month to help promote this. Again, Cllrs would formally consider this on the next Agenda and Cllr Johnson pointed out their insurance would need to cover this. The Chair thanked the group for their work. **Action: CLERK.**

**13. LOCAL NEIGHBOURHOOD PLAN**

13.1 Cllr Pickard the meeting scheduled for 4th February had been postponed for a month as work was still ongoing. He also clarified some younger members who had agreed to be involved so evening meetings were going to be resumed to cater for people working and a new date awaited to meet at the Black Sheep Brewery. **Action: CLLR PICKARD.**

**14. 101 and Crimestoppers Poster**

14.1 Further to feedback at the Safer Neighbourhood Meeting from NYP that they were not receiving all reports of potential crime in the Parish, the Clerk circulated a poster prior to the meeting promoting the 101 service and Crimestoppers facility. Cllrs agreed for the poster to be used and distributed amongst the Parish boards. The Chair also clarified using the 101 service in recent times successfully. Cllrs also advised NYP had been attending Masham pubs within which apparently traces of cocaine had been detected in one. It was discussed that people know where people are dealing drugs outside of the pubs and reiterated that all reports need to be reported to either the 101 or Crimestoppers service. **Action: CLERK.**

**15. DISPOSAL OF HISTORICAL MPC ITEMS & PAPERWORK**

15.1 The Clerk advised MCO had asked for the office to be cleared of excess items and that they were many items that could be disposed of according to both the GDPR Records Management Policy adopted last year and the NALC Legal Topic Note on the retention of documents provided by YLCA. It was **proposed** by Cllr Pickard for the Clerk to dispose of items confidentially following the policies and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** appropriate items to be disposed. **Action: CLERK.**

**16. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. HBC – The invitation to complete Draft Charging Schedule Consultation on the Harrogate District Community Infrastructure Levy was advised of and that Cllr Simms had previously advised this was more applicable to urban areas and large developments.
  2. MoP – A letter of thanks for assistance over the recent siting of memorial bench on the Market Square was advised of and Cllr Johnson kindly offered to assist in fastening it down once it was in situ. **Action: CLLR JOHNSON.**
  3. HBC – The invitation to attend and submit questions for the Parish Consultation Meeting on Tuesday 19th March at 6pm in Whixley Village Hall was advised of but there were no attendees nor Cllrs put forward.
  4. Masham Town Hall – Notification of changes to discounts of room hire rates to local and regular users was given.
  5. HBC – Notification of garden waste service subscription was given.
  6. HBC – The annual offer of bulbs/wildflowers to MPC was discussed and it was **proposed** by Cllr Weatherill, further to the display of wildflowers outside WE Jameson & Son, to opt for wildflower seed for the Shooting Holme after works had been completed and was **seconded** by Cllr Johnson. All those present voted in favour. It was **RESOLVED** for the Clerk to order accordingly. **Action: CLERK.**
  7. MCO – A letter of thanks for the S137 donation of £3,500 was advised of.
  8. Swinton Estate – Notice of tree safety work to be undertaken in March/April across the estate was given.
  9. The Festival of Christianity Working Group – The request to use the market area of the square on Sunday 24th July (correct day and date TBC) late morning and lunchtime for the festival was advised of. It was **proposed** by Cllr Pickard for group to be given permission and **seconded** by Cllr Johnson. All those present voted in favour. It was **RESOLVED** for the Clerk to confirm and advise the SI too. **Action: CLERK.**
  10. MoP – The report of abandoned bag of sand for over 1yr outside the Former HSBC was advised of and that the Clerk had advised HBC’s enforcement officer who had previously dealt with the proprietor.
  11. Hazel House Management Team – Invitation to the Mayor and Mayoress/Consort to the 10th Birthday Celebration of the opening of Hazel House for Girlguiding in Ripon was given and the Chair advised she potentially may attend. **Action: CHAIR.**

**17. ANY OTHER BUSINESS**

17.1 Cllr Greensit advised of a felled tree having been left on the green at High Ellington and it was agreed for the Clerk to send the resident who had felled it a letter asking it to be removed soon, particularly with grass cutting due to commence. **Action: CLERK.**

17.2 Cllr Ellis highlighted the metal sheet to the exterior of the former Barclays bank was out of character and it was agreed the Clerk should send a letter to the freeholders requesting for it to be removed, particularly as it is within a conservation area. **Action: CLERK.**

17.3 Cllr Blades highlighted the streetlight near Harry’s Fish & Chips was still out and highways needed chasing. **Action: CLERK.**

17.4 Cllr Blades highlighted that a number of drains in the Parish were still blocked, in particular the one on Church Street by Bah Humbugs, and Cllr Ellis advised The Avenue had been particularly flooded. The Clerk would chase with Highways. **Action: CLERK.**

17.5 Cllr Blades advised Yorkshire Water had been tankering away sewage and it was agreed for the Clerk to contact Yorkshire water, via email, expressing their concern over the need to do this due to their reassurance from last time this would not happen again and question how the sewage works would cope with the new housing due. **Action: CLERK.**

17.6 Cllr Greensit advised that the ‘Masham’ signs into Masham required cleaning and it was agreed for the Clerk to instruct the Parish Caretaker. **Action: CLERK.**

17.7 Cllr Greensit advised that there was a stone out from the ‘Masham’ sign coming in on the Leyburn Road and it was agreed for the Clerk to instruct the Parish Caretaker. **Action: CLERK.**

17.8 Cllr Weatherill advised of a cellar hole with no grid to a property on College Lane and it was agreed for the Clerk to report this to HBC Planning Enforcement Officer. **Action: CLERK.**

17.9 Cllr Metcalfe asked if there were any spare dog waste bins as staff had complained at Wensleydale Garage of the normal waste bins being filled with dog waste. The Clerk advised HBC had recently clarified there were no funds available to provide additional bins, so it was agreed for the matter and prices of bins to be included on the next Agenda. **Action: CLERK.**

17.10 Cllr Johnson advised of communications with MCLA and Gregg Electrical Ltd further to them sorting through the lights to the two Lime trees on the market and that the trees themselves were in bad condition. It was agreed HBC should be asked by the Clerk to come out to assess the trees whilst the lights were off, and Cllr Blades offered to meet them on site if required. **Action: CLERK.**

17.11 The Chair advised there was a 40mph sign to be re-erected at Low Burton still and in total of four roundels missing for the Clerk to report and chase with Highways. **Action: CLERK.**

17.12 The Chair provided a map for MFJ Land Management highlighting the areas requiring additional spraying in April, as previously agreed, to be passed on by the Clerk. **Action: CLERK.**

17.13 It was agreed for Cllr Ellis to check the bridge at The Oaks for any works that may be required **Action: CLLR ELLIS.**

**22. DATE OF NEXT MEETING**

22.1 Monday 4th March 2019 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chair, Cllr Grainger declared the Meeting closed at 21:00pm.

*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 4 FEBRUARY 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| 9 Park Drive, Masham, HG4 4HY | Application No.: 6.3.298.A.FUL 19/00283/FUL  Proposal: Demolition of attached garage; erection of single storey extension.  Applicant: Mr & Mrs N Pickard | 18th February 2019 |
| The Firs, Ilton, Ripon, HG4 4JU | Application No.: 6.9.9.E.FUL 18/05218/FUL  Proposal: Part demolition of stores; Erection of extension to stores.  Applicant: Mr Gibley | 14th February 2019 |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 4 FEBRUARY 2019**

|  |  |  |
| --- | --- | --- |
| H Hill And Sons Haulage Contractors, Marfield Barn, Leyburn Road, Masham, HG4 4ER | Erection of 2 no. holiday cabins. | **Approved subject to conditions** |
| Black Sheep Brewery, Fearby Road Track, Masham, HG4 4ES | Raising of part of the roof to the main building to accommodate tall tanks. | **Approved subject to conditions** |
| Riverside, Aldburgh, Ripon, HG4 4DL | Demolition of existing conservatory, erection of single and two storey extensions, and alterations to fenestration. | **Approved subject to conditions** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 4 FEBRUARY 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | HBC has been in contact with the owner to resolve through a planning application to retain, or to remove. |
| Land At Grid Reference 422520 480590, Park Drive Masham | 1. Works not in accord with approval - bin storage  2. Demolition of wall in a Conservation Area  3. Adverse condition of land | The development has lawfully commenced and the site is being constructed in accordance with the approved plans. No walls have been demolished or otherwise which required planning permission to do so. Furthermore, there is no requirement within the planning permission to rehouse your bin plinth on this land, however I do see that a bin storage area is identified on the plans.  The site has unfortunately not progressed during the past 2 years however there is no meaningful power that the Local Authority can use to encourage the speedy completion of the development. I have discussed the situation with the owner and hopefully development will commence soon.  The site is fenced off with herras style fencing. Unfortunately, it is my opinion that a S215 (‘Untidy Land’) notice would not be appropriate because the state of the site is as a result of lawful use of the site i.e. a construction site. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 5th December to 4th February 2019** | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £896.06 |  |
| Market electricity |  |  |  |  |  | £27.00 |  |
| Honesty Box |  |  |  |  |  | £459.00 |  |
| HBC - Commuted Sums for Tittybottle Park Bulbs | | |  |  |  | £3.29 |  |
| Notemachine UK Ltd - Rent 1st Nov 2018 to 31st Oct 2019 | | |  |  |  | £5,000.00 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | | | **£6,385.35** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 4 February 2019 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - January Salary (Tax £95.00) | | |  |  |  |  | 100836 |
| Jen Hurford, Parish Clerk - January Salary (Tax & NI £190.74) | | | |  |  |  | 100837 |
|  |  |  |  |  |  |  |  |
|  |  |  | **Jan Staff Salaries Total** | | | **£814.21** |  |
|  |  |  |  |  |  |  |  |
| Mrs Flo Grainger - Masham Town Hall Charity S137 for Bouncy Castle | | | | |  | £156.00 | 100834 |
| Mr David Broadley - S137 Christmas Wreath Competition Prizes (VAT £14.80) | | | | | | £88.81 | 100835 |
| HMRC - PAYE |  |  |  |  |  | £285.74 | 100838 |
| Mrs JD Vickery - Winter Bedding to Planters | |  |  |  |  | £65.98 | 100839 |
| MCO - Office Hire & Business Services | |  |  |  |  | £197.30 | 100840 |
| D3 Office Group Ltd - Stationery (VAT £4.62) | |  |  |  |  | £27.72 | 100841 |
| Parish Caretaker - Routine Works |  |  |  |  |  | £43.00 | 100842 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £3.26) | |  |  |  |  | £68.42 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£1,747.18** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | APPENDIX B (2/2) | |
|  |  |  |  |  |  |  |  |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 31 January 2019 | | |  | £55,034.67 | 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 | | £55,034.67 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 4th FEBRUARY 2019**

Correspondence for information/consideration etc

1. HBC – Invitation to complete Draft Charging Schedule Consultation on the Harrogate District Community Infrastructure Levy.
2. MoP – Letter of thanks for assistance over siting of memorial bench on the Market Square.
3. HBC – Invitation to attend and submit questions for the Parish Consultation Meeting on Tuesday 19th March at 6pm in Whixley Village Hall.
4. Masham Town Hall – Notification of changes to discounts of room hire rates to local and regular users.
5. HBC – Notification of garden waste service subscription.
6. HBC – Annual offer of bulbs/wildflowers to MPC.
7. MCO – Letter of thanks for the S137 donation of £3,500.
8. Swinton Estate – Notice of tree safety work to be undertaken in March/April across the estate.
9. The Festival of Christianity Working Group – Request to use the market area of the square on Sunday 24th July late morning and lunchtime.
10. MoP – Report of abandoned bag of sand for over 1yr outside the Former HSBC.
11. Hazel House Management Team – Invitation to the Mayor and Mayoress/Consort to the 10th Birthday Celebration of the opening of Hazel House for Girlguiding in Ripon.

**MASHAM PARISH COUNCIL**

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

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

Tel: 01765 650363 (Out of Office Hours)

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

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

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

**MINUTES 4th MARCH 2019**

**PRESENT:**

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

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

**1. APOLOGIES**

* 1. Cllr Colin Barker, Cllr Valerie Broadley, Cllr Nigel Simms, and County Cllr Margaret Atkinson.

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

2.1 Minutes of the Monthly Meeting held on 4th February 2019. It was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that the Minutes of the 4th February meeting be formally approved as a true and accurate record. All those who attended the 4th 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 There were none declared.

**4. PLANNING MATTERS**

* 1. There were no Planning Applications to consider.
  2. Planning Approvals – A list of planning approvals appear at Appendix A.
  3. Planning Enforcements – A list of planning enforcements appear at Appendix A.

**5. FINANCIAL MATTERS**

5.1 Approval of S137 Donation for Greener Masham’s Insurance. Further to discussion in the last meetings Public Interval, it was **proposed** by Cllr Johnson to donate the £94.34 requested for insurance cover by Zurich Insurance and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** that the cheque be raised to settle the invoice. In addition, the group had also requested 20 hi-viz vests at £4 each and 10 litter grabbers at £2.99. It was **proposed** by Cllr Johnson to fund the equipment and **seconded** by Cllr Weatherill. All those present voted in favour. It was **RESOLVED** that the S137 donation be made.

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 The Clerk notified that for March there was an increase to the Honesty Box income and Market Rents in comparison to March 2018.

5.2.3 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).

5.3 Public Sector Deposit Fund Update. It was advised by the Clerk that the Subscription Form had been signed by two signatories and that the Clerk and Cllr Ellis had to arrange a time to transfer the £30k as previously agreed. **Action: CLLR ELLIS & CLERK.**

5.4 Consideration of Invoice to the Security System for St Mary’s Church. A representative of the Church explained how in November 2018 lead from the roof had been stolen and the cost of repair was £7,250. Following this their insurance underwriter advised of the need for an alarm in order to cover for future thefts. Having sought permission from the correct persons, a quote of £7,200 including VAT had been obtained, plus £700 annually thereafter for employing a security company which PMC were asked to donate towards. Cllr Pickard spoke on behalf of MPC who had sought legal advice from YLCA suggesting Parish Councils should not donate to a religious body and then covered the legalities surrounding this. On that basis, MPC were not in a position to make a donation to the security system.

5.5 Consideration of Invoice for the Christmas Lights Installation. A representative of MCLA advised the role of the group was to buy, maintain and plan the Christmas lights, and MPC’s role was to finance putting up and taking down. The cost of this at £2,554.98 excluding VAT was greater than last year and greater than anticipated. The group would contribute the difference leaving MPC costs of £2k. Plans for the future included upgrading and laying ducting under the market cobbles to the two smaller trees and it was discussed an aboriculturalist had been asked to look at the two larger trees. Cllrs Greensit and Ellis asked if more colour could be included in their lighting. It was **proposed** by Cllr Pickard to pay the full electrical invoice with the amount discussed to come back to MPC and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** that the Clerk should raise a cheque accordingly. **Action: CLERK.**

**6. MASHAM MARKET**

6.1 Approval of Masham Market Rules 2019. The Clerk circulated the Market Rules 2019 prior to the meeting with amendments suggested by the Market Superintendent covering the application of the retainer and clarification of Regular and Casual statuses. It was asked to be minuted that market rents would not be increased in the forthcoming financial year. It was **proposed** by Cllr Ellis to approve the rules with the suggested amendments made and **seconded** by Cllr Johnson. All those present voted in favour. It was **RESOLVED** to adopt the document for circulation. **Action: CLERK.**

6.2 Consideration of Monthly Stall for Greener Masham. The group asked for this matter to be put on hold prior to the meeting.

6.3 Promotion of Forthcoming Markets. The Chair outlined the extra markets scheduled for the Saturday’s prior to the Farmer’s Markets in June to September, with the final one in December. It was discussed that the Clerk would design an A6 promotional leaflet, also mentioning the first two Farmer’s Markets, and the Cllrs would think about potential themes. The Chair notified of the NANMA promotion of ‘Love Your Market’ at the end of May and it was also said a speciality market should not be held on the Tour de Yorkshire weekend. The September market could be a ‘Harvest Festival’ theme, and another a ‘Bake-Off’ theme. Suggestions of type were ‘speciality’ or ‘seasonal’ markets. **Action: CLERK.**

6.4 Christmas Fair – Co-ordination of Local Businesses & Organisations. The Chair advised the Market Superintendent was happy to organise the window display competition again and that people were needed to contribute to the stalls. The chair advised she would discuss this at the next Masham Connections meeting and see if the MCO would email around the local businesses and organisations for potential contributors. **Action: CHAIR.**

6.5 Provision of Finger Post. Cllr Johnson advised a comprehensive estimate from Hutchinsons Fabrications Ltd was still awaited. **Action: CLLR JOHNSON.**

6.6 Costings for Tarmac to Potholes. A quote of £340 from Leathley & Sons was considered for works required to the Market Square surface.It was **proposed** by Cllr Vickery to authorise the quote and **seconded** by Cllr Greensit. All those present voted in favour. It was **RESOLVED** that the works proceed. In addition, a quote of £1,150 had been provided for the works required to the path from Westholme Court to Red Lane. As NYCC had accepted responsibility but were slow in undertaking works, it was suggested the Clerk should ask if MPC could instruct the works if NYCC settled the invoice. **Action: CLLR JOHNSON & CLERK.**

6.7 Tour de Yorkshire Co-ordination. Co-ordinator, Nick Reed, advised the financial news from HBC was not as good as hoped as they were reserving monies for the UCI event. They had invited an application of £1k for a small grant. Nick had prepared a basic budget of £2.5k for a screen, WCs, a skip, publicity, art materials and his fee. He suggested the difference to any shortfall be divided between MPC and Swinton Estate, or that money could be recouped by taking responsibility of the parking. Cllr Blades suggested last year’s artwork could be re-used. Nick advised he felt the big screen was important but that the WCs could be cut down from last year’s 6 to 4 as the ones in the square were not used as much as those on the Shooting Holme. It was suggested Nick could ask if parking fees could be split with the charity and he would ask at his forthcoming meeting with YAA. The official charity of the race was confirmed as Help4Heroes. Nick suggested logistics of road closures and parking on the East of the Market Place. He advised Glebe Field could be used for the artwork but Cllrs asked if he could be put on the East side of the market. Nick advised HBC would boost PR on their website and social media, as would Nick. The Clerk confirmed bunting and painted bikes had also been sourced from several other Parishes via YLCA. It was agreed Nick should put forward a comprehensive quote and for the matter to be put on the next Agenda for further consideration. **Action: CLERK.**

**8PM - PUBLIC INTERVAL**

a) A MoP advised the salt bin on Red Lane previously reported had now been filled and gave thanks for this.

b) A MoP highlighted the issue of flooding to Swinton Road which Cllr Vickery clarified had previously been reported with photos and Cllr Ellis had provided more recent photos which had been sent to Highways chasing the matter.

c) The flooding by Masham Bridge was discussed as still being awaited and the Clerk advised that gulley cleaning was underway in Kirkby Malzeard so hopefully Masham would not be far away in being visited. Cllr Greensit also advised of recent gulley cleaning at High Ellington.

d) A MoP advised the HBC Parks department at Tittybottle Park had not trimmed the vegetation hanging over the pathways and required chasing. **Action: CLERK.**

e) It was advised of the Willow tree branches hanging off at the Sports Association required looking at. **Action: CLLR BLADES & CLERK.**

f) Swinton Estate representative advised the trees across the estate had been assessed and to expect works. The Lime trees to The Avenue had not bee on the survey so these would be looked at separately. Thanks were given for the new sign previously reported at Swinton to Highways.

g) The Chair advised Swinton Estate of the landscaping planned for the side of The Avenue and that top soil was required. Marfield Quarry had inclined this could be provided with the permission of the estate to which they were agreeable.

**7. MUGA – CONSIDERATION OF ANNUAL INSPECTION & BIANNUAL CLEANING**

7.1 The Clerk advised of advice from the annual inspection recommending signage for the basketball ring and it was agreed an estimate should be obtained. The need for regular sweeping to keep the surface free from debris was highlighted and it was agreed the Parish Caretaker should be instructed to clear the surface twice a year, at the end of November and the end of March. **Action: CLERK.**

**8. ADDITIONAL DOG WASTE BIN FOR LEYBURN ROAD**

8.1 The Clerk circulated options of costs for a dog waste bin prior to the meeting. The same style of ‘Sirius’ as those previous bought from Broxap were priced at £115 excluding VAT for a 40L bin. The next model up from this was the ‘K-Nine’ priced at £143 excluding VAT and Glasdon providing the ‘Metal Fido’ at a price of £183.21 excluding VAT, and CNM 56L bin cost at £126.34 excluding VAT, or a post. It was advised that the bin on the Shooting Holme had a rotten lid too. It was **proposed** by Cllr Greensit to purchase two ‘Sirius’ bins in green from Broxap and **seconded** by Cllr Johnson. All those present voted in favour. It was **RESOLVED** that the bins be ordered for the Parish Caretaker to then fix with Cllr Metcalfe to advise of the location. **Action: CLLR METCALFE & CLERK.**

**9. FLY TIPPING IN THE PARISH**

9.1 The Clerk advised of reports from MoP via Facebook of fly tipping on the roads to High Burton and edges of Marfield Quarry. NYP had given advice that incidences should be reported immediately via the 101 and would be investigated in the hope of finding evidence to trace the culprits. It was agreed the Clerk should promote this via Facebook. Cllr Weatherill also advised of an issue too on Roomer Common and it was discussed it should be checked with the Parish Caretaker how any rubbish accumulated is disposed of. Cllr Weatherill also advised of how long the 101 service takes to get through on and the Chair advised of trying at times of day when you would expect the service to be quieter. It was also discussed the electric cables to the Shooting Holme were going through tree roots and questioned where they were actually leading to. **Action: CLERK.**

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

10.1 Cllr Weatherill advised top soil could be from the quarry and that a MoP had also offered to contribute some which he would liaise with over the location to tip. The quarry required permission to donate the top soil and boulders do the Chair and Clerk would request this in writing at their forthcoming meeting with Swinton. Cllr Weatherill would start works once the soil arrived and Cllr Pickard would look into getting a donation of grass seed. Cllr Weatherill recommended the car park was the best place to tip the soil due to the firm surface and would make enquiries over the transporting of boulders. **Action: CLLRs WEATHERILL, GREENSIT & PICKARD, CHAIR & CLERK.**

**11. LOCAL NEIGHBOURHOOD PLAN**

11.1 Cllr Pickard the next meeting was scheduled for 18th March for the core group initially and for the Chair and he to attend as it was not an open meeting. **Action: CLLR PICKARD & CHAIR.**

**12. WALKING GROUP COACH TRIP 11th APRIL**

12.1 The Clerk advised of Grenoside Walking Group requiring to park a coach on the day as it was a Wednesday market day, however it was pointed out it was actually a Thursday so the group could be advised to park in the market square coach bay. **Action: CLERK.**

**13. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. Chevin Motor Club – Cllrs were advised of the request to use the Market Square for parking over lunch break on 28th July with a YAA stall which was agreed to support and for the Clerk to let the Market Superintendent know. **Action: CLERK.**
  2. Highways – The Clerk advised of the response over blocked drains in and around Masham, expressing apologies for the delay but that they would be addressed in March and the true extent of the problem established. It was asked for the Clerk to chase again. **Action: CLERK.**
  3. Highways – The response over empty salt bin on Red Lane was that it had been missed and would be re-filled. Cllr Metcalfe confirmed Gun Bank bin had been filled too. It was suggested that next time bins were checked before and after ordering and invoicing to ensure filling. **Action: CLLRS ELLIS & WEATHERILL.**
  4. YLCA – The invitation to complete NALC’s survey over issues with anti-social on-street parking and lack of enforcement was advised of and agreed to circulate again amongst Cllrs to complete. **Action: CLERK & ALL CLLRS.**
  5. Festival of Christianity Group – The request for use of the Market Square on correct date of Sunday 14th July was advised of and agreed to. Clerk to let SI know. **Action: CLERK.**
  6. MoP – The voicemail with response over felled tree at High Ellington green was advised of and that the tree would be removed, which Cllr Greensit confirmed it had been.
  7. Yorkshire Water – The response to concerns over tankering of sewage was advised of, stating this had been due to having to remove chemical contaminated sewage which killed all of the required bacteria, and that they were not aware of damage to roads. It was agreed for Cllr Weatherill to take some photos of the damage for the Clerk to then send back in response. **Action: CLLR WEATHERILL & CLERK.**
  8. Landlord of the Former Barclays Bank – The response over letter requesting the removal of metal sheeting to the frontage was advised of and this was that the management company of the Tenant had been asked already to remove the metal plates to the frontage and contact details had been provided which the Clerk had already contacted to request the removal too.
  9. Green Energy – Details of electricity price increases from 1st April 2019 were advised of.

**14. ANY OTHER BUSINESS**

14.1 Cllr Greensit enquired as to the coned off space for a bench on the square outside Bordar House teas and it was clarified this was awaited for from the MoP who had requested a space for a memorial one.

14.2 Cllr Johnson advised he had repaired the previously reported damaged bench.

14.3 Cllr Greensit asked how long the Swinton Estate sign would remain on The Avenue and it was agreed for the Chair and Clerk to enquire at their forthcoming meeting. **Action: CHAIR & CLERK.**

14.4 Cllr Vickery advised of recent door to door fraudsters which had been reported to the police. It was agreed for the Clerk to make the MCO aware and advise via Facebook. **Action: CLERK.**

14.5 Cllr Vickery advised that along the ginnel by the Fire Station had had neighbouring conifers and native trees removed. It was agreed for the Clerk to enquire with HBC as to what procedure should be followed in a Conservation Area. **Action: CLERK.**

14.6 Cllr Vickery advised a white van had reversed into one of the planters on the square and Cllr Johnson advised it was beyond repair. It was agreed for the Chair to research prices and enquire with WI members and for the Clerk to put the matter on the next Agenda. **Action: CHAIR & CLERK.**

14.7 Cllr Metcalfe advised of the damage to Burn Bridge to which the Clerk advised it had been reported to Highways.

14.8 Cllr Weatherill highlighted the road to the golf course and green had had the potholes filled but not very well and it was agreed for the Clerk to take this up with Highways. **Action: CLERK.**

14.9 Cllr Weatherill advised of a raised drain top on the road side after Badgers Farm causing tyres to puncture and for the Clerk to report to Highways. **Action: CLERK.**

14.10 It was highlighted the closure of the Ripon Road for the following 5 weeks.

**15. DATE OF NEXT MEETING**

15.1 Monday 1st April 2019 starting at 7pm in the Meeting Room of the Town Hall.

**CLOSURE:** The Chair, Cllr Grainger declared the Meeting closed at 21:00pm.

*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 4 MARCH 2019**

There are no applications to consider

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 4 MARCH 2019**

|  |  |  |
| --- | --- | --- |
| The Mill House, Millgate, Masham, HG4 4EZ | Listed building consent for internal alterations to include removal and insertion of partition walls, blocking and reinstatement of windows and doors, removal of fireplace and opening of staircase. | **Approved subject to conditions** |
| Farm Buildings at The Mill House, Millgate, Masham, HG4 4EZ | Listed building consent for the change of use of farm buildings to form residential annexe and garages to include: all walls to be insulated and lined, removal and insertion of partition walls, blocking and reinstatement of windows and doors, reinstatement of fireplace and installation of staircase. Alterations to fenestration. | **Approved subject to conditions** |
| 9 Park Drive, Masham, HG4 4HY | Demolition of attached garage; erection of single storey extensions. | **Approved subject to conditions** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 4 MARCH 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Removal or retrospective planning application awaited |
| 1 Park Street, Masham, HG4 4HN | Felling of tree in Conservation Area without consent. | Report of a possible  breach of planning control on 6 February 2019. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 4th February to 4th March 2019** | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £596.00 |  |
| Market electricity |  |  |  |  |  | £15.00 |  |
| Honesty Box |  |  |  |  |  | £1,259.00 |  |
|  |  | **Total receipts for the month** | | | | **£1,870.00** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 4 March 2019 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - February Salary (Tax £19.60) | | |  |  |  |  | 100844 |
| John Todd, Market Superintendent - Quarterly Salary Jan/Feb/Mar (Tax £0.00) | | | | | |  | 100845 |
| Jen Hurford, Parish Clerk - February Salary (Tax £48.20) | | |  |  |  |  | 100846 |
|  |  |  | **Feb Staff Salaries Total** | | | **£1,792.00** |  |
| Mr AN Reed - First Part UCI Co-ordination Fees | | |  |  |  | £750.00 | 100843 |
| HMRC - PAYE |  |  |  |  |  | £67.80 | 100847 |
| RF Broadley - S137 Donation Maple Creek Lunch Club Insurance | | | |  |  | £112.00 | 100848 |
| Masham Town Hall - Committee Room Hire (VAT £6.00) | | |  |  |  | £36.00 | 100849 |
| Harrogate Borough Council - Annual Play Area Safety Inspection MUGA (VAT £11.00) | | | | | | £66.00 | 100850 |
| Clerk - Reimburse Stamps |  |  |  |  |  | £8.22 | 100851 |
| **Direct Debits** |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £1.79) | |  |  |  |  | £37.65 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£2,869.67** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | APPENDIX B (2/2) | |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 28 February 2019 | | |  | £54,683.07 | 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 | | £54,683.07 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 4th MARCH 2019**

Correspondence for information/consideration etc

1. Chevin Motor Club – Request to use the Market Square for parking over lunch break on 28th July with a YAA stall.
2. Highways – Response over blocked drains in and around Masham.
3. Highways – Response over empty salt bin on Red Lane.
4. YLCA – Invitation to complete NALC’s survey over issues with anti-social on-street parking and lack of enforcement.
5. Festival of Christianity Group – Request for use of the Market Square on correct date of Sunday 14th July.
6. MoP – Voicemail with response over felled tree at High Ellington green.
7. Yorkshire Water – Response to concerns over tankering of sewage.
8. Landlord of the Former Barclays Bank – Response over letter requesting the removal of metal sheeting to the frontage.
9. Green Energy – Details of electricity price increases from 1st April 2019.

**MASHAM PARISH COUNCIL**

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

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

Tel: 01765 650363 (Out of Office Hours)

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

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

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

**MINUTES 1st APRIL 2019**

**PRESENT:**

**Parish Council**: Cllr Flo Grainger (Chairman), Cllr Neil Pickard (Vice-chairman), Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Rob Greensit, Cllr Ian Johnson, Cllr Nigel Simms, Cllr Peter Weatherill, Cllr Jane Vickery, County Cllr Margaret Atkinson (from Item 9.5) and Jen Hurford (Parish Clerk)

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

**1. APOLOGIES**

* 1. Cllr Colin Barker and Cllr Brian Metcalfe.

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

2.1 Minutes of the Monthly Meeting held on 1st March 2019. Cllr Johnson highlighted Item 6.3 should be more specific that there were no ‘Speciality’ markets to be held on the Tour de Yorkshire weekend. It was **proposed** by Cllr Pickard and **seconded** by Cllr Johnson to alter the minutes accordingly, all those present voted in favour. It was **RESOLVED** for the Clerk to amend Item 6.3 of the minutes. It was then **proposed** by Cllr Johnson and **seconded** by Cllr Pickard that the remaining Minutes of the 1st March meeting be formally approved as a true and accurate record. All those who attended the 1st 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. **Action: CLERK.**

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

3.1 There were none declared.

**4. PLANNING MATTERS**

* 1. Planning Applications received;
     1. Black Bull Garage, Black Bull Yard, Red Lane, Masham, HG4 4HD – Demolition of garage and erection of 3 dwellings to include installation of dormer window, roof lights and alterations to fenestration. Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Blades that MPC objected on the planning grounds as follows; due to over intensive use of the plot; due to insufficient parking spaces for the number of properties; due to lack of outside space for amenities and cycle storage; due to the design of the dormer windows being out of keeping with surrounding properties. 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. There were no Planning Approvals to report.
  2. Planning Enforcements – A list of planning enforcements appear at Appendix A. It was agreed for the Clerk to obtain an update on both cases from the HBC. **Action: CLERK.**

**5. FINANCIAL MATTERS;**

5.1 Approval of S137 Donation for Greener Masham’s Hi-Viz and Litter Grabbers. Further to discussion at the last meeting, invoices for the agreed items had not been provided. The Chair also advised the group had requested if HBC would provide ‘Man at Work’ signage for litter picking events to which Cllr Simms suggested this could be applied for from the Community Fund from HBC and by MPC.

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 The Clerk advised the payroll had been amended for the last financial year as advised by HMRC and confirmation was awaited to see if any tax was owed, which was previously advised as approximately £30.

5.2.3 The Clerk notified that for March there was an increase to the Honesty Box income and Market Rents in comparison to March 2018. Annual budgets had been exceeded for both and special mention was given to Cllr Ellis for the changing of Honesty Box donation requests in contributing to this. Cllr Ellis suggested another Honesty Box be introduced to the Church end of the Market Square and it was agreed for this to be added to the next Agenda and for Cllr Ellis to investigate. **Action: CLLR ELLIS & CLERK.**

5.2.4 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).

5.3 Public Sector Deposit Fund Update. It was advised by the Clerk and Cllr Ellis that the transfer of monies had been set up online only to discover a second signatory needed to then authorise monies out, so Cllr Johnson had set up the facility and a time would need to be arranged for Cllrs Ellis and Johnson to carry this out with the Clerk. In addition, it was agreed the Chair should set up access to the online banking facility in case of absence of either of the two other subscribed Cllrs. **Action: CHAIR, CLLRS ELLIS & JOHNSON, & CLERK.**

**6. TOUR DE YORKSHIRE – UPDATE FROM CO-ORDINATOR**

6.1 Co-ordinator, Nick Reed, advised the small grant of £1k had been approved by HBC. Anticipated expenditure was £2170 to include the big screen, WCs on the Shooting Holme only, a mini skip, letters to households, a welcome leaflet for the event, artwork materials and project management. Flags to hand out on the day were still available from last year and approximately 100 would be retained for the Wednesday’s race of the UCI for the school children. Nick asked if the letter to residents should mention the UCI to which Cllrs agreed it should. An interview had been recorded for Radio York and another radio station was to be met too. The draft management plan had been submitted to HBC and a date for the Health & Safety meeting was awaited. A number of people had offered to volunteer for stewarding on the day but there was a lack of numbers for the steering group and Cllrs were welcomed. It was discussed to put notices on cars the Thursday before not to park in the required areas and to suspend parking on the West side of the Market Square on the Saturday. The Farmer’s Market was expecting 20 plus stalls and was planned to form an Avenue towards the cobbles and agreed for Cllr Johnson to discuss siting with the organiser. NYP and the Fire Brigade had agreed to road closures including the Market Place. Cllr Johnson agreed to install the public art on the Sunday morning with a dress rehearsal agreed with kind permission of Cllr Greensit to establish missing parts and a time to be agreed, with also MCLA needing to move lighting out of the way within the storage building. Nick advised positive comments were needed from Facebook and Twitter from last year’s event for use this year. The Chair and Cllr Johnson advised they had attended the UCI meeting and were equipped with branding material which they would forward to Nick, Bunting had kindly been donated from both Romanby and Kirkby Moorside PCs which Nick had and would collect, and organisers would be needed to both put up and take down. Nick would send confirmation of the proposed residents’ letter to MPC in due course. **Action: CHAIR, CLLRS GREENSIT & JOHNSON.**

**7. REVIEW OF BORDAR HOUSE TEA RENT**

7.1 The Clerk confirmed the last agreement for the cobbled area of the Market Square had been for 3 years from May 2016 at a rental of £610pa, with a reduction of £110pa for their provision of outside water. The last increase had been from £600 to £610pa. Following discussion, it was **proposed** by Cllr Simms to make an approximate 5% increase of £30 to £640pa for a further 3year period, continuing the £110 reduction for water, and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** for the Clerk to advise of this to the Tenant in writing. **Action: CLERK.**

**8. MCLA – REQUEST FOR APPROVAL OF PLANNED PURCHASE & WORKS**

8.1 The Chair of the organisation, Peter Usher, circulated their request prior to the meeting, one being for purchases of repair and additional items via MPC of £3,673.28 inclusive of VAT, and the other for permission from MPC for the installation of ducting to the two smaller trees to the centre of the Market Square, for which a quotation was awaited. Cllr Johnson suggested this could be coincided with works for another electric socket at the other end of the Market Square to be installed but Peter clarified the electric works would only be for lighting upgrade and in a different direction.Following discussion, it was **proposed** by Cllr Pickard to agree the planned purchases and **seconded** by Cllr Simms. All those present voted in favour. It was **RESOLVED** for the Clerk to issue payment accordingly with VAT to be recouped on the purchases. It was also **proposed** by Cllr Pickard to agree to the planned ducting with MCLA to finance, except the VAT as per agreed with the purchases, and **seconded** by Cllr Broadley. All those present voted in favour. It was **RESOLVED** for MCLA to instruct works accordingly. Peter highlighted the need for the trees to be pruned which the Chair advised was to be covered in Item 12, and it was also agreed for the matter of an additional socket to be included on the next Agenda, to which Cllr Greensit suggested quotation could be included for an electric charger at the same time, to which the Chair would research prices. **Action: CHAIR, CLLR JOHNSON & CLERK.**

**12. LIME TREES TO THE MARKET SQUARE & WILLOW TREES TO THE RECREATION GROUND**

Cllr Blades confirmed HBC had advised that the trunk growth needed removing only to the Lime trees and permission was not required, however permission would be required to lift the crowns of the willow trees. It was agreed for 3 tree surgeons, of which some options had been supplied by both HBC and Swinton Estate, to be approached by the Clerk to quote for these works. In addition, it was asked if Swinton Estate could be asked to trim the trees to The Avenue previously discussed before the Tour de Yorkshire weekend. **Action: CLLR BLADES & CLERK.**

**9. MASHAM MARKET;**

9.1 Request by Traders for Alternative Sunday Markets. Traders had expressed the Farmer’s Markets had taken over the regular market. It was **proposed** by Cllr Ellis not to accept this request on the basis the regular market had in fact taken over the Farmer’s Market and **seconded** by Cllr Weatherill. All those present voted in favour. It was **RESOLVED** not to proceed with the repeat request.

9.2 Promotion of Forthcoming Markets. The Clerk circulated a draft promotional leaflet amongst Cllrs prior to the meeting. The Chair advised a MoP had kindly offered the donation of photographs to be used too. Themes were discussed and provisionally agreed for 1st June as ‘Love Your Local Market’ with publicity material available from NABMA, 6th July as ‘Midsummer Fruits’, 3rd August as ‘Yorkshire theme’ and 31st August as ‘High Summer Drink & Food Fair’. Cllr Pickard queried three of the dates were within 8weeks and it was explained that these tie in with the Farmer’s Markets. The use of the word ‘Feature’ instead of ‘Extra’ markets was agreed and the Chair and Cllr Johnson would then run past the Market Superintendent for input, and the Chair to advise Masham Connections for potential contributors. **Action: CHAIR, CLLR JOHNSON & CLERK.**

9.3 Christmas Fair – Co-ordination of Local Businesses & Organisations. It was agreed for the Clerk to ask the MCO to email around the local businesses and organisations for potential contributors. **Action: CLERK.**

9.4 Provision of Finger Post. Cllr Johnson advised of an estimate from Hutchinsons Fabrications Ltd with a 10ft post at £40 and collar brackets at £6ea, with 2 per finger being required. T Atkinson & Son could supply individual fingers at £40ea with up to 12 letters. Three fingers could be placed at the same level in different directions, a total of 12 fingers were estimated and the need for about 2ft6 of the post to be in the ground. Cllrs discussed an item would also be required for the top and that a revised estimate was required for a 15ft pole and enquiries should be made into planning application costs for situation where the planter is. **Action: CLLR JOHNSON & CLERK.**

9.5 Masham Market Rules 2019. The Chair advised of an issue encountered with a Trader of the rules which had been dealt with on the day by the Chair and Cllrs Pickard and Johnson. The Trader had since submitted an email over the matter to HBC and the Chair and Cllr Pickard had completed a statement over the matter, and Cllr Pickard had also responded to the Trader. Cllr Johnson also advised Traders would like to know of cancellations due to weather the night before however, Cllr Ellis clarified wind speeds could not be predicted and it was agreed it was up to Traders to monitor the forecast themselves.

**8PM - PUBLIC INTERVAL**

a) Cllr Greensit asked if the water issue on Ellington Bank with open gutters that freeze in winter could be addressed as drivers push soil back into them. Cllr Atkinson took note and the Clerk would chase the matter with Highways. **Action: CLERK.**

b) Cllr Atkinson advised resurfacing to Masham Bridge had been undertaken quicker than anticipated and closure was necessary because of the presence of gas mains. It was advised the pavements had not been addressed at the time and the two gutters by the bridge were still blocked to which Cllr Atkinson took note.

c) Cllr Ellis advised Cllr Atkinson of a large pothole missed by the resurfacing works on Church Street, which the Clerk would also contact Highways over. **Action: CLERK.**

d) Cllr Simms raised concern was raised to the road flooding at Swinton Terrace which works to rectify were confirmed as being carried out.

e) Cllr Weatherill highlighted previous works to the road surface from the golf course to the Swinton Castle had been temporary only and the Clerk would also raise this with Highways. **Action: CLERK.**

f) Cllr Atkinson explained it took £6.5million to run NYCC and there was a need to reduce this and they were looking into new ways of creating income.

**10. MASHAM PARISH COUNCIL WEBSITE**

10.1 Cllr Pickard advised that further to the Neighbourhood Plan requiring a website, this could be an opportunity for MPC to host a site which could cater for this. Masham Town Hall’s website was noted as a good example and appeared to be straight forward. Cllr Pickard would contact the creator to express interest in their services and obtain initial costs to which Cllrs agreed was a good idea. **Action: CLLR PICKARD.**

**11. MASHAM BUSINESS MAP – ALTERATIONS & ADDITIONAL PRINTING**

11.1 The Chair suggested a further 500 copies of a revised edition be printed and circulated for businesses to then print themselves and that Bedale Print Shop had previously supplied 1000 copies at £120. It was discussed that the Post Office location would not be confirmed until at least the end of April and that change of use was awaited for the new premises. It was agreed for Cllr Blades to initiate the provisional altering of the map and for the matter to be reviewed on the next Agenda. **Action: CHAIR, CLLR BLADES & CLERK.**

**13. REPLACEMENT PLANTER FOR THE MARKET SQUARE**

13.1 The Chair advised progress with information from the WI over the origin of these was awaited and Cllr Vickery also had made enquiries with no success. In addition, the planter by Bordar House teas was also split in two leaving two damaged planters. Cllrs Johnson and Vickery were continuing looking in to the possibility of repairing them. **Action: CLLRS JOHNSON & VICKERY.**

**14. MASHAM BRIDGE – CONSIDERATION OVER FORMAL COMPLAINT OVER HIGHWAYS’ APPROACH TO WORKS**

14.1 The Chair highlighted the success of the works carried out, however when I’Anson Bros Ltd relayed concern over the short notice of the works, contact had been made with the manager of the bridges department at Highways. The Chair invited him to come out to discuss the matter, but the invite was declined abruptly despite the plea for more information to equip the community with, particularly over the inadequate diversion route. The individual had become aggressive, unpleasant and unreasonable and the Chair was later advised by an NYCC employee to submit a formal complaint over the this. The Chair confirmed a meeting had been set up with Highway’s Gordon Milne who had been very pleasant, approachable and helpful over the road closures. Cllrs agreed the Chair should submit a formal complaint to Highways copying in Cllr Atkinson and Cllr Atkinson agreed to pass the information on to the relevant persons. Cllr Pickard also expressed concern that the 5 week closure of the Ripon road had been unnecessary and was disgraceful if so in the disruption caused. In addition, Cllr Simms had received reports of abuse from staff working on the road to MoP. Both reports were acknowledged by Cllr Atkinson. **Action: CHAIR.**

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

15.1 Cllr Greensit advised he could collect stones from Marfield Quarry w/c 8th April and would get the biggest his transport could take. Cllr Weatherill confirmed discussions over plans with Lucinda from Swinton Estate in order to decrease the drop from pavements and had been advised to meet on site with Mark Cunliffe-Lister on commencing the works. Topsoil would be sited in the corner of the car park and siting of the stones was required first to then build the soil up around. Cllr Weatherill would liaise over delivery of this and Cllr Greensit would request it within the following 3 weeks. The smaller stones could be re-sited around the picnic table area. Cllr Greensit would arrange to drop off stones and then revisit with a load-all. Cllr Pickard he was able to obtain grass seed from WE Jameson & Son. The Chair advised a dumper should be able to be hired from The Old Station Caravan Park. Cllrs then discussed the pros and cons of travellers being sited on the Shooting Holme. **Action: CLLRs WEATHERILL, GREENSIT & PICKARD & CHAIR.**

**16. LOCAL NEIGHBOURHOOD PLAN**

16.1 Cllr Pickard advised of the meeting held on 18th March where Paul Theakston had been nominated and appointed as Chair. Ten individuals formed the Steering Group, plus Cllr Pickard and the Chair. The next meeting was scheduled in May. The Chair highlighted research of the Wooler Neighbourhood Plan which had been a commendable example and was available on their website. **Action: CLLR PICKARD & CHAIR.**

**17. EMPLOYMENT MATTERS;**

17.1 Increase in Minimum Wage Applicable to Litter Picker. The Clerk advised of increase to the minimum wage from 1st April to £8.21. It was **proposed** to increase the Litter Picker’s salary accordingly and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** for the Clerk to carry out the payroll accordingly. **Action: CLERK.**

17.2 Outcome of Staff Appraisal with Clerk. The Chair advised the Clerk was happy in her role, kept abreast of procedures, payroll and market issues. She showed a positive attitude and communications were good. The Clerk would take training and would like to attend annually within reasonable travelling distance and hoped to gain further experience including within marketing. Cllrs were agreeable to training and Cllr Simms felt the clerk should request any training she felt was appropriate.

17.3 NALC’s Guide to Salary Award 2019-20 Applicable to Clerk. The Clerk advised Scale 8, (old scale 19) had been awarded in 2017-19, Scale 9, (old scale 20) had been awarded in 2018-19 and Scale 10 at £10.79phr be recommended from 1st April. It was **proposed** to increase the Clerk’s salary accordingly and **seconded** by Cllr Broadley. All those present voted in favour. It was **RESOLVED** for the Clerk to carry out the payroll accordingly. **Action: CLERK.**

**18. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. Grenoside Walking Group – Notification of coach visit on correct date of Wednesday 10th April requiring use of coach park and that a map had been supplied with Cllr Johnson to unlock gate. **Action: CLLR JOHNSON.**
  2. HBC – Confirmation of litter picking grant 2018/19 and request for confirmation required in 2019/20 to which Cllrs agreed to. **Action: CLERK.**
  3. HBC – Confirmation of Small Business Relief for Non-domestic Rates Bill 2019/20 for the Market Tolls noted.
  4. Liftshare – Thanks for the donation of £100 towards forthcoming leaflets noted.
  5. Dales & Bowland Community Interest Company – Notification of Eastern Dales Bus 825 on Summer Sundays and Bank Holidays noted.
  6. Julian Smith MP – Notification of forthcoming surgeries noted and Clerk to publish on noticeboards. **Action: CLERK.**
  7. MoP – Complaint over signage placed around Low Burton junction noted and request to monitor and email MPC when future problems arise. **Action: CLERK.**
  8. Internal Auditor – Notification of increase in charges for this year to £145 noted and agreed.
  9. Swinton Estate – Response over signage board on The Avenue to remain. Cllrs asked Clerk to request if this could be moved back and painted green. **Action: CLERK.**
  10. 1st Masham Rainbows & Brownies – Request for market stall Saturday 20th April agreed to by Cllrs and to advise John Todd this would be FOC. **Action: CLERK.**
  11. Mashamshire Litter Busters – Notification of name change from Greener Masham noted.
  12. Masham Town Hall – Request for confirmation of Christmas Fair date 2020 to which Cllrs agreed 5th December 2020 for Clerk to confirm. **Action: CLERK.**
  13. HBC – Notification of District Improvement Fund 2019/20. Cllrs agreed for Cllr Vickery and the Clerk to submit forms for both an electric car charging point and two new planters for the Market Square. **Action: Cllr VICKERY & CLERK.**
  14. MoP – Complaint on behalf of residents over parking to the North East corner of the Market Place was noted.

**19. ANY OTHER BUSINESS**

19.1 Cllr Vickery advised of the Manager of the MCO leaving and Cllrs agreed to purchasing a card to acknowledge her hard work. **Action: CLERK.**

19.2 Cllr Ellis reminded that the picnic tables for the Shooting Holme needed to be retrieved from winter storage and it was agreed for the item to be put on the next Agenda. **Action: CLERK.**

19.3 Cllrs discussed the delay in the new memorial bench being sited in front of Bordar House Teas was creating issues and agreed for the Clerk to chase the MoP supplying. **Action: CLERK.**

19.4 The Chair asked if the Parish Caretaker could clear the pavement to Low Burton which Cllrs agreed to. **Action: CLERK.**

19.5 The Chair advised photos had been taken to send to Highways of the missing and damaged speed signs at Low Burton. **Action: CHAIR.**

**20. DATE OF NEXT MEETING**

20.1 Monday 13th May 2019 in the Meeting Room of the Town Hall. To include Annual Meeting & Annual Parish Meeting starting at 7pm.

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

*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 APRIL 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Black Bull Garage, Black Bull Yard, Red Lane, Masham, HG4 4HD | Application No.: 6.3.35.F.FUL 19/00888/FUL  Proposal: Demolition of garage and erection of 3 dwellings to include installation of dormer window, roof lights and alterations to fenestration.  Applicant: Luis Development Ltd | 7th April 2019 |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 1 APRIL 2019**

There are no cases to report

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 1 APRIL 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Removal or retrospective planning application awaited |
| 1 Park Street, Masham, HG4 4HN | Felling of tree in Conservation Area without consent. | Report of a possible  breach of planning control on 6 February 2019. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 4th March to 1st April 2019** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £656.00 |  |
| Market electricity |  |  |  |  |  | £18.00 |  |
| Honesty Box |  |  |  |  |  | £1,295.00 |  |
| MCLA - Maintenance Share 2018 Lights | |  |  |  |  | £539.98 |  |
| HBC - Litter Picking Rebate |  |  |  |  |  | £2,181.86 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | | | **£4,690.84** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 1 April 2019 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - March Salary (Tax £19.40) | | |  |  |  |  | 100864 |
| Jen Hurford, Parish Clerk - March Salary (Tax £48.20) | | |  |  |  |  | 100863 |
|  |  |  |  |  |  |  |  |
|  |  |  | **March Staff Salaries Total** | | | **£1,031.75** |  |
|  |  |  |  |  |  |  |  |
| Zurich Insurance - S137 Donation to Greener Masham | | |  |  |  | £94.34 | 100852 |
| Gregg Electrical - 2018 Christmas Lights | |  |  |  |  | £3,065.97 | 100853 |
| MFJ Land Management - Footpath Grass & Hedge Cutting Masham to Dykes Hill (VAT £19.00) |  |  |  |  |  | £114.00 | 100854 |
| MFJ Land Management - Gritting, Clearing Snow & Mole Control (VAT £81.40) | | | | | | £488.40 | 100855 |
| T Atkinson & Son - Bench Repair |  |  |  |  |  | £33.00 | 100856 |
| YLCA - 2019/20 Membership |  |  |  |  |  | £422.00 | 100857 |
| D3 Office Group Ltd - Stationery (VAT £4.46) | |  |  |  |  | £26.76 | 100858 |
| Broxap Ltd - 2x Sirius Dog Waste Bins (VAT £53.00) | | |  |  |  | £318.00 | 100859 |
| Clerk - Reimburse Stamps |  |  |  |  |  | £7.32 | 100860 |
| NABMA - Subscription Fee 2019/10 |  |  |  |  |  | £358.00 | 100861 |
| E&J Wilkinson - Caretaker Duties |  |  |  |  |  | £35.00 | 100862 |
| HMRC - PAYE |  |  |  |  |  | £67.60 | 100865 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £1.54) | |  |  |  |  | £32.25 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£6,094.39** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | APPENDIX B (2/2) | |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 31 March 2019 | | |  | £54,189.33 | 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 | | £54,189.33 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 1st APRIL 2019**

Correspondence for information/consideration etc

1. Grenoside Walking Group – Notification of coach visit on correct date of Wednesday 10th April requiring use of coach park.
2. HBC – Confirmation of litter picking grant 2018/19 and request for confirmation required in 2019/20.
3. HBC – Confirmation of Small Business Relief for Non-domestic Rates Bill 2019/20 for the Market Tolls.
4. Liftshare – Thanks for the donation of £100 towards forthcoming leaflets.
5. Dales & Bowland Community Interest Company – Notification of Eastern Dales Bus 825 on Summer Sundays and Bank Holidays.
6. Julian Smith MP – Notification of forthcoming surgeries.
7. MoP – Complaint over signage place around Low Burton junction.
8. Internal Auditor – Notification of increase in charges for this year.
9. Swinton Estate – Response over signage board on The Avenue.
10. 1st Masham Rainbows & Brownies – Request for market stall Saturday 20th April.
11. Mashamshire Litter Busters – Notification of name change from Greener Masham.
12. Masham Town Hall – Request for confirmation of Christmas Fair date 2020.
13. HBC – Notification of District Improvement Fund 2019/20.
14. MoP – Complaint on behalf of residents over parking to the North East corner of the Market Place.

**MASHAM PARISH COUNCIL**

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

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

Tel: 01765 650363 (Out of Office Hours)

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

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

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

**MINUTES ANNUAL PARISH MEETING 13th MAY 2019**

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

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

1. **WECOLME**

1.1 The Chair welcomed all to the meeting.

1. **APOLOGIES**
   1. Cllr Neil Pickard (Vice-chairman), Cllr Valerie Broadley, Cllr Peter Weatherill and County Cllr Margaret Atkinson.

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

3.1 Minutes of the Annual Meeting held on 14th May 2018. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that the Minutes of the 14th May meeting be formally approved as a true and accurate record. All those who attended 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. **Action: CLERK.**

**4. CHAIRMAN’S REPORT**

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

The Bank Balance at 31st March was £ £44,584.32

Masham Market - The Parish Council continues to support the regeneration of the Market and the town and is keen to promote special market weekends throughout the year, augmented by the farmer's market on the first weekend of months from April. Rents are showing an increase year on year, which is pleasing in times of decreasing high streets and internet shopping. The market provides a wide range of good unable to be accessed in our shops, which in turn helps provide an advantage for those unable to travel far, or without transport, and our many visitors. The Honesty boxes are also bringing in much needed income to the town, having had the recommended donation increased to £1 from 50p for many years, although the recent break ins to the two on the recreation ground give concern. The situation is being monitored by local police and residents and when repaired, emptying will take place more regularly by Councillors.

At the beginning of this last year the Council, in an effort to ease our acute parking issues, in the centre of town and with the aid of new signage, declared the Market Place, short stay parking, and Long stay on the Recreation ground car parks and edge of the Shooting Holme. However, due to an amount of concern from residents and businesses, the short stay recommended limit of 2 hours was removed from the signs. This has proved to be acceptable but not as successful in the provision of necessary increased parking spaces as the Long Stay car park which is regularly used by a good number of visitors. Led by the Council a group of individuals representing business, residents and organisations, including young and old are to undertake the formation of a Local Neighbourhood Plan. A number of preliminary meetings have been held and Paul Theakston has agreed to Chair the group. It is estimated that this will take as much as two years to complete, but when completed and hopefully adopted by Harrogate Borough Council, will form the blueprint for the future of development in the town up to the year 2035. A questionnaire will be produced for the views of all to be gathered on a variety of relevant aspects, and comprehensive survey will take place. The Council is pleased to support the Masham Litter Busters group of volunteers, under the leadership of David Scrutton, who regularly pick litter in and around the community, making a large difference to our beautiful town and surrounding lanes. Up to now they have collected well in excess of 100 bags of litter. A recent visit to the Police Control Room has taken place organised by Cllr Val Broadley. It proved to be a very interesting and enlightening evening, resulting in a new-found respect for the officers and staff in this often-criticised area of policing, and highlighted a greater understanding both of lack of resources and responsible workload of the staff within. Grateful thanks are expressed to Cllr Broadley and the staff at this centre.

Once again, for the fifth year Masham has been fortunate enough to be on the route of the TDY as it sped through the town last Sunday. It was met by the same, if not greater enthusiasm as past years with large crowds lining the route and with many complimentary comments on the TV coverage and in social media. The comments from inside the WTY car as it sped through the town were Wow! wow! Wow! Nick Reed once again capably led the organising team for which we offer thanks. This year the excellent ground art designed by Rob and Mel Blades and painted by the children from the junior school was seen on TV. We are now looking forward to the rare occasion of the UDI World Championship cycle races passing through on no less than three occasions in the last week in September. The town will no doubt rise to, and once again, embrace this occasion with the usual vigour. Christmas Lights. Grateful thanks are also expressed to the enthusiastic and hardworking Christmas Lights group led by Peter and Pam Usher. The attractive display increases year on year and the addition of the impressive and unique lit spire was enjoyed by all who saw it. Lights are to be introduced into the two smaller trees in the market place and will be coloured to compliment the Christmas tree, and further displays on Park Street and Leyburn Road are to be introduced. Grateful thanks are expressed to Market Superintendent John Todd, litter picker Eric Wilkinson, Martin Wilkinson for grass cutting etc and last but not least, a very great thanks to our Clerk Jen for her excellent work over the last year. Her cheerful, efficient approach is very much appreciated. and we are delighted that her appraisal expressed a wish to continue 137 donations last financial year;

Mashamshire Community Office £3500.00

Masham Primary School £672.00

Masham Community Bonfire Insurance £1232.00

Masham Christmas Door Decoration Award £88.81

British Legion (Remembrance Day Wreaths) £0.00

Greener Masham (Insurance) £94.34

Masham Sheep Fair Trailer £270.00

Masham Sheep Fair Electricity £15.00

Tour de Yorkshire £543.35

Citizens Advice Ripon office Running Costs £300.00

Litter Picker Final Salary Bonus £0.00

Masham Church Social Committee - Armistice Event £150.00

Mashamshire Liftshare Scheme - Promotional Leaflets £100.00

Maple Creek Lunch Club Insurance £112.00

Masham Town Hall Community Charity - Christmas Bouncy Castle £156.00

It was noted to discuss the matter of an S137 donation as the Litter Picker’s Bonus on the next Agenda, and for the Clerk to pass thanks onto Cllr Broadley for arranging the visit to the NYP Control Room. **Action: CLERK.**

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

* 1. There were no matters raised.

**6. CLOSE OF MEETING**

6.1 The Chair, Flo Grainger, declared the Meeting closed 7.15pm

Dated 29/05/2019

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

**MASHAM PARISH COUNCIL**

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

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

Tel: 01765 650363 (Out of Office Hours)

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

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

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

**MINUTES ANNUAL PARISH MEETING 13th MAY 2019**

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

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

1. **ELECTION OF CHAIRMAN**

1.1 It was **proposed** by Cllr Greensit and **seconded** by Cllr Blades to nominate and elect Cllr Flo Grainger as Chair. All those present voted in favour. It was **RESOLVED** that Cllr Flo Grainger should stand as Chair for another year.

1. **DECLARATION OF ACCEPTANCE OF OFFICE**

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

1. **APOLOGIES**
   1. Cllr Neil Pickard (Vice-chairman), Cllr Valerie Broadley, Cllr Peter Weatherill and County Cllr Margaret Atkinson.

**4.ELECTION OF VICE CHAIRMAN**

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

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

3.1 Minutes of the Annual Meeting held on 14th May 2018. It was **proposed** by Cllr Johnson and **seconded** by Cllr Greensit that the Minutes of the 14th May meeting be formally approved as a true and accurate record. All those who attended 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. **Action: CLERK.**

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

6.1 Representatives were agreed as follows;

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

Absent Cllrs to be informed accordingly. **Action: CLERK**

**7. AGREE THE CHAIRMAN’S ALLOWANCE FOR 2019/20**

7.1 It was **proposed** by Cllr Ellis and **seconded** by Cllr Simms to increase the allowance by approximately 5% to £270. All those present voted in favour. It was **RESOLVED** that the allowance be raised and agreed accordingly. It was noted that the current Chair had not used the allowance for 2018/19 and was not intended to use again, however, previous Chair’s had used this for the repair of the Chain and such like.

**8.1 AUDIT MATTERS FOR THE YEAR ENDED 31st MARCH 2019**

1. To note the Annual Internal Audit Report for 2018/19 of the Annual Governance and Accountability Return 2018/19. It was highlighted the suggestions of the Parish Caretaker role being an employee of MPC and also a comprehensive record pf Playground Inspections being kept and agreed to include both matters on the next monthly Agenda. **Action: CLERK**
2. To approve Section 1 - Annual Governance Statement 2018/19 of the Annual Governance and Accountability Return 2018/19. It was **proposed** by Cllr Simms and **seconded** by Cllr Ellis to approve the content. All those present voted in favour. It was **RESOLVED** that the document be signed accordingly by the Chair and Clerk for submission to PKF Littlejohn for external audit purposes. **Action: CLERK**
3. To approve Section 2 - Accounting Statements 2018/19 of the Annual Governance and Accountability Return 2018/2019. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis to approve the content. All those present voted in favour. It was **RESOLVED** that the document be signed accordingly by the Chair and Clerk for submission. **Action: CLERK**
4. To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities Annual Internal Audit Report 2018/19 including; Section 1 – Annual Governance Statement 2018/19; Section 2 – Accounting Statements 2018/19; Analysis of variances; Bank Reconciliation to 31 March 2019; Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015. It was **proposed** by Cllr Ellis and **seconded** by Cllr Simms to approve the content. All those present voted in favour. It was **RESOLVED** that any documents be signed accordingly by the Chair and Clerk for submission. **Action: CLERK**
5. Approval of the Annual Receipts and Payments Accounts for the Year Ended 31st March 2019. It was **proposed** by Cllr Johnson and **seconded** by Cllr Vickery to approve the content. All those present voted in favour. It was **RESOLVED** that the document be approved for submission. **Action: CLERK**

**6. CLOSE OF MEETING**

6.1 The Chair, Flo Grainger, declared the Meeting closed 7.30pm

Dated 29/05/2019

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**MASHAM PARISH COUNCIL**

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

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

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

**MINUTES 13th MAY 2019**

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

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

**1. APOLOGIES**

* 1. Cllr Neil Pickard (Vice-chairman), Cllr Valerie Broadley, Cllr Peter Weatherill and County Cllr Margaret Atkinson.

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

2.1 Minutes of the Monthly Meeting held on 1st April 2019. It was **proposed** by Cllr Vickery and **seconded** by Cllr Metcalfe that the Minutes of the 1st April meeting be formally approved as a true and accurate record. All those who attended the 1st 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. **Action: CLERK.**

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

3.1 Cllrs Barkers and Simms declared an interest in Item 19.15, and Cllr Johnson in Item 7.3.

**4. PLANNING MATTERS**

* 1. Planning Applications received;

4.1.1 Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH – Variation of Condition 5 (Obscure Glazing) of Planning Permission 17/03562/FUL to allow for alterations to the obscure glazing. Following discussion, it was **proposed** by Cllr Simms and **seconded** by Cllr Barker that MPC objected on the planning grounds as follows; due to the upholding of the Appeal Officer’s decision; due to the serious overlooking of the neighbour’s private recreational areas and only private space. All those present voted in favour and the **RESOLUTION** was carried.

4.1.2 W E Jameson And Son Limited, The Mill, Foxholme Lane, Masham, HG4 4EL – Removal of 30m of hedgerow. Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Blades that MPC objected on the planning grounds as follows; due to concerns of hedgerow being removed in a rural area; due to concerns that the hedgerow would not be replaced. The majority present voted in favour and the **RESOLUTION** was carried.

4.1.3 High Barn, North Cote, North Cote Cottage Track, Masham, HG4 4DH – Formation of new access to High Barn. Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Simms that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried.

4.1.4 1 Low Springs Cottages, Low Burton Hall to Masham Bridge, Masham, HG4 4DQ – Erection of two storey extension; erection of single storey extension. Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried.

The Clerk was requested to advise HBC of the above MPC decisions. The Clerk was also requested submit a letter of formal complaint both to HBC and the local MP with regards to plans only being received here on from HBC electronically to reduce costs, despite applicants still paying the same amount for their application. **Action: CLERK.**

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

**5. FINANCIAL MATTERS;**

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

5.1.1 The Clerk notified that for April there was a significant increase to the Honesty Box income in comparison to April 2018, but a minimal decrease to Market Rents.

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

5.2 Public Sector Deposit Fund Update. It was confirmed by the Clerk that the agreed £30k had now been transferred to CCLA by Cllrs Ellis and Johnson.

5.3Consideration of Contribution Towards Bunting from Rosedale PC. Further to the donation of bunting for the Tour de Yorkshire event, the donating PC had since asked for a contribution. Following discussion, it was **proposed** by Cllr Johnson to contribute £50 to both Rosedale and the other donating PC, Romanby and **seconded** by Cllr Greensit. All those present voted in favour. It was **RESOLVED** that the amounts should be raised, and both PC’s be thanked for their help. Considering this, Cllr Blades expressed MP should purchase their own bunting next time. **Action: CLERK.**

5.4 Consideration of Payment to E Leathley & Son for Hanging & Taking Down Bunting. Following discussion, it was **proposed** by Cllr Simms to contribute £100 towards the contractor’s time for hanging and taking down the bunting and **seconded** by Cllr Barker. All those present voted in favour. It was **RESOLVED** E Leathley & Son be asked to take down the remaining bunting and paid accordingly. **Action: CLERK.**

5.5 Approval of Payments for Mashamshire Litter Busters for Tabards & Grabbers. Following discussion, it was **proposed** by Cllr Blades to contribute the £118.05 equipment purchased by the group and **seconded** by Cllr Greensit. All those present voted in favour. It was **RESOLVED** to approve the S137 accordingly.

5.6 Feedback from Internal Checks for January to March. Cllr Ellis confirmed appropriate checks had been carried out, but no items of concern found to be raised.

**6. TOUR DE YORKSHIRE FEEDBACK**

6.1 A report from the event Co-ordinator was circulated amongst Cllrs prior to the meeting. It commented on the success of the day with vast numbers of spectators and £1,385 being raised for Help for Heroes by MSA undertaking the overflow parking facility. Local businesses contributed alongside the pubs and outdoor activities were not deterred from by the cooler weather. Unfortunately, the farmer’s Market were unable to bring as many stalls as hoped, and despite good TV coverage of the town, the land art was missed but featured well in highlights on social media. Organisation with NYCC and NYP went well but unfortunately Highways managed to remove a number of the MPC cones which were expected to be returned. Special thanks were given to the stewards, volunteers and MCO. The HBC Small Grants form would be completed and passed to the Clerk in due course to support £1,000 of the total project cost of £1,980. **Action: CLERK.**

**7. MASHAM MARKET;**

7.1 Complaint by MoP Over Parked Vehicles. The blocking of the view of benches by Trader’s vehicles and stalls by Bordar House Teas was discussed and it was pointed out recently that the lack of these had resulted in motorbikes coming onto the square. Cllrs felt it inevitable that some obstructions were bound to occur and would not be agreeable to any railings being introduced and felt surrounding residents and businesses would disagree too. As only one MoP had complained, it was not felt a strong enough objection had been made to justify something being done Traders would be asked to park appropriately but it was felt they actually assisted in securing entrances from motorbikes and this should be relayed to the MoP who had submitted the complaint, though appreciation was given to the point raised. **Action: CLERK.**

7.2 Promotion of Forthcoming Markets. The Clerk circulated a second, draft promotional leaflet amongst Cllrs prior to the meeting including the themes discussed previously and photographs kindly donated by a MoP. The Chair also advised of items available from NABMA for the ‘Love Your Local Markets’ theme. Following discussion, it was **proposed** by Cllr Johnson to order £10 worth of balloons from NABMA and 500 A5 leaflets to be ordered from Vistaprint and **seconded** by Cllr Metcalfe. All those present voted in favour. It was **RESOLVED** for the Clerk and Chair to make both purchases accordingly. Cllr Johnson confirmed communications with a busker and the Chair with potential bands for the forthcoming markets.  **Action: CHAIR, CLLR JOHNSON & CLERK.**

7.3 Provision of Finger Post. Cllr Johnson advised of an estimate from T Atkinson & Son to supply and erect a steel post with 12 wooden fingers, with up to 12 letters, at a cost of £1,104. The Clerk advised HBC had confirmed that an advertisement consent application form should be completed at a fee of £66 if submitted by MPC. Cllrs agreed the proposal should now be put forward to HBC for consideration of funding. **Action: CLERK.**

7.4 Food Safety Query from MoP to HBC. It was advised that a MoP had submitted a complaint over one of the market’s stalls to HBC in relation to the storage facilities for cheese. It was advised that HBC had been in communication with the SI and appropriate documentation had since been provided which was registered to Leeds City Council. HBC had no reason to take the matter further, however the MoP was still not happy with the provision so would monitor and make any additional reports to HBC to pass to LBC.

7.5 Request from Healthwatch North Yorkshire for a One-off Stall. Following discussion, Cllrs agreed the request from the York charity should be accepted if rent paid and tariffs should be sent to them and the SI informed. **Action: CLERK.**

**8.35PM - PUBLIC INTERVAL**

a) A MoP explained that Healthwatch North Yorkshire had been given a grant to try to create more interest and gather views, so would be intending to attend a market as a paying Trader.

b) A MoP raised the matter highlighted by the Internal Auditor, that the Parish Caretaker should be employed and expected this to be confirmed by the HMRC online checklist. Cllrs agreed the matter should be put on the next Agenda for discussion. **Action: CLERK.**

c) A MoP explained that E Leathley & Son should submit an invoice for the hanging and taking of bunting rather than just a donation being made, it was agreed by Cllrs for Cllr Johnson to request this. **Action: CLLR JOHNSON.**

d) A MoP expressed that the Tour de Yorkshire event was fantastic for the town but asked if more could be done with the market square as the market only covered a small area. Cllr Johnson advised that funding from HBC had been reduced as more was expected for the UCI event later in the year. The MoP suggested an area could be sectioned off for children’s cycling. Another MoP was concerned over public spectators being located on the Recreation Ground and cars being parked on the square and it was confirmed the matter of event planning was on the next Agenda and the Co-ordinator to be net with mid-June to discuss such matters, and the recommendation and concern would be put forward. **Action: CLERK.**

e) A MoP asked if any developments were happening on the Shooting Holme with regards to travellers.

f) A MoP highlighted the unfinished re-surfacing of the path from Red Lane to Westholme Court and the Clerk confirmed this was the responsibility of NYCC and had been and would be chased again. **Action: CLERK.**

g) A MoP highlighted the problem of speeding traffic on the Leyburn Road. It was discussed this should be reported to Highways and a camera requested from NYP for the old auction mart gateway. Cllr Simms advised repeater signs could not be provided at 30mph. **Action: CLERK.**

**8. FOOTPATH FROM BLACK BULL YARD TO QUAKER TERRACE**

8.1 Following recent correspondence for the Planning Inspectorate that the Title of Order had been submitted to the Secretary of State, Cllr Blades conveyed concern for the Order to be successful, particularly to enable elderly residents to access the Co-op and a shorter route from Maple Creek. It was agreed the Clerk should send in a letter confirming MPC’s feelings were still strongly in support of the application. **Action: CLERK.**

**9. HONESRY BOX – ADDITIONAL, THEFTS & DAMAGE, ONGOING MANAGEMENT**

9.1 Further to the multiple break-ins of the two Honesty Boxes on The Shooting Holme and by the tennis court, Cllr Johnson confirmed he was liaising with Hutchinson & Mudd Fabrication over a quote for replacement doors which were hoped to be ready for the next meeting, then a rota could be devised for Cllrs to empty on a more regular basis. **Action: CLLR JOHNSON.**

**10. ADDITIONAL ELECTRIC SOCKET & CAR CHARGING POINT**

10.1 The Chair had sourced a price of £57.67 for a dual caravan socket outlet with a post at £18 for consideration on the market square. A price of £1687.13 for an EV charging point with two points and a token machine had also been sourced, however, Cllr Simms expressed concern over the use of tokens, and it was felt card payments more suitable, so further investigation required. **Action: CHAIR.**

**11. MASHAM PARISH COUNCIL WEBSITE**

11.1 Cllr Pickard had circulated an estimate of £806.40 prior to the meeting from Wild Garlic Training for the provision of a website and related training. It was suggested that another quote be obtained via another MoP to compare to. **Action: CLLR PICKARD & CLERK.**

**12. MASHAM BUSINESS MAP**

12.1 It was discussed that the Post Office still had new premises under consideration so printing should be postponed, and the matter put on the next Agenda. **Action: CHAIR & CLERK.**

**13. WORK TO LIME & WILLOW TREES**

13.1 Having arranged meeting with three tree surgeons, Cllr Blades confirmed receipt of one estimate to date which was circulated amongst Cllrs prior to the meeting. English Tree Care had quoted a cost of £250 plus VAT. Cllrs were concerned that the suggested height to raise the canopies of the two Willow trees to 4m and 5m was too high, and it was asked for the Clerk to enquire why they were so high suggested so high. **Action: CLLR BLADES & CLERK.**

**14. MARKET SQUARE PLANTERS**

14.1 Cllr Vickery confirmed one planter had been driven into and another had split but could not locate the original source of them. Images of suitable replacement planters from Sam Turners had been circulated amongst Cllrs at a cost of £54.95 each. It was **proposed** by Cllr Blades to purchase the two planters and **seconded** by Cllr Simms. All those present voted in favour. It was **RESOLVED** to request an invoice and make the purchase accordingly. In addition, it was discussed of the poor quality of shrubs provided by HBC and agreed for Cllr Vickery to plant up the tubs with more appealing plants. **Action: CLLR VICKERY & CLERK.**

**15. TRAVELLERS ON THE RECREATION GROUND**

15.1 It was advised the large stones had been ordered from Marfield Quarry and Cllr Johnson felt the travellers could arrive on 24th May, with Cllr Ellis confirming persons in white vans had been seen inspecting the height barrier. Cllr Johnson confirmed he had a second padlock ready to install with a temporary combination to give to the emergency services only and would assist with deliveries to the MSA if required. It was agreed for Cllr Barker to liaise with Colin Hill for the collection of the large stones as soon as possible. Cllr Johnson advised of people parking on the gas house site over the last bank holiday weekend and had rung the gas board and they had then moved on. It was agreed that any signs of a fire should result in the gas board being rung again. The Chair felt the travellers were like to arrive on 21st and it was agreed for the Chair, Cllr Johnson and Clerk to liaise with organisations over the height barrier lock as required. **Action: CHAIR, CLLRs BARKER & JOHNSON & CLERK.**

**16. LOCAL NEIGHBOURHOOD PLAN**

16.1 Cllr Pickard would update on developments at the next meeting and the Chair advised a meeting was due to be held on the evening of 21st May at the Black Sheep Brewery. **Action: CLLR PICKARD.**

**17. MCO RENTAL AGREEMENT**

17.1 The proposed agreement was circulated amongst Cllrs prior to the meeting with an annual rent of £720 for 2019-20. A volunteer of the MCO confirmed this was the same figure as the previous year and it was **proposed** to agree to the terms by Cllr Simms and **seconded** by Cllr Vickery. All those present voted in favour. It was **RESOLVED** for the Clerk to sign and return the agreement. **Action: CLERK.**

**18. MPC INSURANCE COVER**

18.1 The Clerk advised the insurance cover was due for renewal from 1st June and that attempts for three quotes were underway. One estimate had been received and circulated to Cllrs prior to the meeting from existing insurers Local Councils Insurance via BHIB Insurance Brokers with a Premium of £391.62. It was **proposed** to accept the premium if no other suitable estimate was received within the following 10 days by Cllr Simms and **seconded** by Cllr Greensit. All those present voted in favour. It was **RESOLVED** for the Clerk to agree accordingly. **Action: CLERK.**

**19. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. MoP – The Clerk advised of a complaint over parked cars outside news agents on Park Street and Lawson’s Corner and it was agreed the Clerk should try to obtain photos of the problem to refer to Highways. **Action: CLERK.**
  2. NYCC – Notification that the Temporary Vehicle Activated Sign (VAS) Protocol is now in operation was given and it was agreed the Clerk should obtain quotes from the two providers outlined. **Action: CLERK.**
  3. Elan City – Confirmation that the company cannot supply their Speed Indicator devices was noted.
  4. HBC – Request for comments and views in order to review polling places was advised of.
  5. HBC – Notification of the formally designated Kirkby Malzeard, Laverton and Dallowgill Neighbourhood Area was given.
  6. Young Farmers – Request to use the Market Square as a start point for their charity tractor run on 26th May was confirmed as agreed with the Clerk to advise the SI that they would action cone designation themselves. **Action: CLERK.**
  7. UK Cycling Events – Notification of their non-competitive cycling event and sections of the route passing through the Parish was advised of.
  8. MoP – Complaint in the increase in cost to the commercial Blue Bag service from HBC was noted by Cllr Simms, however agreed the complaint should be taken up directly with the HBC by business owners. **Action: CLLR SIMMS & CLERK.**
  9. MoP – Notification of changes to their previously submitted planning application was noted.
  10. Mashamshire Litter Busters – Request to sign their petition to support their work was advised of and circulated.
  11. HBC – Response over query of crowning native and conifer trees was circulated and confirmed approval had been obtained for works.
  12. The Pensions Regulator – Letter acknowledging re-declaration of compliance has been completed was advised of.
  13. MoP – Confirmation memorial bench to be located by Bordar House Teas is now being cast was advised of
  14. HMRC - Request for information for non-domestic rating from the Valuation Office Agency was advised of and agreed for the SI and Clerk to complete accordingly. **Action: SI & CLERK.**
  15. MoP – Complaint over the parking of minibuses and use of cones to reserve parking along Swinton Terrace was noted and agreed the matter should be referred to Highways. **Action: CLERK.**

**20. ANY OTHER BUSINESS**

20.1 Cllr Vickery advised of the parking of motorbikes on the market square cobbles which was noted but could not be enforced.

20.2 Cllr Vickery highlighted the parking of vehicles on the pavement outside Bah Humbugs.

20.3 Cllr Vickery highlighted the stile by Mill house was dangerous and repair needed to be chased at NYCC. **Action: CLERK.**

20.4 Cllr Vickery advised of potholes to Westholme Place and Leyburn Close to be reported to Highways. **Action: CLERK.**

20.5 Cllr Vickery advised of the double gully on Leyburn Road, Masham bound blocking and flooding the allotments to report to Highways. **Action: CLERK.**

20.6 Cllr Vickery advised of a large pothole on The Avenue pavement outside Avenue Cottage to chase at Highways. **Action: CLERK.**

20.7 Cllr Ellis asked if the corroded footpath from Burnbridge to the golf course had been addressed. **Action: CLLR VICKERY.**

20.8 Cllr Blades advised of the bulge in the pavement on Church Street outside the Alms House and by a gas meter to report to Highways. **Action: CLERK.**

20.9 Cllr Johnson relayed that the SI had reported two people had tripped on the potholes on the market square and works authorised should be chased. **Action: CLERK.**

20.10 Cllr Johnson asked if the bus park area to the market square could be repainted and it was agreed this should be put on the next Agenda. **Action: CLERK.**

20.11 Cllr Simms advised of a complaint from a MoP over the cones going out early on a recent Thursday however Cllr Blades explained this was for the school May pole.

20.12 The Chair advised the Kings Head should be reminded of the Honesty Box parking to the market square and that it is not free. **Action: CLERK.**

20.13 Cllr Barker advised of the potholes to Swinton Road to report to Highways. **Action: CLERK.**

20.14 It was discussed the repairs to the road surface from Fearby to Shaws had only been temporary and needed to be reported to Highways. **Action: CLERK.**

20.15 The poor surface from the Golf Course to Swinton Road was highlighted again and to chase at Highways. **Action: CLERK.**

**21. DATE OF NEXT MEETING**

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

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

Dated 29/05/2019

*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 13 MAY 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Application No.: 19/01244/DVCON  Proposal: Variation of Condition 5 (Obscure Glazing) of Planning Permission 17/03562/FUL to allow for alterations to the obscure glazing.  Applicant: Mr D Scrutton | Extension approved 14th May |
| W E Jameson And Son Limited ,The Mill, Foxholme Lane, Masham, HG4 4EL | Application No.: 19/01452/HEDGE  Proposal: Removal of 30m of hedgerow.  Applicant: W E Jameson And Son Limited | Extension approved 14th May |
| High Barn, North Cote, North Cote Cottage Track, Masham, HG4 4DH | Application No.: 19/01566/FUL  Proposal: Formation of new access to High Barn.  Applicant: Mr A Greensit | Extension approved 14th May |
| 1 Low Springs Cottages, Low Burton Hall To Masham Bridge, Masham, HG4 4DQ | Application No.: 19/01587/FUL  Proposal: Erection of two storey extension; erection of single storey extension.  Applicant: Ms Yara Gremoli | Extension approved 14th May |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 13 MAY 2019**

|  |  |  |
| --- | --- | --- |
| Farm Buildings at The Mill House, Millgate, Masham, HG4 4EZ | Change of use of farm buildings to form residential annexe and garages. Alterations to fenestration. | **Approved subject to conditions** |
| Black Bull Garage, Black Bull Yard, Red Lane Masham, HG4 4HD | Demolition of garage and erection of 3 dwellings to include installation of dormer window, roof lights and alterations to fenestration. | **Withdrawn** |
| High Barn, North Cote, Masham, HG4 4DH | Erection of an agricultural building for grain storage and a lean-to for cattle. | **Prior approval not required** |
| Bank Villa Guest House, The Avenue, Masham, HG4 4DB | Listed Building consent for internal works and conversion of outbuildings to form additional living accommodation, to involve erection of first floor and single storey extensions. | **Approved subject to conditions** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 13 MAY 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Removal or retrospective planning application awaited. Update: HBC currently writing a report recommending that Council serves an Enforcement Notice regarding the Unauthorised change of use of land and erection of decking structure. This may take a while to serve as HBC is currently short on Solicitors. However, the matter is in hand. |
| 1 Park Street, Masham, HG4 4HN | Felling of tree in Conservation Area without consent. | Report of a possible  breach of planning control on 6 February 2019. Update: tree has been removed because of its proximity to the proposed outbuilding and the boundary wall (which is crumbling around it).  No further action to be taken. Warnings provided to the owners in this instance to seek permission first before removing trees. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  |  |  |  |  |  |  |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
|  |  |  |  |  |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from1st April to 13th May 2019** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £2,459.00 |  |
| Market electricity |  |  |  |  |  | £18.00 |  |
| Honesty Box |  |  |  |  |  | £2,697.00 |  |
| MCLA - 12 Boxes & 3 Lamp Column Sockets | |  |  |  |  | £840.67 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | | | **£6,014.67** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 13 May 2019 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| John Todd, Market Superintendent - 2018/19 Bonus (Tax £0.00) | | | |  |  |  | 100868 |
| Eric Wilkinson, Litter Picker - April Salary (Tax £15.40) | | |  |  |  |  | 100869 |
| Jen Hurford, Parish Clerk - April Salary (Tax £6.60) | | |  |  |  |  | 100870 |
|  |  |  |  |  |  |  |  |
|  |  |  | **April Staff Salaries Total** | | | **£1,529.56** |  |
| Rymans - MCLA Storage Boxes (VAT £19.33) | |  |  |  |  | £116.00 | 100852 |
| HMRC - PAYE |  |  |  |  |  | £22.00 | 100871 |
| D3 Office Group Ltd - Stationery (VAT £4.46) | |  |  |  |  | £26.76 | 100872 |
| MCO - Office Accomodation & Business Services | | |  |  |  | £219.85 | 100873 |
| Media Displays Ltd - Big Screen Tour de Yorkshire (VAT £241.00) | | | |  |  | £1,446.00 | 100874 |
| Masham Town Hall - Room Hire (VAT £4.80) | |  |  |  |  | £28.80 | 100875 |
| Mr A N Reed - Reimburse Leaflets Tour de Yorkshire | | |  |  |  | £55.00 | 100876 |
| T Atkinson & Son - Supply & Fit Honesty Box Mortice Lock | | |  |  |  | £51.00 | 100877 |
| Acorn Lighting Services Ltd - MCLA 3 Lamp Columns (VAT £148.80) | | | |  |  | £892.80 | 100878 |
| Ian Smithson CPFA - Internal Audit 2018/19 | |  |  |  |  | £145.00 | 100879 |
| Mr D Scrutton - Reimburse 12 Grabbers & 12 Hi-Viz Tabards for MLBusters (VAT £19.68) | | | | | | £118.05 | 100880 |
| North Yorkshire Conveniences - 2x Toilet Hire Tour de Yorkshire | | | |  |  | £160.00 | 100881 |
| Mr A N Reed - Tour de Yorkshire Co-Ordination Fee | | |  |  |  | £500.00 | 100882 |
| Mr A N Reed - Reimburse Leaflets Tour de Yorkshire (VAT £0.83) | | | |  |  | £59.99 | 100883 |
| E&J Wilkinson - Caretaker Duties |  |  |  |  |  | £60.00 | 100884 |
| Clerk - Reimburse Stamps & Tessa Klemz Leaving Card (VAT £0.36) | | | |  |  | £9.47 | 100885 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electric Bill (VAT £1.55) | |  |  |  |  | £32.64 |  |
| Green Energy - Electric Bill (VAT £1.55) | |  |  |  |  | £32.55 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£5,505.47** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | APPENDIX B (2/2) | |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 30 April 2019 | | |  | £25,709.26 | Cr |  |
|  |  |  |  |  |  |  |  |
| CCLA Public Depost Sector Fund Account | |  |  |  |  |  |  |
|  | Balance as at 30 April 2019 | | |  | £30,000.00 | Cr |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Overall Total | | £55,709.26 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 13th MAY 2019**

Correspondence for information/consideration etc

1. MoP – Complaint over parked cars outside news agents on Park Street and Lawson’s Corner.
2. NYCC – Notification that the Temporary Vehicle Activated Sign (VAS) Protocol is now in operation.
3. Elan City – Confirmation that the company cannot supply their Speed Indicator devices.
4. HBC – Request for comments and views in order to review polling places.
5. HBC – Notification of the formally designated Kirkby Malzeard, Laverton and Dallowgill Neighbourhood Area.
6. Young Farmers – Request to use the Market Square as a start point for their charity tractor run on 26th May.
7. UK Cycling Events – Notification of their non-competitive cycling event and sections of the rout passing through the Parish.
8. MoP – Complaint in the increase in cost to the commercial Blue Bag service from HBC.
9. MoP – Notification of changes to their previously submitted planning application.
10. Mashamshire Litter Busters – Request to sign their petition to support their work.
11. HBC – response over query of crowning native and conifer trees.
12. The Pensions Regulator – Letter acknowledging re-declaration of compliance has been completed.
13. MoP – Confirmation memorial bench to be located by Bordar House Teas is now being cast.
14. HMRC - Request for information for non-domestic rating from the Valuation Office Agency.
15. MoP – Complaint over the parking of minibuses and use of cones to reserve parking along Swinton Terrace.

**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 JUNE 2019**

**PRESENT:**

**Parish Council**: Cllr Flo Grainger (Chairman), Cllr Colin Barker (from Item 6,2), Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Rob Greensit, Cllr Ian Johnson, Cllr Brian Metcalfe, Cllr Jane Vickery, and Jen Hurford (Parish Clerk)

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

**1. APOLOGIES**

* 1. Cllr Neil Pickard (Vice-chairman), Cllr Nigel Simms (arrived at Item 21.3), Cllr Peter Weatherill and County Cllr Margaret Atkinson.

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

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

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

3.1 Cllr Johnson declared an interest in Item 6.2.

**4. PLANNING MATTERS**

* 1. Planning Applications received;

4.1.1 Kings Head Hotel, 40 Market Place, Masham, HG4 4EF – Listed building consent for internal alterations including removal of partition walls, desk and kiosk; alterations and extensions to bar with formation of entrance door; installation of baby changing station; replacement timber and non-slip flooring; replacement and re-upholstery of bench seating; removal of drop ceiling; and replacement light fittings. Following discussion, it was **proposed** by Cllr Greensit and **seconded** by Cllr Johnson that MPC had no objections to the application. All those present voted in favour and the **RESOLUTION** was carried.

4.1.2 Black Bull Garage, Black Bull Yard, Red Lane, Masham, HG4 4HD – Conversion of garage to form 2 no. dwellings including installation of rooflights and alterations to fenestration. (Revised scheme). Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that MPC did not object to or support the application but wished to make comments or seek safeguards as follows; Due to the concern of the extraction fans from the bathrooms potentially being of annoyance to neighbouring properties on Quaker Terrace. 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 enforcements appear at Appendix A.
  2. Planning Enforcements – A list of planning enforcements appear at Appendix A.

**5. FINANCIAL MATTERS;**

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

5.1.1 The Clerk notified that for May there was a decrease to the Honesty Box income in comparison to May 2018 likely due to the two boxes out of use to the Recreation Ground, and a minimal decrease to Market Rents.

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

**6. MASHAM MARKET;**

6.1 Promotion of Forthcoming Markets. The promotion of the recent ‘Love Your Local Market’ feature market was discussed. The Chair had not been able to purchase the balloons from NABMA within the agreed budget due to an excessive delivery charge, so laminated the logo and distributed on the day. The busker had not attended due to the weather. A3 posters were made for the billboards. The Clerk had started distributing leaflets which were not received well by some Traders, who ripped them up on receipt and shouted across the market to the Clerk. Since, the Chair had requested an apology from them and explained MPC were now undertaking promotion of the markets. The reason given by Traders was that markets were being promoted that regular traders could not attend, however the Chair highlighted that the Feature Markets could be a possibility to attend if their trade complimented the theme. It was discussed and agreed for a warning letter to be given by the Chair to the Traders in question. The next theme was clarified as ‘Midsummer Fruits’ on 6th July. It was discussed the hope of scones and lemonade being provided and Cllr Johnson and the Chair would approach the Youth Club for their involvement. The Clerk also offered to bring fruit named sheep to appeal to children to which Cllrs were supportive of and suggested some sort of competition to raise money for charity. It was highlighted the disappointment in Traders who had been heard bad mouthing MPC, given the amount of time and money that had been put into the market over the years and it was not a good atmosphere for attending public. It was again discussed that the Farmers Markets superseded the regular market and were never intended for regular Traders. It was suggested to compare spending and income at the end of the year and compare to last year to assess the viability. **Action: CHAIR, CLLR JOHNSON & CLERK.**

6.2 Provision of Finger Post. The Clerk confirmed HBC had agreed to fund the estimate from T Atkinson & Son as well as the advertisement consent application cost. The Clerk advised the design and location would be run past HBC and Highways first to ensure correct. Cllrs agreed it would be best to propose siting it the market side of the planter outside Broadleys Insurers. **Action: CLERK.**

6.3 Food Safety Query from MoP to HBC. The Chair advised the previous MoP was still pursuing the matter of storage facilities at the cheese stall. The Chair had liaised with the MoP who had hoped to leave the matter as the Trader was registered with Leeds City Council and complied to regulations as per HBC’s guidance material, storing cheese in cool boxes with freezer packs where stored for over 4 hours. The Chair hoped the situation would be left for the time being as there seemed no valid point to pursue with the authorities. Other Traders had shown their support to the Trader in question too.

**7. UCI CHAMPIONSHIPS PREPARATION**

7.1 The Chair circulated a map for the Wednesday race showing times for rolling road closures. It was agreed to raise the matter of the location of parking with the co-ordinator of the event at the meeting planned on 17th June at 3pm. Cllr Johnson advised efforts were being made to have the carnival return but they had been quite expensive at approximately £4.5k, but were worth pursuing if could negotiate or obtain grant monies to fund.

**8. HONESTY BOX – REPAIRS & ONGOING MANAGEMENT**

8.1 Cllr Johnson advised a local contractor could not quote for repair due to lack of mobile equipment and that an estimate was still awaited from Hutchinson & Mudd and would be chased. **Action: CLLR JOHNSON.**

**9. ADDITIONAL ELECTRIC SOCKET & CAR CHARGING POINT**

9.1 The Chair and Clerk advised they were both trying to get estimates for an ECV, and the Clerk had sourced a company that used mobile app for payment and could quote for installation too. **Action: CHAIR & CLERK.**

**10. MASHAM BUSINESS MAP**

10.1 As there was still no exact location for the Post Office the Chair suggested some maps were done without it on given the time of year. Cllrs agreed for Cllr Blades to have the map updated and for the Chair to action printing and circulation Cllr Vickery implied a mobile van would potentially be coming twice a week and Cllrs discussed the need for a phoneline and the potential location outside the Town Hall. still had new premises under consideration so printing should be postponed, and the matter put on the next Agenda. **Action: CHAIR & CLLR BLADES.**

**11. WORK TO LIME & WILLOW TREES**

11.1 Cllr Blades had met with three tree surgeons and no particular contractor had been preferred, although one did notice a loose branch in the Willow by the MUGA. The first estimate was from English Tree Care had quoted £300 including VAT and the Clerk clarified this would not alter if the canopies were raised to 3m and 4m, instead of the suggested 4m and 5m. The next estimate was from Rennison Tree Specialists Ltd at £390 including VAT, and the last estimate was £510 including VAT from Scotton Tree Care. Acceptance of the estimate from English Tree Care was **proposed** by Cllr Ellis and **seconded** by Cllr Broadley. All those present voted in favour. It was **RESOLVED** that the contractor be instructed accordingly by the Clerk. **Action: CLERK.**

**12. WORKS TO SILVER STREET NOTICEBOARD**

12.1 The Clerk asked the Council if a cork backing could be installed as the current was difficult to fix documents to. Cllrs agreed for T Atkinson & Son to undertake the work and for the Clerk to lend him a key to obtain access. **Action: CLLR JOHNSON & CLERK.**

**13. PAINTING OF COACH PARKING LINES**

13.1 The Chair thought this could have been done by Highways so it was agreed the Clerk should make enquiries with them and for suggestions of contractors. Robinsons at North Lees were suggested. It was also asked for Leathley & Sons to be chased for tarmacing works to which Cllr Metcalfe agreed to. It was also suggested Highways be chased to unblock the drain which was contributing to the problem. Cllr Ellis offered to do a photo log of the exact areas that required painting works. **Action: CLLRS METCALFE & ELLIS & CLERK.**

**8PM - PUBLIC INTERVAL**

a) A MoP advised of concerns over access for the planning application for 1 Park Street. The Clerk clarified an amended application had yet to be received from HBC for comment. The MoP advised part of the proposed parking space was part of their garden and the boundaries of the submitted plans were not correct. The MoP had expressed their concerns to HBC but wanted MPC to record that the plans were incorrect and their solicitor had confirmed this to HBC, and therefore they had concern over the safety of their gardens, the plans had been submitted using OS maps rather than land Registry plans. The Chair suggested the MoP request a site visit by HBC s their view can be conveyed and agreed the Clerk should request the amended application from HBC. **Action: CLERK.**

b) A MoP asked if there had been direct communication with the Post Office over its closure and if a letter of intent could be obtained. The Chair advised she hoped it would be re-opened and that there was talk in the town but nothing official. She advised a strong stance would be taken and a letter be sent to the MP over the town being left without both a bank and PO. The Clerk advised of the link provided of [www.postofficeviews,co,uk](http://www.postofficeviews,co,uk) and comments could be emailed to [comments@postoffice.co.uk](mailto:comments@postoffice.co.uk). It was agreed for the Clerk to circulate on Facebook and devise an appropriate letter to the MP. Cllr Barker suggested using portacabins temporarily, but concerns would be over security for holding monies. Cllr Vickery advised the PO was a commercial proposition which need to be considered as a viable business. Cllr Vickery also highlighted the longstanding service of the current Proprietor of the newsagent and PO and it was agreed for the Clerk to draft a letter of acknowledgement for Cllr Vickery to check the correctness of the content. **Action: CLLR VICKERY & CLERK.**

**14. RECORDING OF PLAYGROUND INSPECTIONS**

14.1 Further to advise from the internal auditor, the Clerk clarified a comprehensive log of inspections of the MUGA and Westholme Court play are needed to be kept. The Clerk agreed to continue to inspect the play area, but Cllr Barker was too busy to undertake the MUGA, so Cllr Blades offered to undertake this. The Clerk would devise and circulate a log to document dates and findings. **Action: CLLR BLADES & CLERK.**

**15. TRAVELLERS ON THE RECREATION GROUND**

15.1 It was advised by Cllr Johnson the height barrier lock was broken on the Friday night with no damage to the barrier and the Thursday afternoon previous he had changed the padlock to a one with a new code. A MoP advised they had witnessed a van followed by a convoy of Travellers and the height barrier just pushed open so though maybe it had been broken on the Thursday evening, Cllr Blades advised a MoP had seen the padlock being hit with a large mallet on Friday evening around 5pm. Another MoP had contacted Cllr Vickery who had watched a man get out and open the lock so think it had been picked. Cllr Johnson suggested on their next return an upgraded lock be obtained, a Chubb Cruiser or Battleship lock, and use the combination lock the rest of the year. Cllr Barker though the barrier post was loose. It was advised Cllr Weatherill had obtained some topsoil and was expecting more to undertake planned works to the boundary. Cllr Barker had organised 8 to 10 boulders as agreed at the last meeting. It was discussed the entrance could not be blocked due to the users of the MSA. Cllr Barker offered to undertake the boundary earthworks if works were paid for and if Cllr Weatherill could not. The Clerk advised f £1,024 of Commuted Sums remaining for the Shooting Holme. The Chair advised she had contacted 101 and discussed the powers to remove the Travellers. The 101 service had advised to ask HBC to help remove them and that MPC had the right to no matter if the land was private or not, however, Cllr Broadley advised that only Swinton Estate to action a court order as the land was owned by them. Cllr Blades suggested MPC should ask Swinton if they could buy the piece of land off them. The Chair advised an incident published on Facebook had made the town look bad where there had been an incident with a bike and a van. Cllr Weatherill had prompted that the accident was with a Traveller’s van. The Chair had also reported youths on quad bikes on the cricket grounds. Cllr Barker suggested cameras were installed but it was thought these would be damaged. It was suggested installing a hydraulic or rhino post. Cllr Greensit advised of positive feedback from shop owners over trade, but Cllr Blades advised it was not nice for residents living in Masham. The Chair commented on how the Litter Picker had dealt with rubbish as it was accumulated to avoid the requirement of skips and had explained this to Travellers. It was agreed thanks should be passed on to him for his efforts as he had cleared the horse manure up too. Cllr Johnson suggested that the grass be cut right up to the riverbanks next year too to offer less grazing. **Action: CLLR WEATHERILL & CLERK.**

**16. MASHAM PARISH COUNCIL WEBSITE**

16.1 The Chair advised a meeting had been held on 21st May, but that Cllr Pickard had advised progress was made but a website was now required in order to proceed. Acceptance of the previous estimate of £806.40 from Wild Garlic was **proposed** by Cllr Johnson and **seconded** by Cllr Broadley. All those present voted in favour. It was **RESOLVED** that the website designer be instructed accordingly by the Cllr Pickard. **Action: CLLR PICKARD.**

**17. LOCAL NEIGHBOURHOOD PLAN**

17.1 The Chair advised groups had been coordinated in specific areas including younger people to accumulate younger thoughts. The Chair prompted Wooler PC’s plan as a good comprehensive plan to read and follow.

**18. EMPLOYMENT MATTERS;**

18.1 Arrangement for Litter Picker’s Appraisal. Cllrs agreed for the Chair and Cllr Pickard to arrange and undertake the appraisal. **Action: CHAIR & CLLR PICKARD.**

18.2 Consideration of S137 Donation of Litter Picker’s Bonus. Cllrs agreed for the Clerk to calculate the difference in the Litter Picker’s salary to the Litter Picking Grant received from HBC and email amongst Cllrs to approve the difference to be awarded. **Action: CLERK.**

18.3 Consideration of Employment Status of Parish Caretaker. Cllr Vickery advised she had consulted a barrister over employment regulations and they had thought the Parish Caretaker was not an employee but a worker as he uses his own tools, transport and could turn down work if he wished, Cllrs agreed and felt he should remain self-employed, however, Cllr Vickery advised the Council could be liable to employ him due to regular monthly payments being made and expert advice was required. It was agreed the Clerk should raise the matter with YLCA for their advice. **Action: CLERK.**

**19. PARISH CARETAKER ITEMS TO AUTHORISE;**

19.1 Clear Sprayed Weeds from Market Square. It was asked that now the weeds had died down if they could now be cleared to which Cllrs agreed to. **Action: CLERK.**

19.2.1 New Items Suggested. It was asked if the thistle on Silver Street could be cleared but Cllr Metcalfe offered to take care of. **Action: CLLR METCALFE.**

19.2.2 Cllr Greensit asked if the grass cutting could be chased for High and Low Ellington. **Action: CLERK.**

19.2.3 It was asked for the gate off near Ibbetson Close could be reported to Pathways. **Action: CLERK.**

19.2.4 It was asked if Pathways could be chased over the footpath from Burnbridge. Cllr Vickery confirmed it was fine, but not in high water. **Action: CLERK.**

19.2.4 It was asked if the Parish Caretaker could be chased to clear the pavement to Low Burton. **Action: CLERK.**

**20. MPC INSURANCE COVER**

20.1 The Clerk advised two alternative providers had been approached and equipped with requirements, however both confirmed they could not beat the current providers premium, so the Clerk had confirmed renewal from 1st June with existing insurers Local Councils Insurance via BHIB Insurance Brokers with a Premium of £391.62.

**21. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. Black Sheep Brewery – Request to use the Recreation Ground on 10th June for charity bike ride parking and request for height barrier code was agreed to. **Action: CLERK.**
  2. YLCA – Notification of the celebration of the 75th anniversary of VE day on 8th May 2020 was given and discussed this was a Friday and potentially the weekend of Tour de Yorkshire. Cllrs were asked to think of potential plans and how to link with the school. Discussions needed to be had with the school and British Legion and agreed the matter should be put on the January 2020 Agenda and for the Clerk to approach the British Legion in the meantime. It was highlighted that the beacons on the square and roomer common would need to be lit and suggested that a hog roast could be held on the square. **Action: CLERK.**
  3. PO – Notification of temporary closure from 10th June was formally advised of. The Clerk advised Honesty Box monies would now need to be banked in her village PO van or the bank in Ripon and would liaise with insurers over present cover. **Action: CLERK.**
  4. Trader – Request for a regular stall serving pork sandwiches, coffee and cake was advised of and Cllrs agreed to on the provision they were not located next to the cafes. It was asked the Market Superintendent checks all documents, licenses, registrations and insurance and only to be permitted if four stars were held for food hygiene. **Action: CHAIR.**
  5. Ripon Motor Club – The request to start rally from the market square Sunday 11th August was advised of as being the British Championships and approximately 60 cars would be expected to arrive at 7.30/8am, set off at 9am and be gone by 10.30am. They had requested the Town Hall for their office, attendees would use local facilities and they would undertake coning of the square themselves. Cllrs agreed to the request. **Action: CHAIR.**

**22. ANY OTHER BUSINESS**

22.1 Cllr Blades advised the hearing for the footpath from the Black Bull Yard to Quaker Terrace was scheduled for 17th December in the Town Hall all day from 10am for witnesses and evidence to be accumulated. Bedale library held correspondence in the matter which Cllr Blades had been to look at. It was agreed the event should be publicised on Facebook at the beginning on December and put on November’s Agenda. Cllr Blades advised the gates were no longer locked across either end of the path. The Chair commended Cllr Blades for pursuing the matter for so many years. **Action: CLERK.**

22.2 Cllr Simms advised of attendance at the YLCA’s meeting that night and focus was centred on Vehicle Activated Sign. Advice from YLCA was that it was illegal for Councils to fund signs as there was no law to. Cllr Simms also advised he had been elected Vice-chair of YLCA. He advised Highways had explained why Masham where not entitled to repeated 30mph signs. The Chair commented on the incident on Leyburn Road and the Clerk advised she had been provided forms to complete by NYP to encourage siting of speed cameras on the route. **Action: CLERK.**

22.3 Cllr Vickery asked what should be done with the tulip bulbs in the winter bedding and it was agreed to keep them for the boundary of the Shooting Holme once earthworks were complete. It was discussed for the need of more daffodil bulbs in Autumn and the various places they could be purchased from.

**23. DATE OF NEXT MEETING**

23.1 Monday 1st July 2019 in the Meeting Room of the Town Hall.

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

Dated 19/06/2019

*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 JUNE 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Kings Head Hotel, 40 Market Place, Masham, HG4 4EF | Application No.: 19/01892/LB  Proposal: Listed building consent for internal alterations including removal of partition walls, desk and kiosk; alterations and extensions to bar with formation of entrance door; installation of baby changing station; replacement timber and non-slip flooring; replacement and re-upholstery of bench seating; removal of drop ceiling; and replacement light fittings.  Applicant: Greene King | 10th June |
| Black Bull Garage, Black Bull Yard, Red Lane, Masham, HG4 4HD | Application No.: 19/02042/FUL  Proposal: Conversion of garage to form 2 no. dwellings including installation of rooflights and alterations to fenestration. (Revised scheme).  Applicant: Huis Development Ltd | 21st June |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 3 JUNE 2019**

|  |  |  |
| --- | --- | --- |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4EZ | Variation of condition 5 (obscure glazing) of planning permission 17/03562/FUL (appeal decision APP/E2734/D/17/3191193) to allow installation of internal louvre panels to both first floor landing windows. | **Approved subject to conditions** |
| W E Jameson And Son Limited ,The Mill, Foxholme Lane, Masham, HG4 4EL | Removal of 30m of hedgerow. | **Exempt** |
| 1 Low Springs Cottages, Low Burton Hall To Masham Bridge, Masham, HG4 4DQ | Erection of two storey extension; erection of single storey extension. | **Approved subject to conditions** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 3 JUNE 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Removal or retrospective planning application awaited. Update in May was; HBC currently writing a report recommending that Council serves an Enforcement Notice regarding the Unauthorised change of use of land and erection of decking structure. This may take a while to serve as HBC is currently short on Solicitors. |
| 11 Swinton Terrace, Masham, HG4 4HS | Use of property for running taxi business | Communication received on 14 May 2019 which reports a possible breach of planning control at the above location. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 14th May to 3rd June 2019** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £1,556.00 |  |
| Market electricity |  |  |  |  |  | £9.00 |  |
| Honesty Box |  |  |  |  |  | £1,703.00 |  |
| Bordar House Teas - 2019/20 Rent |  |  |  |  |  | £530.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | | | **£3,798.00** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 3 June 2019 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| John Todd, Market Superintendent - April, May & June Salary (Tax £0.00) | | | | | |  | 100886 |
| Eric Wilkinson, Litter Picker - May Salary (Tax £15.40) | | |  |  |  |  | 100887 |
| Jen Hurford, Parish Clerk - May Salary (Tax £6.60) | | |  |  |  |  | 100888 |
|  |  |  |  |  |  |  |  |
|  |  |  | **May Staff Salaries Total** | | | **£2,015.90** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE |  |  |  |  |  | £22.00 | 100889 |
| Rosedale Parish Council - Donation for Tour de Yorks Bunting | | | |  |  | £50.00 | 100890 |
| Romanby Parish Council - Donation for Tour de Yorks Bunting | | | |  |  | £50.00 | 100891 |
| Clerk - Reimburse for Vistaprint 500 Feature/Farmers Market Leaflets (VAT £8.01) | | | | | | £48.07 | 100892 |
| BHIB Ltd - Insurance Premium 1st June 2019 | |  |  |  |  | £391.62 | 100893 |
| Sam Turners & Sons Ltd - 2x Vase Planters (VAT £18.32) | | |  |  |  | £109.90 | 100894 |
| Cllr Johnson - Reimburse Facebook Promo Advert for Market | | | |  |  | £30.00 | 100895 |
| E&J Wilkinson - Caretaker Duties |  |  |  |  |  | £50.00 | 100896 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| None |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£2,767.49** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | APPENDIX B (2/2) | |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 31 May 2019 | | |  | £25,690.09 | Cr |  |
|  |  |  |  |  |  |  |  |
| CCLA Public Deposit Sector Fund Account | |  |  |  |  |  |  |
|  | Balance as at 30 April 2019 | | |  | £30,000.00 | Cr |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Overall Total | | £55,690.09 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 3rd JUNE 2019**

Correspondence for information/consideration etc

1. Black Sheep Brewery – Request to use the Recreation Ground on 10th June for charity bike ride parking and request for height barrier code.
2. YLCA – Notification of the celebration of the 75th anniversary of VE day on 8th May 2020.
3. PO – Notification of temporary closure from 10th June.
4. Trader – Request for a regular stall serving pork sandwiches, coffee and cake.
5. Ripon Motor Club – Request to start rally form market square Sunday 11th August.

**MASHAM PARISH COUNCIL**

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

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

Tel: 01765 650363 (Out of Office Hours)

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

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

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

**MINUTES 1st JULY 2019**

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

**1. APOLOGIES**

* 1. Cllr Valerie Broadley, 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 June 2019. It was **proposed** by Cllr Johnson and **seconded** by Cllr Greensit that the Minutes of the 3rd June meeting be formally approved as a true and accurate record. All those who attended the 3rd June meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record. **Action: CLERK.**

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

3.1 Cllr Johnson declared an interest in Item 7.2.

**4. PLANNING MATTERS**

* 1. Planning Applications received;

4.1.1 Kings Head Hotel, 40 Market Place, Masham, HG4 4EF – Listed building consent for installation of external festoon lighting; replacement of posts to outdoor seating area. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that MPC had no objections to the application. All those present voted in favour and the **RESOLUTION** was carried.

4.1.2 5 Leyburn Road, Masham, HG4 4ER – Extension of window and replacement of glazing with single pane. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Vickery that MPC had no objections to the application. All those present voted in favour and the **RESOLUTION** was carried.

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

* 1. Planning Approvals – There were no decisions to report.
  2. A list of Tree Preservations Orders appear at Appendix A – There was no action to be put forward by MPC.
  3. Planning Enforcements – A list of planning enforcements appear at Appendix A. Cllrs asked if the matter at Wellgarth house could be chased as the area was looking untidy. The Clerk also advised the Monitoring Sheet in relation to 11 Swinton Terrace had been forwarded to the MoP who had originally raised the matter with MPC. **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).

5.1.1 The Clerk notified that for May there was a minimal decrease to the Honesty Box income in comparison to June 2018 likely due to the two boxes out of use to the Recreation Ground, and a decrease to Market Rents, likely due the bouts of wet weather.

5.1.2 Councillors asked that the surplus from the collection for the A1 signage in previous years was added to the next Agenda for consideration of disbursement. **Action: CLERK.**

5.1.3 The Clerk advised dividends of £7.05 had been accrued and reinvested since monies had been invested in The Public Sector Deposit Fund.

5.1.4 The Clerk advised the bank statement up to the end of June had not yet been received to reconcile with the Council’s account records.

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

5.2Consideration of Additional S137 Donation to Mashamshire Litter Busters for Recycling Charge. The Clerk advised the group had retracted their request prior to the meeting.

5.3 Request for Approval of MUGA Safety Sign. The Clerk had sourced an appropriate sign as advised by the Annual Inspection at a cost of £5.50 from The Sign Shed. The purchase was **proposed** by Cllr Pickard and **seconded** by Cllr Vickery. All those present voted in favour. It was **RESOLVED** for the Clerk to action the purchase. **Action: CLERK.**

**6. UCI CHAMPIONSHIPS PREPARATION**

6.1 The Event Co-Ordinator advised that having met a sub-group of councillors in June, the following was planned;

Weds 25th Sept - a big screen in the Market Place with cycle activities, and Masham School children in a reserved area by the race route; Fri 27th Sept - using the big screen for a kids/family film after school, and a “drive-in” movie experience, both on the Shooting Holme; Sat 28th Sept - a big screen, cycle activities, children’s fairground ride, live music in the evening; Sun 29th Sept - a big screen, cycle activities, the return of the Leeds West Indian Carnival. It was highlighted the Carnival were interested in returning and may well be able to do it for what seems like cost price and a reduced rate.

6.2 It was advised the race is only passing by on the main road, but the base for the day’s activities would still be in the Market Place. The above plans would be publicised with door-to-door leaflets, roadside posters, social media, and such like. The Co-Ordinator had been in communication with HBC (licensing, tourism, etc), NYCC Highways, the Police Service and other statutory bodies, and confirmed attendance at the Safety Advisory Group meeting on 10th July. A full Event Management Plan was not expected by then, but advice would be given on what policy, practice and paperwork would be expected before the event. If the Carnival worked out it was suggested that a charity or organisation was sought to manage car parking on the Holme on Wednesday, Saturday and Sunday, with two thirds of the proceeds going to the charity and one third to MPC. Two anticipated budgets were circulated amongst Cllrs for consideration, one with the Leeds Carnival included and with MPC contributing an estimated £1,540 and one without the Leeds Carnival and with MPC contributing an estimated £340.

6.3 Decisions for the Cllrs were put forward as follows; the agreement to draft budget with a contribution of £1,540 from MPC was **proposed** by Cllr Johnson and **seconded** by Cllr Vickery. The majority present voted in favour. It was **RESOLVED** for the Co-ordinator to pursue the booking of the Leeds Carnival; the approval of Friday night films on the Shooting Holme (weather-dependant) was **proposed** by Cllr Johnson and **seconded** by Cllr Vickery. All those present voted in favour. It was **RESOLVED** for the Co-ordinator to organiser the events accordingly; the suggestion of a Sunday market being held was agreed to by Cllrs; the suggestion of MPC taking a cut of the parking proceeds was agreed to by Cllrs and the potential of employing staff to steward the car park would be considered if no volunteering charity or group could be found; the request by the Co-ordinator to have free rein to book stalls and activities on the west side of the Market Place was also accepted by Cllrs. It was also discussed the positioning of land art on Glebe Field headed by the school and the possibility of doubling up on banners with Masham Sheep Fair in order to share costs.

**7. MASHAM MARKET;**

7.1 Promotion of Forthcoming Markets. Leaflets for the Feature and Farmer’s Markets were handed out amongst Cllrs to assist with distribution. Cllr Johnson advised of communications with a busker to attend 6th July Midsummer Market and the Clerk confirmed attendance with the fruit named sheep, plus a ‘Guess the Name of the Cuddly Toy Sheep, kindly donated by Black Sheep Brewery. The Chair and Cllr Johnson were also hoping for a local organisation to attend to sell scones and lemonade. The Chair confirmed the booking of the Reeth Brass Bank for the Christmas Fair. The Clerk confirmed attendance of KL Therapy Ponies at the 3rd August Feature Markets and booking for a stall from Swinton Estate for 3rd and 31st August, and a booking for a stall and demonstration from Old Sleningford Farm for 31st August. Cllr Johnson was also in touch with Pateley Bridge Longsword Dancers. The Chair advised shopkeepers had reported they were 30% down in takings so felt it could be a could time to look into further promotion and mentioned a local MoP who may be able to help. **Action: ALL CLLRS.**

7.2 Provision of Finger Post. The Clerk confirmed Highways were agreeable to the planned post on the provision it did not obstruct vehicles or pedestrians, and therefore HBC were agreeable too. Cllrs agreed for the Clerk to submit the appropriate planning application with a sketch from Cllr Johnson required. **Action: CLLR JOHNSON & CLERK.**

7.3 Query from Trader over Bank Holiday Charges. A Trader had been in touch to express their disappointment in paying the Retainer Fee on a Bank Holiday and the Chair advised the Market Charter does not include Bank Holidays. It was **proposed** by Cllr Vickery that the Retainer Fee should no longer apply and **seconded** by Cllr Johnson. The majority present voted in favour. It was **RESOLVED** for the Market Superintendent to be advised of the decision. **Action: CLERK.**

7.4 Potential Request to hold Christmas Fair 2020 on Saturday 12th December. The Town Hall Clerk advised Yorkshire Cancer Research had requested use of the Town Hall on 5th December 2020. It was **proposed** by Cllr Pickard to hold the Christmas Fair on 12th December 2020 instead and **seconded** by Cllr Ellis. The majority present voted in favour. It was **RESOLVED** for the Feature Market to be confirmed for that date. **Action: CLERK.**

7.5 Trading Times Alongside Steam Rally Road Run. The Clerk advised the Market Superintendent had highlighted concerns that Trader’s would not attend the market on this day if trading were ended too early. It was discussed that this was due to health and safety reasons and it was **proposed** by Cllr Pickard that the market should be cleared by 5pm that day and **seconded** by Cllr Ellis. The majority present voted in favour. It was **RESOLVED** for the Market Superintendent to be advised of the decision. **Action: CLERK.**

**8PM - PUBLIC INTERVAL**

a) A MoP expressed they felt the height barrier to the Shooting Holme should not be left open when the Travellers were in situ there and felt that it was discrimination. The MoP advised a resident with ladders on had forgotten the presence of the barrier and damage was caused in the process. The MoP did not see why certain vehicles needed to be deterred and felt it was inconvenient for waste and clothes recycling collection, tradesmen and deliveries. The Chair highlighted the installation of the height barrier had taken many years to achieve and had been at the majority request of the community. Cllr Vickery also highlighted it was not unusual to have a barrier to a car park. The MoP advised would start a petition if MPC would not agree to have it removed. Cllrs discussed that the barrier was part of ongoing measures to protect the Shooting Holme, alongside improvement to banking to prevent vehicular access and the potential of using the services from a recently sought bailiff company. Cllr Weatherill felt Travellers would gain access no matter what was put in their way but at least the barrier assisted in deterring people stopping long-term. The barrier had to be left open whilst they were in situ otherwise it would be illegal to lock them in and ultimately, they broke the lock in order to leave it open. The MoP advised it was difficult to reach and operate the lock and it was discussed the stone could be relocated to assist along with signage being renewed to read more clearly. Cllr Pickard suggested the barrier could be left open for a period of time to trial, however, Cllrs discussed this was inconsistent and could be classed as discrimination also by only locking when Travellers were expected. It would also allow for the risk of overnight camping to be adopted. Cllrs agreed they would review the situation once the MoP had competed their petition. **Action: CLERK & CLLR WEATHERILL.**

b) A MoP queried why MPC did not display it’s minutes online and Cllr Pickard advised that they were at [www.datanorthyorkshire.org](http://www.datanorthyorkshire.org) as displayed on paper documents. It was noted the requirement to remove the statement that paper minutes were held at the Post Office by the Clerk, and that this was also stated on the Visit Masham website. Cllr Pickard advised that part of the formation of the Neighbourhood Plan required the use of their own website and this had recently been approved so would be up and running within the next couple of months.

c) A MoP expressed that they felt effort should be made to use the mentioned bailiffs next year and that the Travellers should be stood up to. It was discussed the Police did not send anyone out to the report of Traveller’s children using quadbikes on the sports field and also how slow they were to appear at the scene of a traffic accident involving a Traveller.

**14. TRAVELLERS ON THE RECREATION GROUND**

14. Due to the nature of discussion, the Chair brought Item 14 forward. The Clerk advised a bailiff company recommended by Ripon Racecourse who had successfully removed Travellers approximately 2 years ago had been sought. They had advised they could take care of the legalities and removal of the Travellers and had been advised the land was privately owned and rented by MPC from Swinton Estate. A reduced rate was charged for ‘Local Authority’ services, charges and T&Cs were circulated amongst Cllr prior to the meeting. The company advised PMC would just need to contact them when the Travellers arrive and they would be there the next morning with the appropriate order and typically removal took 2 to 4 hours.

# WEEKDAY CHARGES

Fixed Fees: Attendance to serve notices £200

Includes first hour one Bailiff

Hourly: After One Hour on site [Lead Bailiff] £95 [per hour]

Additional Bailiffs [As Required] £95 [per hour]

Tow truck: Call Out £200

per hour on site £50

Mileage - Bailiffs: 60p per mile [capped @ £22]

Administration: [single fee] £65

All prices / fees above are plus vat.

### WEEKEND & BANK HOLIDAY CHARGES

Fixed Fees: As Weekday + 25%

**8. HONESTY BOX – REPAIRS & ONGOING MANAGEMENT**

8.1 Cllr Johnson had met with an alternative company as Hutchinson & Mudd had not been forthcoming in providing an estimate for the two replacement boxes. D&M Design & Fabricationprovided an estimate of £1,652 plus VAT for the works. It was **proposed** by Cllr Weatherill that as the works were urgent and significant income was being lost whilst out of action, if the estimate could be reduced to £1,500 the works should be given authorisation as soon as possible and was **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** for the Clerk to negotiate the estimate and instruct works accordingly. **Action: CLERK. Action: CLERK.**

**9. ADDITIONAL ELECTRIC SOCKET & CAR CHARGING POINT**

9.1 The Clerk advised of an estimate for supply and installation of a dual point using mobile app payment of £3,315.44 including VAT form Pod Point. It was discussed the income, receipt of payment, electric usage and insurance cover needed to be researched and understood, along with a comparative second quote before further consideration could be given to the matter and should be included again on the next Agenda. **Action: CHAIR & CLERK.**

**10. HIGH ELLINGTON SPEED ORDER**

10.1 The proposed Order was circulated to Cllrs prior to the meeting and no objections were made to put forward to NYCC.

**11. POST OFFICE & BANKING OF CASH**

11.1 The Chair advised the Post Office had responded advising they would like to assure that they were actively pursuing options and advertising the vacancy of a PO in Masham. They would let customers know of any news via posters within the community. It was discussed Trustees of the MCO had discussed options at their recent meeting and were looking into the matter. Issues that the premises were not discreet being adjacent to Acorns were discussed as was the requirement for a Postmaster and for a PO needing to be run along an established business. The delay in agreeing renewal of the lease with NYP also posed as a factor needing addressing. It was believed two applicants had been interviewed for the role as Postmaster and that the outcome should be awaited. The process would take at least four months for procedures to take place and on the basis the PO considered the loss of service to be temporary so would not be intending to send a mobile service in the meantime. The Clerk advised the request of 45p per mile mileage to Ripon to bank market income since the closure. It was **proposed** by Cllr Pickard that as west Tanfield PO was closer, a weekly allowance should be agreed accordingly until the PO re-opens and was **seconded** by Cllr Ellis. The majority present voted in favour. It was **RESOLVED** for the Clerk to action payment accordingly. With regards to the banking of honesty box income, insurers had clarified monies up to £350 were covered to be held by the Clerk within their property, however monies over and up to £1,000 would need to be stored within a British Standard safe. The Clerk advised prices for such safe’s started at approximately £450. Cllr Metcalfe suggested the Clerk passed counted monies to be held within his business’ safe and he kindly offered to bank weekly to solve the matter. Cllrs agreed and also to the suggestion of Barclays bank to exchange cons for notes with local businesses to reduce the weight carried. **Action: CLLR METCALFE & CLERK.**

**12. ANNUAL PLAYGROUND INSPECTIONS**

12.1 The Clerk advised HBC had been in touch to request instruction for both the MUGA and Westholme Court Play Area at a cost of £66 including VAT per inspection. It was **proposed** by Cllr Johnson to approve the inspections and was **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** for the Clerk to instruct HBC accordingly. **Action: CLERK.**

**13. PAINTING OF COACH PARKING LINES**

13.1 The Clerk circulated two quotes to Cllrs prior to the meeting, one for £675 plus VAT from TLS Lining Solutions Ltd, as recommended by Robinsons of North Lees, and the second for £1,220 plus VAT from WJ North Limited, as recommended by Highways. It was **proposed** by Cllr Johnson to approve the lesser quote and was **seconded** by Cllr Metcalfe. All those present voted in favour. It was **RESOLVED** for the Clerk to instruct TLS Lining Solutions accordingly. In addition, the company had also noted the potholes to the Market Square, which the Market Superintendent had subsequently requested urgent attention, and had quoted £750 plus VAT to address. Cllrs discussed that Leathley & Sons should be chased and add the matter to the next Agenda to re-instruct works if not achieved. It was also asked for Highways to be chased to unblock the drain causing flooding and corrosion to the surface. **Action: CLERK.**

**14. TRAVELLERS ON THE RECREATION GROUND**

14.1 It was discussed the intentions to still undertake works to the embankment of the Shooting Holme and Cllr Pickard recommended these were carried out before the end of August. Cllr Weatherill advised he was currently liaising over machinery in order to undertake the works. **Action: CLLR WEATHERILL.**

**15. NEIGHBOURHOOD PLAN**

15.1 The Cllr Pickard advised the next meeting was due to be held on Monday 8th July. He had also met with the designer of the new website with the Chair of the Steering Group and circulated an example layout of the proposed site. Cllr Pickard would then make suggestions on this after the meeting and asked for comments from Cllrs and the Clerk over the layout and content. **Action: CLLR PICKARD & CLERK.**

**16. EMPLOYMENT MATTERS**

16.1 The Chair advised this Item should be addressed at the end of the meeting as a Private Item with MoP requested to leave the room.

**17. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. North Yorkshire Fire & Rescue Service Pipe Band – Notification of approval given to play on the Market Square on Sunday 30th June from 12:30 to 1.30pm was given.
  2. Masham Church – Confirmation was given that the Festival of Christianity event in the Market Place on Sunday 14th July had been cancelled.
  3. Romanby Parish Council – Receipt of thanks for the donation of £50 towards the bunting contributed was advised of.
  4. Julian Smith MP – Response over MPC complaint of electronic issuing of planning applications by HBC advising the matter had been raised in writing to the Chief Executive of HBC.

**18. ANY OTHER BUSINESS**

18.1 Cllr Ellis circulated some historic writing paper from MPC received from a MoP for the Clerk to store as a keepsake. **Action: CLERK.**

18.2 Cllr Blades advised the Parish Caretaker had advised the work cutting the pavement growth from Masham Bridge to Low Burton was too bigger job for him, and also the Chair clarified that despite much pursuing by a disabled MoP, Highways would not address it either. Cllrs agreed for the Council to instruct MFJ Land Management to hedge strim along the pavement. **Action: CLERK.**

18.3 Cllr Blades advised of the rubbish left outside the Town Hall over the weekend and following HBC’s change is in collections, asked if the collection date could now be confirmed and the Litter Picker informed. **Action: CLERK.**

18.4 Cllr Vickery advised of a complaint received from a MoP over the wheelie bins left outside the Old Chapel on Quaker Terrace and it was agreed for Swinton Estate to be asked if they could assist in the rubbish being contained or concealed. **Action: CLERK.**

18.5 Cllr Vickery advised of a complaint received at the number of estate agent signs at first floor level of the Market Place and also of graffiti on a first-floor window of one property. It was agreed for the Clerk to send a letter to the Landlord of the property requesting it be removed. It was agreed that it was unfortunate about commercial signage but there was nothing that could be done. In addition, it was highlighted the illuminated sign outside of The Cutting Room needed planning permission.  **Action: CLERK.**

18.6 Cllr Weatherill asked if the repair to the bridge on Thorpe Road could be chased with Highways. **Action: CLERK.**

18.7 Cllr Weatherill advised of a complaint received from a MoP over items on the pavement along Thorpe Road terrace and it was confirmed by Cllr Barker the matter had already been raised with Highways and HBC who would not take action to address removal. **Action: CLERK.**

18.8 The issue of the corroded footpath from Burnbridge was raised and it was confirmed this had been raised with NYCC already and the MCO had previously reported the matter to Swinton Estate. It was agreed the Clerk should request the diversion be put in place urgently to both NYCC and the landowners. **Action: CLERK.**

18.9 Cllr Metcalf advised two MoP had expressed concerns over a potential discrepancy in the land included within the recent planning application at the Black Bull garage and it was agreed they should be advised to put his in writing urgently to HBC. **Action: CLLR METCALFE.**

18.10 Cllr Johnson advised the footpath from Thorpe Road to the back of the Kings Head had been cut and the Clerk confirmed the broken gate had been reported to Pathways.

18.11 The Chair requested for the Steam Rally to use the Market Square on the evening of 20th July for the Vintage Vehicle Parade and it was **proposed** by Cllr Pickard to agree and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** for the Chair to pass on the permission to the Steam Rally. **Action: CHAIR.**

**19. DATE OF NEXT MEETING**

19.1 Monday 5th August 2019 in the Meeting Room of the Town Hall.

**CLOSURE:** After Item 16 was discussed as a Private Item, the Chair, Cllr Grainger declared the Meeting closed at 21:35pm.

Dated 15/07/2019

*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 JULY 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Kings Head Hotel, 40 Market Place, Masham, HG4 4EF | Application No.: 19/01893/LB  Proposal: Listed building consent for installation of external festoon lighting; replacement of posts to outdoor seating area.  Applicant: Greene King | 19th July |
| 5 Leyburn Road, Masham, HG4 4ER | Application No.: 19/02223/FUL  Proposal: Extension of window and replacement of glazing with single pane.  Applicant: Mrs Alison Orr | 8th July |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 1 JULY 2019**

There are no decisions to report

**TREE PRESERVATION ORDERS MADE BY HARROGATE BOROUGH COUNCILTO 1 JULY 2019**

|  |  |  |
| --- | --- | --- |
| Brookside, 12 Rodney Terrace, Masham, HG4 4JA | TPO 25/2019 Effective, on a provisional basis, on 11 June 2019.  It will continue in force on this basis for a further six months or until the Council confirms the order, whichever occurs the first. | The consultation period expires 17 July 2019. |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 1 JULY 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Removal or retrospective planning application awaited. Last update in May was; HBC currently writing a report recommending that Council serves an Enforcement Notice regarding the Unauthorised change of use of land and erection of decking structure. This may take a while to serve as HBC is currently short on Solicitors. |
| 11 Swinton Terrace, Masham, HG4 4HS | Use of property for running taxi business | HBC have visited the site and spoken with the taxi operator. It would appear that a taxi firm is being run from the property and several vehicles are parked on private land and on the neighbouring street. At this stage HBC have forewarned the taxi operator that by having more than one or two taxis being operated from a residential property could be a change of use as a matter of fact and degree. In the interim HBC have suggested to monitor the situation over the next month to see whether the taxi business is a nuisance. HBC have asked any interested party to monitor the situation by filling in the monitoring sheet sent to MPC to evidence any taxi operations being classed as a nuisance (i.e.  such as multiple taxis parking in the street, operating late at night/early in morning, booking office, patrons turning up at the property, noise or other nuisance). Information to be provided by the **end of July 2019** then HBC will reassess to see if the use is a breach of planning based on the scale of the operation and nuisance. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 4th June to 1st July 2019** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £1,903.00 |  |
| Market electricity |  |  |  |  |  | £9.00 |  |
| Honesty Box |  |  |  |  |  | £1,499.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | | | **£3,411.00** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 1 July 2019 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - June Salary (Tax £15.40) | | |  |  |  |  | 100898 |
| Jen Hurford, Parish Clerk - June Salary (Tax £6.60) | | |  |  |  |  | 100899 |
|  |  |  | **June Staff Salaries Total** | | | **£1,130.66** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE |  |  |  |  |  | £22.00 | 100900 |
| Masham Town Hall - Committee Room Hire (VAT £2.40) | | |  |  |  | £14.40 | 100901 |
| Mashamshire Community Office - Office Accommodation & Business Services | | | | | | £201.90 | 100902 |
| D3 Office Group Ltd - Stationery (VAT £4.46) | |  |  |  |  | £26.76 | 100903 |
| The Festive Lighting Company Ltd - MCLA Order (VAT £494.36) | | | |  |  | £2,966.16 | 100904 |
| Information Commisioner - Data Protection Renewal Fee | | |  |  |  | £40.00 | 100905 |
| Clerk - Reimburse Stamps & Vinyl Gloves (VAT £0.13) | | |  |  |  | £9.87 | 100906 |
| HBC - Annual Premises License Fee |  |  |  |  |  | £70.00 | 100907 |
| Swinton Estate - Rent for Recreation Ground | |  |  |  |  | £1.00 | 100908 |
| Swinton Estate - Rent for Market Place | |  |  |  |  | £50.00 | 100908 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electricity (VAT £1.56) | |  |  |  |  | £32.73 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£4,565.48** |  |
|  |  |  |  |  |  |  |  |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 31 May 2019 | | |  | £25,690.09 | Cr |  |
|  |  |  |  |  |  |  |  |
| CCLA Public Deposit Sector Fund Account | |  |  |  |  |  |  |
|  | Balance as at 31 May 2019 | | |  | £30,007.05 | Cr |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Overall Total | | £55,697.14 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 1st JULY 2019**

Correspondence for information/consideration etc

1. North Yorkshire Fire & Rescue Service Pipe Band – Notification of approval given to play on the Market Square on Sunday 30th June from 12:30 to 1.30pm.
2. Masham Church – Confirmation that the Festival of Christianity event in the Market Place on Sunday 14th July have been cancelled.
3. Romanby Parish Council – Receipt of thanks for the donation of £50 towards the bunting contributed.
4. Julian Smith MP – Response over MPC complaint of electronic issuing of planning applications by HBC.

**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 AUGUST 2019**

**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) (present from Item 7.2), Cllr Nigel Simms, Cllr Jane Vickery (present from item 4.3, Cllr Peter Weatherill and Jen Hurford (Parish Clerk)

**Present:** 4 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 1st July 2019. It was **proposed** by Cllr Johnson and **seconded** by Cllr Barker that the Minutes of the 1st July meeting be formally approved as a true and accurate record. All those who attended the 1st July meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record. **Action: CLERK.**

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

3.1 Cllr Johnson declared an interest in Item 7.2.

**4. PLANNING MATTERS**

* 1. Planning Applications received;

4.1.1 5 Leyburn Road, Masham, HG4 4ER – Change of use from non-residential institution (use class D1) to office/retail (use class B1 /A1). Following discussion, it was **proposed** by Cllr Weatherill and **seconded** by Cllr Ellis that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried.

4.1.2 W E Jameson & Son Limited, The Mill, Foxholme Lane, Masham, HG4 4EL – Formation of 9 no. additional car parking spaces with pedestrian walkway and rail. Following discussion, it was **proposed** by Cllr Weatherill and **seconded** by Cllr Ellis that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried.

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

* 1. Planning Approvals – A list of decisions appear at Appendix A. Cllrs discussed that the refused formation of new access to High Barn, North Cote, North Cote Cottage Track, Masham, HG4 4DH had been an improvement and that the current access is very dangerous with the Postman refusing to deliver there. It was felt the application should be looked at again and that it should be conveyed to the Case Officer that if an appeal were submitted it would be supported by MPC. **Action: CLERK.**
  2. Planning Enforcements – A list of planning enforcements appear at Appendix A. The Clerk would chase feedback from the collection of monitoring evidence due in at the end of July. **Action: CLERK.**
  3. Consideration of Additional Comments to 18/02465/FUL 1 Park Street. Cllrs agreed no further comments needed to be made following submission of new plans by the applicant.
  4. Response from HBC Over Electronic Consultation. Emails from HBC directly to MPC and MP Julian Smith were circulated to Cllrs prior to the meeting explaining the reasons and methods of electronic consultation. Cllrs discussed that HBC appeared to have no intention of taking any further action over the matter and that the Town Hall was hoping for a new screen in another meeting room so this could be investigated in due course.

**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).

5.1.1 The Clerk advised of dividends reinvested in the Public Sector Deposit Fund increased the balance of shares held to £30,026.48.

5.1.2 The Clerk highlighted that following approval of three plus Cllrs, payment for the new Honesty Boxes had been paid upfront by BACS following the request from the contractor, especially due to the urgency following lost income.

5.1.3 The Clerk notified that for July there was an increase to the Honesty Box income in comparison to July 2018 and a decrease to Market Rents which did not surprise Cllrs due to the recent weather.

5.1.4 The Clerk had received the new safety sign for the MUGA and Cllr Simms agreed to erect it. **Action: CLLR SIMMS.**

5.1.5 The Clerk highlighted the payment for bedding plants included works and purchases over the summer, but also the purchase of winter bedding plants. Cllr Vickery advised she had found a good deal so purchased these early and the Chair praised on how good the planters were looking.

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

5.2Surplus Collection for the A1 Signage. A MoP who originally assisted in the collection had spoken to the Chair and explained that it was not felt worthwhile in pursuing the project of putting a mosaic on The Avenue. Cllr Vickery suggested monies could be put towards the initial business fingers on the forthcoming finger post. A MoP advised that MCO were thinking of re-printing the Swift Trail, Cllr Johnson suggested it could be used to print leaflets for the Leaf Trail as it was now out of publication, but that a MoP held the original. Cllrs were asked to consider potential projects for the next meeting and for the Clerk to put on the Agenda. **Action: CLERK.**

5.3 Consideration of an Offer to Swinton Estate on The Shooting Holme. Cllr discussed that the current lease was 999 years from the 1960’s. it was questioned what responsibilities would be gained and the ability to action legal rights. Knowledge of liabilities would be needed, and it was agreed for the Clerk to seek advice from YLCA and request a copy of title from Swinton. It was thought the Shooting Holme was approximately 2 acres and thought the offer would need to cover the Seller’s legal fees. **Action: CLERK.**

**6. UCI CHAMPIONSHIPS PREPARATION**

6.1 The Event Co-Ordinator advised of attendance with the event safety advisory group in mid-July who were happy with the outline of activities planned. Cllr Johnson had assisted in finding various societies of Fearby to assist with car parking, with two thirds of proceeds to go to them and one third to MPC. There was a meeting planned for Wednesday 7th August with Leeds Carnival to liaise over the two shows on the Sunday and the logistics of getting from the Town Hall to the bottom of town and back up again. HBC had clarified a grant of £8.5k which would nearly cover the cost of the Leeds Carnival. The Sheep Fair had been keen to be included within the content of the banners but not financially, so it was being liaised with a local artist over artwork to include both cycles and sheep. Artwork was being liaised over for Glebe Field and letters to residents were planned for a couple of weeks’ time. A budget was circulated with an estimated total income of £10,780 and estimated total expenditure of £10,870, with MPC contributing core funds of £1,080. It was discussed that payment upfront for the big screen could be made if they requested it and could be brought to the next meeting if so. Cllrs discussed the paying of putting up and taking down of bunting. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Ellis to agree to this. All those present voted in favour. It was **RESOLVED** for the Co-ordinator to request E Leathley & Sons to undertake this, if not, to ask an alternative contractor. MPC thanked the Events Co-ordinator for his work to date.

**7. MASHAM MARKET;**

7.1 Promotion of Forthcoming Markets & Offer from MoP to Help. An email expressing concern over the quietening of markets this year with an offer of help to improve was circulated to Cllrs prior to the meeting. The Chair felt that there had been a decline despite MOC’s efforts to promote the Feature Markets. The Farmers Markets were not well supported and may not attend next year. It was noted that the town had seemed emptier this summer in comparison to years gone by. The Chair recalled previous promoters had been successful in reviving the market and felt keeping up with social media was key. It wasn’t wanted to waste money on recent promotion and other markets were also dealing with the increase of shoppers using the internet. The Chair felt it would be a shame to leave the promotion of the market and see the market decline further. A MoP advised that a previous promoter had incurred issues over support from MPC. It was discussed Thirsk was in serious decline in comparison to Masham Market on a Saturday, however, difficulties in dealing with the regular Traders were being experienced, particularly in discouraging other Traders, with a Trader of a Farmers Market advising they would not return as they were not made to feel welcome, along with issues being experienced with the Market Superintendent. The Chair suggested a promoter be employed for next year’s markets. It was discussed that the same issues could be met and that a person with authority would be required. Cllr Barker suggested a free month of Tariffs. Cllrs were requested to ask around locally for possible promoters to bring to the next meeting and for the Clerk to bring the last 5 years income form the market to consider. **Action: ALL CLLRS & CLERK.**

7.2 Provision of Finger Post. The Clerk advised drawing for the planning application were being prepared by Cllr Johnson and that Swinton Estate wanted to discuss the provision of the post at their forthcoming meeting. **Action: CLLR JOHNSON & CLERK.**

7.3 Potholes to Market Square. As the previously instructed contractor had yet to fill the problematic potholes to the square, it was **proposed** by Cllr Johnson and **seconded** by Cllr Vickery to agree to the alternative quote of £750 plus VAT from TLS Lining Solutions Ltd who were undertaking the painting of white lines too. All those present voted in favour. It was **RESOLVED** for the Clerk to request the works to be undertaken before the UCI and Sheep Fair. **Action: CLERK.**

**8PM - PUBLIC INTERVAL**

a) A MoP who had previously expressed they felt the height barrier to the Shooting Holme should be removed provided a petition signed by 259 people in support and advised only 3 people approached objected. They advised a recent visitor used the street rather than the Shooting Holme. Another MoP advised that recently the MCO had received a couple of complaints about people having to reverse back from the barrier. Cllr Weatherill suggested additional signage could be provided before the entrance, but Cllr Simms felt it was clearly visible already. A MoP residing on Avenue Bank advised they had witnessed overnight camping before the barrier was in situ along with rubbish being left regularly, and since there had not been a problem. The Chair reiterated that over 80% of over 300 questionnaires had agreed to the barrier being installed. The MoP felt it was discrimination that it was left unlocked for Travellers, but Cllrs reiterated once they have broken in it was against the law to lock them in. Cllrs advised if a high-sided vehicle was damaged in misjudging going under the barrier, it was the fault of the driver, not the barrier, and that height barriers were extremely common to car parks across the nation. The second MoP expressed the feeling that there was a competition between MPC and the Travellers. Cllr Weatherill advised that attendees of the Bowling Club commended his recent works in siting and digging in of the boulders to help secure the entrance. Cllr Vickery highlighted MPC were persevering with ongoing works and trying to move forwards and that the Landlord would not assist in attempting prosecution of the Travellers and NYP refusing to help. The MoP also conveyed disapproval of signage from MPC as being too direct and non-descriptive e.g. ‘No Swimming’. The MoP left the petition with Cllrs and Cllr Weatherill felt an apology should be given to the MoP as conversation amongst the Clerk and Cllrs disrupted them. **Action: CLERK.**

**8. HONESTY BOX – REPAIRS & ONGOING MANAGEMENT**

8.1 The Clerk advised D & M Design & Fabrication Ltd were aiming to fit the new boxes on Tuesday 6th August but had been in touch over a source of electricity. Cllrs discussed they felt it was up to the contractors to provide it, although Cllr Johnson had offered them a 2kw generator, so the Clerk should give them his phone number. It was advised Cllrs Ellis, Johnson and Vickery had been collecting rogue monies which the suspected culprit had been still taking too, removing ‘Out of Use’ posters and blocking shoots. Cllrs Ellis and Vickery were agreeable to collecting monies after busy weekends as advised by NYO and it was agreed by Cllrs for the Clerk to get additional keys cut for both Cllrs to use. The Clerk also suggested a Cllr hold a market square honesty box key in the event of blockage and not being able to access the spare out of MCO opening hours, to which Cllrs agreed to. The Clerk advised Cllrs were insured to hold £350 cash within their homes too. **Action: CLLRS ELLIS & VICKERY & CLERK.**

**9. CAR CHARGING POINT THROUGH DIF**

9.1 The Clerk advised that although HBC had offered financial assistance with the project, that they would also expect a proportion of the income. The Chair advised Rolec had estimated approximately £1.5k for a dual point. A MoP who owned an electric car advised it was not an efficient type of point as those at service stations over 50kw per hour and so MPC should consider a higher wattage as the nearest 50kw was in Wetherby, so would be beneficial to Masham to be included on peoples’ route for use of the point, and thus the Town’s facilities too. Cllr Pickard advised of connections with YESS electrical contractors and could source a representative to offer advice and further discussion. Cllrs were agreeable to Cllr Pickard organising a date within the next four weeks around 6pm if possible. **Action: CLLR PICKARD.**

**10. ADDITIONAL PLANTERS THROUGH DIF**

10.1 The Clerk advised HBC had agreed to an additional large planter on top of the two smaller planters already bought, with £690.10 left of the total £800 spend being available to replace a broken one. Cllr Vickery was looking into suitable models to run past HBC and Cllrs were agreeable to the purchase of the one agreed on. **Action: CLLR VICKERY & CLERK.**

**11. FOOTPATH FROM BLACK BULL YARD TO QUAKER TERRACE**

11.1 Cllr Blades advised the NYCC Bedale Library had agreed to transfer the papers held on the matter for public inspection to Masham Library, Cllr Vickery would check at the MCO and chase as necessary after the delivery on 6th August. The public could then be made aware of their availability thereafter via Facebook and posters. Cllr Blades advised there were 25 statements claiming use from 1 to 75 years. The Clerk advised the matter was on November’s agenda to remind of the hearing in December. **Action: CLLR VICKERY & CLERK.**

**12. REQUEST FOR GRASS CUTTING BY MFJ LAND MANAGEMENT**

12.1 Path from Masham to Dykes Hill & from Park Drive Along to the Steps up to Park Drive. As the Parish Caretaker had asked for works to be passed on, it was **proposed** by Cllr Johnson and **seconded** by Cllr Vickery to agree to MFJ Land Management to undertake the works instead. All those present voted in favour. It was **RESOLVED** for the Clerk to request the works to be undertaken but the Ragwort on the Park Drive bank to be pulled first too. **Action: CLERK.**

**13. RE-SITING & WORKS TO BENCH AT SANDY BAY**

13.1 The Clerk advised the matter had been put forward by a MoP. Cllr Ellis clarified the bench needed re-siting and that dogs dig holes under the bench when owners are using due to the sandy composition of the earth. Cllr Pickard advised the bench was in bad condition too. Cllr Vickery suggested sing on sleepers with paving slabs in front and Cllr Johnson asked in the Conservation Trust to help to contain the eroding riverbank. The Chair advised a MoP had offered at some point a replacement bench to MPC, it was discussed the bench be sited approximately 60 meters up-river where there was less erosion and it was agreed a working party be organised in due course. The Clerk also clarified the MoP providing a memorial bench for the gap outside Bordar House Teas had confirmed it was being engraved so should not be long to being sited. **Action: ALL CLLRS.**

**14. PAINTING OF TELEPHONE BOXES**

14.1 Further to the request by a MoP it was highlighted the box by the MCO needed the glass replacing and the Clerk should liaise with BT. It was suggested to fill the box with flowers but agreed that as it was a functioning box it could not be done and that the MoP should be advised accordingly as it was the responsibility of BT. Cllr Blades also clarified that it was classified as a Listed Building too. **Action: CLERK.**

**15. MASHAM IN BLOOM**

15.1 Following the suggestion of formation by a MoP, Cllr Blades clarified the town had previously had this organisation and won awards. The Chair highlighted a dedicated committee would be required with a lot of hard work. Cllrs discussed they would support such an organisation but would not wish to instigate formation and it was agreed for the Clerk to pass this on to the enquiring MoP. **Action: CLERK.**

**16. TRAVELLERS ON THE RECREATION GROUND**

16.1 Cllr Weatherill confirmed the boulders had been dug in with the help of a MoP with a dumper taking 5 to 6 hours, but work had been held up with the rain. Further stones were still to be gathered and more topsoil required. Cllr Wetherill recommended the stones approaching the height barrier were built up on a raise to help make them visible in the dark and to prevent people tripping over them. The MoP could bring back the dumper for about £20 a load to collect topsoil. The Chair advised Marfield Quarry had also made a very generous offer of donating an industrial lock for the height barrier too. Cllr Weatherill stated he felt someone was deliberately unlocking and leaving the barrier open at the moment and other Cllrs agreed to having noticed it being left open. A MoP commented that they did not see any problem with the works being undertaken and suggested a more technical solution of an audio deterrent only heard by a certain age range which could deter it being broken into. Cllr Weatherill also highlighted the barrier was wobbly. Cllr Barker confirmed he could put an estimate in for a more substantial version. **Action: CLLRS BARKER & WEATHERILL.**

**17. NEIGHBOURHOOD PLAN & WEBSITE**

17.1 Cllr Pickard advised the next meeting was due to be held in mid-September. The website was available in draft and was live at [www.mashamparishcouncil.com](http://www.mashamparishcouncil.com) which had been circulated amongst Cllrs. Cllr Pickard requested feedback in due course from Cllrs and the Clerk to feedback to the designer to continue works to the site. **Action: CLLR PICKARD & CLERK.**

**18. PARISH CARETAKER REQUESTS TO INCLUDE;**

18.1 Sweeping & Weeding the MUGA. The Clerk advised that the Parish Caretaker had that day confirmed he wished to no longer undertake Parish Caretaker works from immediate effect. It was agreed for the matter to be put on the next Agenda for suggestions of alternative contractors and for Cllrs to make enquiries within the community for interested parties. A list of regular jobs would be needed which the clerk would collate, and it was discussed multiple contractors could be used to avoid blurring the employment status for the role. **Action: ALL CLLRS & CLERK.**

**19. EMPLOYMENT MATTERS**

19.1 Mileage Contribution to Market Superintendent. Following agreement at the last meeting to contribute mileage for the cashing in of market income at West Tanfield Post Office, the SI had expressed his disappointment in the decision. He had requested £9 to travel to Ripon to use the bank so that he could bank part bags in order to tally with his bookkeeping of tariffs taken. Cllr Vickery felt she could not see why West Tanfield PO would not agree to taking part bags as Masham PO had. Cllr Pickard highlighted that once a PO facility was open again in Masham the allowance would have to be stopped, therefore the SI would need to use West Tanfield PO as he would then need to resort to using Masham PO once more. A MoP suggested the Clerk could hold the monies form the SI at the MCO, but the Clerk clarified MPC’s insurers had requested for monies to be held in a British Standard safe. It was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that the £3.60 allowance to and back from West Tanfield should be continued. All those present voted in favour. It was **RESOLVED** for the Clerk to confirm this to the SI. **Action: CLERK.**

**20. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. MoP – The Clerk advised of a question over the future of Masham with the diminishing lack of amenities. Cllr Pickard suggested it be relayed to encourage the MoP to get involved with the Neighbourhood Plan in the future and put their thoughts forward. **Action: CLERK.**
  2. Black Sheep Brewery – The letter of thanks confirming £60 donation to parking on the Shooting Holme car park for their recent AGM was noted, with the amount having been added to July’s Honesty Box income.
  3. HBC – Notification of Harrogate District Local Plan Modifications Consultation to begin on 26th July to 6th September was given and the Clerk advised Joe Varga of HBC was keen for input from MPC. Cllr Pickard felt that comment could only be made on the aspect of alterations and due to the involvement in the Neighbourhood Plan, there was no comment to be made. Cllr Simms agreed and advised the alteration was due tot the fact HBC had over-estimated on housing.
  4. MoP – A letter regarding the two banners and A-board at Bordar House Teas was advise of. Cllr Blades felt they should be taken in at night, Cllr Weatherill felt they looked professional and the Chair questioned whether it could set a precedent to other businesses. It was also highlighted the barbeque left out and additional tables to those outlined in the agreement with MPC. As MPC tried to avoid hot food stalls on the market it was questioned whether they should pay rent for the BBQ. It was also discussed about the tables outside of the Kings Head Hotel obstructing the pavement. It was agreed for Cllr Pickard to speak to the business first over the matter and if no difference was made, the matter should be refereed to Highways. **Action: CLLR PICKARD.**
  5. Hambleton District Council – Notification of Hambleton District Plan available to view and comment on from 30th July to 17th September was given.
  6. HBC – Notification of consultation available to be completed for the 2020-2021 Budget was advised of.
  7. AONB – Notification of opportunity for the Council to put forward nominations to serve as a representative of Parish Councils was given. There was no offer of representations put forward and it was discussed that as Masham was not within the AONB and because Cllr Simms was the Chair, it was not felt necessary to do so.

**21. ANY OTHER BUSINESS**

21.1 Cllr Barker highlighted the petition provided in the Public Interval supporting the removal of the height barrier consisted of names from Catterick, Scotland and various places outside of the Parish and believed holiday makers were actively being canvassed to sign it.

21.2 Cllr Barker advised in the recent hail and rainstorm; Silver Street properties were flooded in places which had only happened since the re-surfacing of the roads. Certain drains did not appear to collect water due to the height difference between the grates and tarmac. The area was flooded within 10 minutes with the market square swirling with water being sent to Silver Street. It was also mentioned drains were silted up since. It was agreed the Clerk should bring this to the attention of Highways and engineer Gordon Milne.  **Action: CLERK.**

21.3 Cllr Ellis advised the blocked drain to The Avenue reported some time ago needed chasing with Highways. **Action: CLERK.**

21.4 Cllr Barker advised Beavers Butchers were still having trouble parking outside their shop on Silver Street with residents leaving cars outside for weeks on end. He felt Highways needed approaching again for 20minute stay, 5 to 6m single yellow lines and Cllr Simms advised to request for a loading bay. **Action: CLERK.**

21.5 Cllr Weatherill gave thanks for the market stall clearance for the Steam Rally Road Run and advised the process worked well.

21.6 Cllr Weatherill advised of the residents of the Old Chapel were regularly loitering outside the property and suspected to be smoking weed. It was agreed Swinton Estate should be notified of the matter. **Action: CLERK.**

21.7 Cllr Weatherill advised on recent experience in applying for a mortgagewith the legal searches bringing back results of The Oaks being within a flood plain, with two phone masts and a wind turbine in proximity. It was questioned where the turbine was located and noted in general for the effects the results would have on other buyers.

21.8 Cllr Blades asked if there was an update in a Post Office being opened within the town. Cllrs discussed it was believed two, if not three applicants were going through application procedures and agreed the Clerk should request an update from the PO. **Action: CLERK.**

21.9 Cllr Johnson advised there was a tree down on the riverside towards White Bridge towards the Fisherman’s Hut and agreed for the Clerk to report this to Swinton Estate. **Action: CLERK.**

21.10 Cllr Johnson commented that the Community Service Team had previously taken care of painting the benches and Cllr Barker advised he may know of someone who would be interested in undertaking such works under the Parish Caretaker duties and would enquire. **Action: CLLR BARKER.**

21.11 Cllr Pickard advised the Willow Trees to the old doctors’ surgery on Leyburn Road were causing obstruction and it was agreed for the Clerk to write to them advising they needed attending to, noting permission would need to be sought from HBC. **Action: CLERK.**

21.12 The Clerk advised County Cllr Atkinson had kindly confirmed she had allocated some flexi-grant towards resurfacing the pavement from Low Burton to Masham Bridge which a disabled MoP and the Chair had been pursuing action over for some time. The Clerk had thanked Cllr Atkinson on behalf of MPC for doing this.

21.13 The Chair advised the flag was not flown on Yorkshire Day and the SI had advised it was not on his list of dates he had been instructed to do. The Chair would ask him to add it to his list along with the Merchant Navy Day. **Action: CHAIR.**

21.14 Cllr Vickery advised the cones had been left out after the weekend’s market.

21.15 Cllr Johnson advised an issue had been incurred by the UCI Event Co-ordinator requesting a Sunday market for the event which was agreed at the last meeting. The SI was concerned this would encourage Traders to pursue the event to become regular and it was clarified this would be classified as a one-off event market only.

**22. DATE OF NEXT MEETING**

22.1 Monday 2nd September 2019 in the Meeting Room of the Town Hall.

**CLOSURE:** The Meeting closed at 22:00pm.

Dated 19/08/2019

*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 5 AUGUST 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| 5 Leyburn Road, Masham, HG4 4ER | Application No.: 19/02969/COU  Proposal: Change of use from non-residential institution (use class D1) to office/retail (use class B1 /A1).  Applicant: Mrs Alison Orr | 10th August |
| W E Jameson & Son Limited, The Mill, Foxholme Lane, Masham, HG4 4EL | Application No.: 19/02828/FUL  Proposal: Formation of 9 no. additional car parking spaces with pedestrian walkway and rail.  Applicant: W.E. Jameson & Son Ltd | 18th August |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 5 AUGUST 2019**

|  |  |  |
| --- | --- | --- |
| Kings Head Hotel, 40 Market Place, Masham, HG4 4EF | Application No.: 19/01892/LB  Proposal: Listed building consent for internal alterations including removal of partition walls, desk and kiosk; alterations and extensions to bar with formation of entrance door; installation of baby changing station; replacement timber and non-slip flooring; replacement and re-upholstery of bench seating; removal of drop ceiling; and replacement light fittings.  Applicant: Greene King | **Approved subject to conditions** |
| High Barn, North Cote, North Cote Cottage Track, Masham, HG4 4DH | Application No.: 19/01566/FUL  Proposal: Formation of new access to High Barn.  Applicant: Mr A Greensit | **Refused** |
| 5 Leyburn Road, Masham, HG4 4ER | Application No.: 19/02223/FUL  Proposal: Extension of window and replacement of glazing with single pane.  Applicant: Mrs Alison Orr | **Approved subject to conditions** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 5 AUGUST 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Removal or retrospective planning application awaited. Enforcement Officer has requested the advice of Councils legal services and will serve an enforcement notice if they can. HBC have been delving into the historic applications for this site and have uncovered the historic permission from 1987. The difficulty in this case is that when the former brewery buildings were converted into dwellings this piece of land was included within the red edge of the application meaning that it is actually a residential garden or even residential curtilage, albeit that it was not enclosed. If this is a residential garden, then permitted development rights exist to construct a decking provided that the decking is no higher than 300mm. The decking touches the ground at one end and is level so actually does not exceed 300mm, but the railings do. HBC are getting this checked by legal to see if this is correct and whether they can take any action. |
| 11 Swinton Terrace, Masham, HG4 4HS | Use of property for running taxi business | HBC have visited the site and spoken with the taxi operator. It would appear that a taxi firm is being run from the property and several vehicles are parked on private land and on the neighbouring street. At this stage HBC have forewarned the taxi operator that by having more than one or two taxis being operated from a residential property could be a change of use as a matter of fact and degree. In the interim HBC have suggested to monitor the situation over the next month to see whether the taxi business is a nuisance. HBC have asked any interested party to monitor the situation by filling in the monitoring sheet sent to MPC to evidence any taxi operations being classed as a nuisance (i.e.  such as multiple taxis parking in the street, operating late at night/early in morning, booking office, patrons turning up at the property, noise or other nuisance). Information to be provided by the **end of July 2019** then HBC will reassess to see if the use is a breach of planning based on the scale of the operation and nuisance. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 2nd July to 5th August 2019** | | |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £1,123.00 |  |
| Market electricity |  |  |  |  |  | £9.00 |  |
| Honesty Box |  |  |  |  |  | £2,637.00 |  |
| RSPB Donations - Guess the Name of the Sheep Competition | | | |  |  | £27.63 |  |
| MCLA - Extension Leads & Lights |  |  |  |  |  | £2,471.80 |  |
| HBC - Tour de Yorkshire Small Grant |  |  |  |  |  | £1,000.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | | | **£7,268.43** |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 5th August 2019 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - July Salary (Tax £35.60) | | |  |  |  |  | 100909 |
| Jen Hurford, Parish Clerk - July Salary (Tax £6.60) | | |  |  |  |  | 100910 |
| John Todd, Market Superintendent - Telephone Allowance 12mths & Mileage 9wks | | | | | |  | 100912 |
|  |  |  | **July Staff Salaries Total** | | | **£1,362.86** |  |
| HMRC - PAYE |  |  |  |  |  | £42.20 | 100911 |
| Masham Town Hall - Committee Room Hire (VAT £2.40) | | |  |  |  | £14.40 | 100913 |
| RSPB Donations - Guess the Name of the Sheep Competition | | | |  |  | £27.63 | 100914 |
| D3 Office Group Ltd - Stationery (VAT £1.17) | |  |  |  |  | £7.00 | 100915 |
| Clerk - Reimburse for Safety Sign for MUGA (VAT £1.10) | | |  |  |  | £5.50 | 100916 |
| English Tree Care - Tree Surgery to 2x Lime Trees & 2x Willow Trees (VAT £50.00) | | | | | | £300.00 | 100917 |
| The Festive Lighting Company Ltd - MCLA Order (VAT £317.05) | | | |  |  | £1,902.30 | 100919 |
| Cllr Johnson - Reimburse Facebook Promo Advert for Market & Busker | | | | |  | £80.00 | 100920 |
| Mrs JD Vickery - Supply & Planting Summer Bedding & Bulbs for Winter Bedding | | | | | | £181.27 | 100921 |
| Masham Town Hall - Committee Room Hire (VAT £2.40) | | |  |  |  | £14.40 | 100922 |
| Wild Garlic Training Ltd - Set Up Costs for Website | | |  |  |  | £191.00 | 100923 |
| E&J Wilkinson - Caretaker Duties |  |  |  |  |  | £123.00 | 100924 |
|  |  |  |  |  |  |  |  |
| **Direct Debits & Online Payments** |  |  |  |  |  |  |  |
| Green Energy - Electricity (VAT £0.18) | |  |  |  |  | £3.87 |  |
| D&M Design & Fabrication Ltd - 2x Honesty Boxes (VAT £300.00) | | | |  |  | £1,800.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£6,055.43** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 31 July 2019 | | |  | £28,507.20 | Cr |  |
| CCLA Public Deposit Sector Fund Account | |  |  |  |  |  |  |
|  | Balance as at 30 June 2019 | | |  | £30,026.48 | Cr |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Overall Total | | £58,533.68 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 5th AUGUST 2019**

Correspondence for information/consideration etc

1. MoP – Question over the future of Masham with the diminishing lack of amenities.
2. Black Sheep Brewery – Letter of thanks confirming £60 donation to parking on the Shooting Holme car park for their recent AGM.
3. HBC – Notification of Harrogate District Local Plan Modifications Consultation to begin on 26th July to 6th September.
4. MoP – Letter regarding the two banners and A-board at Bordar House Teas.
5. Hambleton District Council – Notification of Hambleton District Plan available to view and comment on from 30th July to 17th September.
6. HBC – Notification of consultation available to be completed for the 2020-2021 Budget.
7. AONB – Notification of opportunity for the Council to put forward nominations to serve as a representative of Parish Councils.

**MASHAM PARISH COUNCIL**

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

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

Tel: 01765 650363 (Out of Office Hours)

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

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

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

**MINUTES 2nd SEPTEMBER 2019**

**PRESENT:**

**Parish Council**: Cllr Flo Grainger (Chairman), Cllr Rosemary Blades, Cllr John Ellis, Cllr Ian Johnson, Cllr Brian Metcalfe (present from Item 5 to Item 16.2), Cllr Neil Pickard (Vice-chairman) Cllr Nigel Simms, Cllr Jane Vickery (present from Item 4), Cllr Peter Weatherill, with County Cllr Margaret Atkinson (present from Item 7) and Jen Hurford (Parish Clerk)

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

**1. APOLOGIES**

* 1. Cllr Colin Barker, Cllr Valerie Broadley and Cllr Rob Greensit.

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

2.1 Minutes of the Monthly Meeting held on 5th August 2019. It was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that the Minutes of the 5th August meeting be formally approved as a true and accurate record. All those who attended the 5th August meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record. **Action: CLERK.**

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

3.1 Cllr Johnson declared an interest in Item 7.4.

**4. PLANNING MATTERS**

* 1. Planning Applications received;

4.1.1 Kings Head Hotel, 40 Market Place, Masham, HG4 4EF – Listed building consent for display of 1 no. non-illuminated fascia sign and 1 no. non-illuminated plaque on front elevation. Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Pickard that MPC had no objections to the application. The majority of those present voted in favour and the **RESOLUTION** was carried.

4.1.2 Kings Head Hotel, 40 Market Place, Masham, HG4 4EF – Display of 1 no. non-illuminated fascia sign and 1 no. non-illuminated plaque on front elevation. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that MPC had no objections to the application. The majority of those present voted in favour and the **RESOLUTION** was carried.

4.1.3 Gate House, Aldburgh, Ripon, HG4 4DL – Proposed two storey extension. Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Pickard that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried.

4.1.4 Bank Villa Guest House, The Avenue, Masham, HG4 4DB – Listed building consent for the conversion of existing roof void to form living accommodation. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Vickery that MPC had no objections to the application. All those present voted in favour and the **RESOLUTION** was carried.

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

* 1. Planning Approvals – A list of decisions appear at Appendix A.
  2. Tree Preservation Orders - A list of decisions appear at Appendix A.
  3. Planning Enforcements – A list of decisions appear at Appendix A.
  4. Cllr Pickard advised, following the matter being brought up at the last meeting, that he had visited the Kings Head Hotel three times since to address the furniture obstructing the pavement to the front of the building, but the manager was never present. It was agreed Cllr Pickard should keep trying to make contact otherwise the matter may need to be referred to Highways. **Action: CLLR PICKARD.**

**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).

5.1.1 The Clerk advised of dividends reinvested in the Public Sector Deposit Fund increased the balance of shares held to £30,043.86. With a balance of £30,276.18 in the current account, Cllr Simms highlighted whether it was necessary to hold so much in this account and suggested transferring a further £10k into the PSDF account. Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis for MPC to transfer the £10k as suggested. All those present voted in favour and the **RESOLUTION** was carried for the online banking transaction to be carried out accordingly. **Action: CLLRS ELLIS & JOHNSON & CLERK.**

5.1.2 Further to payment being raised to Frank Tucker Ltd, The Clerk advised contact had been made with the firm over the pothole that had been missed.

5.1.3 The Clerk notified that for August there was a decrease to the Honesty Box income and Market Rents in comparison to August 2018.

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

5.2Surplus Collection for the A1 Signage. It was discussed again of the potential re-print of the Oak Leaf trail and Swift Trail with the approximate £600 remaining from the project. Cllr Vickery felt to subsidise fingers for the finger post would encourage businesses to take up use of the sign. It was **proposed** by Cllr Ellis and **seconded** by Cllr Weatherill to leave funds in situ until a worthwhile project came to light. All those present voted in favour. It was **RESOLVED** that the monies should remain unspent at this time.

5.3 Consideration of an Offer to Swinton Estate on The Shooting Holme. The Clerk advised the only document found in MPC’s possession was a Byelaw document and that having had to reschedule the meeting with Swinton Estate had been postponed later in the month, there were no other legal documents to supply to YLCA for their professional opinion. It was discussed that the benefit of ownership would allow for eviction of the Travellers without the expensive use of a bailiff company to undertake the legal action, however, responsibility of the trees on the land could soon prove expensive. It was agreed to wait to the forthcoming meeting to see what liabilities were included within documents and to see if Swinton Estate had a ballpark selling figure. **Action: CHAIR & CLERK.**

5.4 Internal Quarterly Check – April to June. Cllr Ellis and the Clerk had been unable to arrange a meeting to undertake this and would endeavour to complete this over the winter months. **Action: CLLR ELLIS & CLERK.**

5.5 Approval of Updated Financial Regulation. Acceptance of the document circulated prior to the meeting was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** to adopt the document and upload to the internet for public inspection. **Action: CLERK.**

**6. UCI CHAMPIONSHIPS PREPARATION**

6.1 The Event Co-Ordinator advised the event was now over three weeks away and HBC had had no issues with the Events Management Plan submitted and that the risk assessment for the Leeds Carnival was awaited. The residents’ leaflets were in circulation and Black Sheep had confirmed the provision of a BBQ on the film night. It would be checked out whether a temporary license was needed for this as there were no plans to sell alcohol. The budget had changed slightly with the band being £600 less than expected, the carnival £50 less, the banners and leaflets less, however £340 had been requested towards the road closures during the carnival as they were not going to provide barriers for the Silver Street/Church Street corner which had been felt were required due to the number of spectators expected. The previous issue of cars coming out of Swinton Road was brought up and this was thought to be addressed with the use of cones and a road closure for the time trial. There was confusion amongst Traders as to whether there was a market on Sunday 29th and it was confirmed it had been previously agreed for this to be held strictly as a one-off and for the Clerk to relay to the Market Superintendent. It was suggested a free of charge tariff could be offered to encourage Traders and was **proposed** by Cllr Ellis and **seconded** by Cllr Simms for usual tariffs to remain. The majority of those present voted in favour. It was **RESOLVED** Traders to be charged as usual. The Events Co-ordinator advised he would do a flyer for local markets to try to encourage Traders. It was asked if Swinton Estate could tidy the trees along the Shooting Holme before the event and for the Clerk to request accordingly due to the danger to vehicles leaving the drive and the large number of people expected. The UCI also had an amateur race planned for Sunday 22nd and had requested use of the market square for a pit stop which Cllrs had agreed to prior to the meeting due to the urgency of the decision. The same footprint as the market would be required on the organisers would use MPC after Saturday’s market to cordon off accordingly and the Clerk would relay this to the Market SI. Income from car parking would be expected soon after the event along with grants from HBC once the relevant forms were submitted. The Co-ordinator was still liaising over the putting up and taking down of bunting. The Chair advised the touring caravan was expected on the Saturday and Sunday, around 11.30 and 10.27, so would create a short hold up, and be just before the church service too. The Co-ordinator would promote this on social media. **Action: CLERK.**

(Items 11 and 12 were brought forward by the Chair and by agreement of the rest of the Cllrs.)

**11. A RECENT HOUSING NEEDS SURVEY – INFORMATION & DISCUSSION**

11.1 Representative of The Making of Mashamshire advised an exhibition had been held in the school with plans of what the organisation hoped for Reah’s shop on Silver Street, with the aim of establishing a Heritage Learning Centre. The old bake house was not wanting to be lost, nor the history of the building being lost to housing purposes. The organisation was being set up along with assistance from the Rural Housing Enabler and with Community First Yorkshire to form funding. Plans included a ‘heritage style’ grocers, Edwardian type tearoom and community led housing due to awareness that young people could not afford local housing and were having to purchase away from the town. The hope was to provide 3 or 4 flats for people who met specific criteria, i.e., local connections. There had been a need to prove this hence the recent housing survey had been circulated, produced with the help of RHE and MCO trustees. This had been required before the Neighbourhood Plan was ready to undertake one, however the group were happy for it to be used in the future if their project were unsuccessful. Results were hoped to be collated by the end of the month, but so far, results showed approximately 30 people in need of housing and gives a snapshot of Masham’s needs at that moment. The organisation was working alongside the Housing Association as to the logistics of plans and asked for a representative from MPC. Cllr Simms had shown potential interest but questioned whether conditions could be overruled, and if so, homeless could be moved in instead of locals. The MOM representative advised the HA community led legal team had advised otherwise and Cllr Simms felt reassurance was needed in this respect. It was advised the shop would be leasehold and put up for tender, but with conditions. Cllr Simms would consider joining once the project was progressed further. A handout on the project was circulated and Cllrs agreed for the matter to be put on the next Agenda to see if any other Cllrs would consider joining as a representative. **Action: CLERK.**

**12. NEIGHBOURHOOD PLAN & WEBSITE**

12.1 Cllr Pickard advised the new website [www.mashamparishcouncil.com](http://www.mashamparishcouncil.com) was up and running and was happy with the end product, with the Clerk and designer to arrange a meeting for training. The next Neighbourhood Plan meeting was due 27th September and the previous chair had stood down due to other commitments. so a replacement was being sought. The website was ready to load documents to following the Clerk’s training and the set-up fees had been around £125 less than quoted due to lesser domain fees than expected. **Action: CLLR PICKARD & CLERK.**

**8PM - PUBLIC INTERVAL**

a) Marfields Wetlands volunteer warden advised of works providing bird seed, strimming vegetation and looking after hides. Tarmac Ltd in Marfield Quarry provided signage asking dogs to be kept on leads but it was felt some were needed with more authority and the police had been asked for signage regarding the wildlife and it was asked if more authority would be given with MPC’s name given the area was predominantly used by Masham parishioners.. The warden was working with Kell Bank School holding regular nature projects there. It was advised two swans; three geese and seven pheasants had been lost due to loose dogs and the warden had no authority when asking MoP to put their dogs on leads. It was suggested that a local retired policeman may have some ideas and should be approach. The Clerk agreed to approach NYCC Pathways for possible signage too. MPC’s Marfield Quarry representatives would also bring up the matter at the next meeting as although the volunteer had a donation box roughly covering the cost of bird seed, a contribution to petrol for strimmers, chainsaws and travel would be appreciated. Cllr Johnson advised of a number of supportive comments on the matter on MPC’s Facebook page and the Chair congratulated the volunteer on his works. It was clarified bees and butterflies were also being promoted and that Swinton Estate only fed the ducks, but their keeper was supportive. Fall Timber were kindly contributing to timber and Harry’s Fish Bar kindly providing scraps. The Chair advised she had seen two large dogs free roaming the area recently with no owner present and would speak to a local resident to see if they knew the owner, It was discussed about the voluntary closing of the path during nesting time and also shooting right on a public footpath.  **Action: CHAIR & CLLRS ELLIS & GREENSIT & CLERK.**

b) County Cllr Atkinson was welcomed, and she advised of the recent meeting being held at the Magistrates’ Court due to the County Hall undergoing works. It was highlighted that two thirds of Yorkshire pay for their own care and the remainder by the government, and that most money was spent by NYCC on elderly care. The Chair reiterated thanks for grant monies allocated by Cllr Atkinson to enable works to the pavement from Masham Bridge to Low Burton. It was also advised a hitting wall had been requested for the playing fields and the Chair questioned whether commuted sums could be used toward an adult gym area.

c) Cllr Johnson advised of the road closure up to Ilton from the 2nd but that it was not always closed.

d) Cllr Johnson also advised of the phone box at Warthermarske which recently had a warning notice of closure inside but was not very visible, with comments to be received from 23rd August for 32 days. It was agreed for Cllr Johnson to make contact. **Action: CLLR JOHNSON.**

**7. MASHAM MARKET;**

7.1 Forthcoming 2019 Feature & Farmers Markets. The Chair advised the recent Farmers Market had been cancelled on 1st September and would not be returning due to a lack of support. The High Summer Food & Drink Feature Market on 31st August had been supported by Old Sleningford farm with their apple pressing but some Traders had not turned out due to the wind. The Reeth brass Band were booked for the Christmas Fair which was the next Feature Market to prepare for.

7.2 Analysis of Last 5 Years of Market Income. The Clerk circulated within Appendix B the last six years income from Market Rents. It was discussed that the town had appeared quieter and whether this years’ decrease could be due to the loss of both a bank and post office. Cllr Ellis advised that West Tanfield PO was only open part of the day. It was questioned whether the market stalls were not offering what MoP wanted and highlighted bad weather could have played a part. It was agreed to keep monitoring and for the matter to be reviewed at the end of the year.

7.3 Promotion of 2020 Markets. The MoP who had expressed interest in the matter at the previous meeting advised he wanted to understand MPC’s vision for the market and asked why there was one. It was advised of the rights which began from around 1200 to hold a market, the market supplied a service, generated income and encouraged visitors to the town for other businesses also. There had been a period without a market, but it was restarted in the 1970’s. It was clarified MPC fund themselves without the need to Precept due to income from both market rents and honesty boxes, thus stopping council tax bills being made higher. It was advised large one-off costs had to be prepared for such as re-tarmacing the square. Footfall was not measured but gauged by word of mouth from shopkeepers. The Chair had noted visually the town had appeared quieter this summer but that other markets were keeping in the public eye and doing well. A recent aerial photo acquired had shown the sheer volume of cars within the square and it was an ongoing problem, with local businesses having been approached to try to encourage employees to use the long-term car park along with cyclists and walkers to enable the square to be used for shorter parking by shoppers. It was discussed that the Market Development Group had not been overly successful and that certain stalls were popular, rents were cheap, but more stalls were needed. Cllrs Atkinson & Simms advised Ripon and Knaresborough stalls were declining too. Cllr Weatherill felt the 2-hour limit to the short-term car park should be reintroduced. Cllr Pickard highlighted the Market SI needed to be included in discussions over plans and to encourage stalls too. It was felt by the MoP that issues had previously been discussed but never really overcome and that an understanding of the current barriers in promotion was achieved, new stalls reached, and existing Traders engaged with. He agreed to canvass peoples’ thoughts privately and give a short presentation at the next meeting. The Chair agreed the matter was challenging but did not want to give up working on promotion of the market to which Cllrs agreed the need to continue.

7.4 Provision of Finger Post. The Clerk advised Swinton estate had agreed to the siting of the post and drawings had been provided by Cllr Johnson and so with the cheque now raised, the application could be submitted to HBC for formal approval. **Action: CLERK.**

**8. ELECTRIC VEHICLE CAR CHARGING**

8.1 Cllr Pickard advised of the meeting with Tom O’Donovan of HBC with seven Cllrs and that it had been stated HBC could provide two points and funding. They would not charge for the use of them due to the need to promote the use of EVC. A 22kw fast-charging type was being proposed, however there was an option to upgrade to a rapid charging point. HBC were approaching for funding to upgrade the electric supply and hoped for installation to be undertaken next financial year. It was highlighted if a local taxi firm could be persuaded to go electric the point would definitely be upgraded to rapid. It was agreed to await further update on the matter.

**9. NEW BENCH & WORKING PARTY AT SANDY BAY**

9.1 It was suggested that the bench at the end of Foxholme Lane be moved over but that it was not overly attractive for the location. With the absence of a current Parish Caretaker, it was agreed for Cllr Simms to remove the old bench immediately and for the purchase of a new bench to be put on March 2020 Agenda. It was also mentioned the bringing in of picnic tables should be put on the next Agenda. **Action: CLLR SIMMS & CLERK.**

**10. TRAVELLERS ON THE RECREATION GROUND**

10.1 It was discussed that the grass seed needed applying to the recent earth works and Cllr Pickard would liaise with WE Jameson & Sons Ltd over the provision and would then apply. It was highlighted the Clerk should chase Highways over the unblocking of the drain on The Avenue as the flooding was eroding the bank and it was said it required jet washing not just gulley sucking. It was advised that a MoP had reported a fault with the current lock to the height barrier and so agreed for Cllr Johnson to purchase a replacement. **Action: CLLRS JOHNSON & PICKARD & CLERK.**

**13. PARISH CARETAKER ROLE**

13.1 Cllr Johnson had been in touch with a potential MoP to take on the role and other Cllrs had suggestions too. It was agreed for contact details to be passed to the Clerk to approach to establish individuals’ hourly rate and whether they were self-employed and held the correct public liability insurance, and then present options to Cllrs at the next meeting. **Action: ALL CLLRS & CLERK.**

**14. EMPLOYMENT MATTERS;**

14.1 Request to Alter Name to Litter Picker’s Contract. Further to the request for the contract to be put into the employees own business name, it was discussed that if he were to be paid as a business, it would remove the need for a contract, or for wages to be submitted via HMRC. It needed to be established with the employee if he would rather work as self-employed, have no sick or holiday pay, and be covered under his own public liability insurance. It was agreed for the Clerk to liaise with the Litter Picker further.  **Action: CLERK.**

**15. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. NYCC Pathways – Notification that kissing gate at footpath between Park Drive and Ibbetson Close will not be replaced was noted.
  2. RSPB – Letter of thanks for the donation of £27.63 collected at the Midsummer Fruits market was noted.
  3. YLCA – It was advised thatvehicular activated signs showing speed do not fit any of the possible definitions in Parish Council powers. Section 137 of the Local Government Act or the General Power of Competence can be used. Cllr Simms advised some Councils will allow, however NYCC would not as it was not a duty. Therefore, Cllrs agreed for the matter to be left for the time being. It was discussed that residents could operate speed guns and it was agreed for the Clerk to investigate the matter and to put on the next Agenda. **Action: CLERK.**
  4. BT – Notification of works now scheduled for the replacing of panes to the telephone box at Little Market Place in 2020 was advised of and that it had taken place with re-painting scheduled for next year.
  5. Highways – Notification of road closure from Park Cottage to Swinton Bridge 2nd to 6th September was noted.
  6. HBC - Notification that the Harrogate Community Infrastructure Levy Charging Schedule was submitted to the Secretary of State for Housing, Communities and Local Government for Examination, along with supporting documents, on Friday 16th August 2019 was noted.
  7. HBC – Notification of funding to support applications for small transport schemes to bid for a maximum of £5,000 for small transport schemes was noted and the Clerk advised information had also been passed to the Liftshare Scheme.
  8. MoP – Complaint over the provision of recycling equipment from HBC was advised of, with HBC no longer delivering boxes or providing lids was noted. One Cllr advised items placed in ones’ own containers were still collected. It was noted there were outstanding collections in the area which the Clerk had already chased with HBC. **Action: CLERK.**

**16. ANY OTHER BUSINESS**

16.1 Cllr Blades advised the Trade Waste bins were still overflowing and now that the school holidays were over, which was when weekly collections were offered, a new bin needed to be requested and collection frequency established. With both the UCI and sheep Fair ahead, it was a health hazard to have bags left lying out. **Action: CLERK.**

16.2 Cllr Blades highlighted that having read the Making of Mashamshire’s handout, that it stated the project was supported by MPC and that MPC had had a meeting with a speaker called Rhona Pringle, both of which were untrue. Cllr Blades felt it would have been appropriate to have consulted MPC over the housing survey. It was responded that the project could be an asset for the town, and it was commended the amount of time that was being put in.

16.3 Cllr Blades highlighted again the overflowing bins outside the Old Chapel on Silver Street and asked if the matter could be chased with Swinton Estate. **Action: CLERK.**

16.4 Cllr Blades advised of an in lay to the pavement outside the terraces on Silver Street which needed addressing by Highways, preferably before the UCI. **Action: CLERK.**

16.5 Cllr Johnson advised the broken step to Dixon Keld steps needed fixing asap and it was agreed for E Leathley & Sons to be instructed to address. **Action: CLERK.**

16.6 Cllr Johnson advised of the ATM cash point having no cash and it was asked for the Clerk to chase and forewarn of the UCI and Sheep Fair weekends. **Action: CLERK.**

16.7 It was discussed of the potential of a new PO and that the process was longwinded, it was believed one candidate was trying to push forward as a potential.

16.8 Cllr Vickery advised the signage to the honesty box by the tennis courts was particularly low and asked if it could be heightened. It was also suggested for signage pointing to it at the fork in the drive could be introduced. It was agreed for Cllr Ellis and Johnson to investigate signage and heightening the existing sign. **Action: CLLRS ELLIS & JOHNSON.**

16.9 It was highlighted that it was also residents using the market square as a long-term car park.

**17. DATE OF NEXT MEETING**

17.1 Monday 7th October 2019 in the Meeting Room of the Town Hall.

**CLOSURE:** The Meeting closed at 22:00pm.

Dated 23/09/2019

*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 2 SEPTEMBER 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Kings Head Hotel, 40 Market Place, Masham, HG4 4EF | Application No.: 19/03203/LB  Proposal: Listed building consent for display of 1 no. non-illuminated fascia sign and 1 no. non-illuminated plaque on front elevation.  Applicant: Mr Millar | Extension agreed 3rd September |
| Kings Head Hotel, 40 Market Place, Masham, HG4 4EF | Application No.: 19/03194/ADV  Proposal:  Display of 1 no. non-illuminated fascia sign and 1 no. non-illuminated plaque on front elevation.  Applicant: Mr Millar | Extension agreed 3rd September |
| Gate House, Aldburgh, Ripon, HG4 4DL | Application No.: 19/03268/FUL  Proposal: Proposed two storey extension.  Applicant: Mrs Kernighan | 6th September |
| Bank Villa Guest House, The Avenue, Masham, HG4 4DB | Application No.: 19/03298/LB  Proposal: Listed building consent for the conversion of existing roof void to form living accommodation.  Applicant: Mr & Mrs A Nicholson | 9th September |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 2 SEPTEMBER 2019**

|  |  |  |
| --- | --- | --- |
| Kings Head Hotel, 40 Market Place, Masham, HG4 4EF | Application No.: 19/01893/LB  Proposal: Listed building consent for installation of external festoon lighting; replacement of posts to outdoor seating area.  Applicant: Greene King | **Approved subject to conditions** |
| 1 Park Street, Masham, HG4 4HN | Application No: 18/02465/FUL  Proposal: Change of Use of Dwellinghouse to mixed use Bed and Breakfast/Dwellinghouse; Partial demolition of outbuildings; Erection of holiday let; Formation of parking; Landscaping.  Applicant: Mr & Mrs Chris Monkhouse | **Approved subject to conditions** |

**TREE PRESERVATION ORDERS CONFIRMED BY HARROGARE BOROUGH COUNCIL**

|  |  |
| --- | --- |
| Brookside, 12 Rodney Terrace Masham, HG4 4JA | TPO No.: 25/2019  Notice given that the Council of the Borough of Harrogate in pursuance of its powers as Local Planning Authority under the Town and Country Planning Act 1990 as amended has on the 8 August 2019 confirmed without modification the above Tree Preservation Order made by the said Council on the 11 June 2019. |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 2 SEPTEMBER 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Removal or retrospective planning application awaited. Enforcement Officer has requested the advice of Councils legal services and will serve an enforcement notice if they can. HBC have been delving into the historic applications for this site and have uncovered the historic permission from 1987. The difficulty in this case is that when the former brewery buildings were converted into dwellings this piece of land was included within the red edge of the application meaning that it is actually a residential garden or even residential curtilage, albeit that it was not enclosed. If this is a residential garden, then permitted development rights exist to construct a decking provided that the decking is no higher than 300mm. The decking touches the ground at one end and is level so actually does not exceed 300mm, but the railings do. HBC are getting this checked by legal to see if this is correct and whether they can take any action. Update August – legal advice still awaited. |
| 11 Swinton Terrace, Masham, HG4 4HS | Use of property for running taxi business | HBC have not heard anything from the complainant, or anyone else since the monitoring sheets were circulated for completion end of July. HBC hope the problem has resolved itself, however, have asked if any recent evidence is brought to their attention. The Case Officer returned to Masham in August to monitor the situation too. |
| 27 Swinburn Road, Masham, HG4 4HU | Ground works to rear & side of property | Notification of communication received on 25 August reporting a possible breach of planning control. |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  | |  |  |  | **APPENDIX B (1/2)** | |
|  | |  | **FINANCE SCHEDULE** | | | | |  |  |
| **RECEIPTS** | |  |  | |  |  |  |  |  |
|  | |  |  | |  |  |  |  |  |
| **(i) Advice of receipts from 6th August to 2nd Setember 2019** | | | | | |  |  |  |  |
| Market Rents | |  |  | |  |  |  | £2,153.00 |  |
| Market electricity | |  |  | |  |  |  | £15.00 |  |
| Honesty Box | |  |  | |  |  |  | £2,314.00 |  |
| MCLA - The Festive Lighting Company Ltd Order | | | | |  |  |  | £1,585.25 |  |
|  | |  |  | |  |  |  |  |  |
|  | |  | **Total receipts for the month** | | | | | **£6,067.25** |  |
| **PAYMENTS** | |  |  | |  |  |  |  |  |
|  | |  |  | |  |  |  |  |  |
| **(ii) Cheques drawn for 2nd September 2019 meeting for approval and signature** | | | | | | | |  |  |
|  | |  |  | |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | | |  | |  |  |  |  |  |
|  | |  |  | |  |  |  |  | **Cheque No.** |
|  | |  |  | |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - August Salary (Tax £15.40) | | | | |  |  |  |  | 100925 |
| Jen Hurford, Parish Clerk - August Salary (Tax £6.60) | | | | |  |  |  |  | 100926 |
| John Todd, Market Superintendent - Quarterly Salary July to September (Tax £0.00) | | | | | | | |  | 100927 |
| John Todd, Market Superintendent - Quarterly Phone & Mileage Allowance July to September | | | | | | | | | 100928 |
|  | |  |  | | **August Staff Salaries Total** | | | **£2,145.17** |  |
| HMRC - PAYE | |  |  | |  |  |  | £22.00 | 100929 |
| Acorn Lighting Services Ltd - MCLA 5x Columns (VAT £248.00) | | | | | |  |  | £1,488.00 | 100930 |
| Harrogate Borough Council - Finger Post Advertisement Application | | | | | | |  | £66.00 | 100931 |
| Mrs FY Grainger - Reimburse for Bedale Print Shop Masham Map Printing | | | | | | | | £92.00 | 100932 |
| Frank Tucker Ltd - Patch Work & Lining to Market Square (VAT £285.00) | | | | | | |  | £1,710.00 | 100933 |
| Wild Garlic Training Ltd - Set Up Costs for Website | | | | |  |  |  | £500.00 | 100934 |
| Leeds West Indian Carnival - Projects - 50% Deposit | | | | |  |  |  | £1,745.00 | 100935 |
| Mr A N Reed - UCI Expenditure for Banners & Leaflets (VAT £41.28) | | | | | |  |  | £291.67 | 100936 |
| Miss Jen Hurford - Reimburse Clerk Stamps, Keys Cutx4 and Cable Ties (VAT £4.25) | | | | | | | | £32.81 | 100937 |
| E&J Wilkinson - Caretaker Duties | |  |  | |  |  |  | £90.00 | 100938 |
|  | |  |  | |  |  |  |  |  |
| **Direct Debits** | |  |  | |  |  |  |  |  |
|  | |  |  | |  |  |  |  |  |
| Green Energy - Electricity (VAT £1.34) | | |  | |  |  |  | £28.23 |  |
|  | |  |  | |  |  |  |  |  |
|  | |  | **Total Payments** | | |  |  | **£8,210.88** |  |
| BANK BALANCES | |  |  | |  |  |  |  |  |
|  | |  |  | |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | | | |  |  |  |  |  |
|  | | Balance as at 31 August 2019 | | | |  | £30,276.18 | Cr |  |
|  | |  |  | |  |  |  |  |  |
| CCLA Public Deposit Sector Fund Account | | |  | |  |  |  |  |  |
|  | | Balance as at 31 July 2019 | | | |  | £30,043.86 | Cr |  |
|  | |  |  | |  |  |  |  |  |
|  | |  |  | | Overall Total | | £60,320.04 | Cr |  |
| **Year** | **Market Rents** | | |
| 2019-20 (5 months) | £ 10,651.00 | | |
| 2018-19 | £ 19,898.97 | | |
| 2017-18 | £ 19,196.00 | | |
| 2016-17 | £ 19,714.00 | | |
| 2015-16 | £ 18,558.00 | | |
| 2014-15 | £ 15,653.25 | | |
| 2013-14 | £ 17,276.00 | | |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 2nd SEPTEMBER 2019**

Correspondence for information/consideration etc

1. NYCC Pathways – Notification that kissing gate at footpath between Park Drive and Ibbetson Close will not be replaced.
2. RSPB – Letter of thanks for the donation of £27.63 collected at the Midsummer Fruits market.
3. YLCA – Advice thatvehicular activated signs showing speed do not fit any of the possible definitions in Parish Council powers. Section 137 of the Local Government Act or the General Power of Competence can be used.
4. BT – Notification of works now scheduled for the replacing of panes to the telephone box at Little Market Place in 2020.
5. Highways – Notification of road closure from Park Cottage to Swinton Bridge 2nd to 6th September.
6. HBC - Notification that the Harrogate Community Infrastructure Levy Charging Schedule was submitted to the Secretary of State for Housing, Communities and Local Government for Examination, along with supporting documents, on Friday 16th August 2019.
7. HBC – Notification of funding to support applications for small transport schemes to bid for a maximum of £5,000 for small transport schemes.
8. MoP – Complaint over the provision of recycling equipment from HBC.

**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 7th OCTOBER 2019**

**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 (present from Item 6), Cllr Neil Pickard (Vice-chairman) Cllr Nigel Simms (present from Item 16), Cllr Jane Vickery, Cllr Peter Weatherill with Jen Hurford (Parish Clerk)

**Present:** 4 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 2nd September 2019. It was **proposed** by Cllr Johnson and **seconded** by Cllr Weatherill that the Minutes of the 2nd September meeting be formally approved as a true and accurate record. All those who attended the 2nd September meeting and who were present voted in favour. It was **RESOLVED** that the Chair should sign the Minutes as a true and accurate record. **Action: CLERK.**

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

3.1 There were no declarations made.

**4. PLANNING MATTERS**

* 1. Planning Applications received from HBC;
     1. Telephone Box, Warthermarske, Masham – BT consultation on the proposed removal of public payphone kiosk. Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Johnson that MPC objected on the planning grounds as follows; mobile phone and internet in the area is poor and inconsistent; it is required in case of emergencies; it is within an isolated location. It was also asked to pass on to the Applicant that the box also requires painting. All those present voted in favour and the **RESOLUTION** was carried.

4.1.2 Gate House, Aldburgh, Ripon, HG4 4DL – Erection of two storey extension, erection of replacement single storey extension, alterations to bay window roof and alterations to fenestration. Following discussion, it was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried.

* 1. Planning Applications received from NYCC;

4.2.1 Land at Marfield Quarry, Leyburn Road, Masham, North Yorkshire, HG4 4NX – Details reserved by condition No. 4 of Planning Permission Ref. C6/500/32G/CMA which relates to the approval of an extension to the site office. Following discussion, it was **proposed** by Cllr Ellis and **seconded** by Cllr Johnson that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried.

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

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

**5. FINANCIAL MATTERS;**

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

5.1.1 The Clerk advised the transfer of the £10k from the current account the Public Sector Deposit Fund as previously agreed had been actioned that day.

5.1.2 The Clerk notified that for September there was an increase to the Honesty Box income and decrease to Market Rents in comparison to September 2018.

5.1.3 Cllr Vickery advised the emptying of the two Honesty Boxes to the Recreation Ground were being emptied weekly and there had been no signs of attempted damage. The Chair thanked Cllr Vickery for this voluntary collecting.

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

5.2Consideration of S137 Donation of £672 Playing Fields Rent Back to Masham C of E School. It was **proposed** by Cllr Johnson and **seconded** by Cllr Broadley to donate the rent paid back to the school. All those present voted in favour. It was **RESOLVED** that the Clerk should raise a cheque accordingly. **Action: CLERK.**

5.3 Internal Quarterly Check – April to June. Cllr Ellis confirmed the checks had been undertaken and no discrepancies found.

5.4 External Audit 2018-19. The Clerk advised paperwork had been returned by PKF Littlejohn LLP with no queries made and that documentation would be published accordingly. **Action: CLERK.**

**6. UCI CHAMPIONSHIPS FEEDBACK**

6.1 The Event Co-Ordinator advised the event had required more work than previous events with having three days of races. The weather had been a negative input; however, two out of the three days were good. The school children were commended on their support for the time trial on the Wednesday and the West Indian Leeds Carnival were proactive braving the pouring rain, with a YouTube video of their lunchtime performance in circulation. The car park attendees from Fearby were praised for their efficiency and co-operation, as were the volunteer helpers from various organisations and local businesses showing an increased goodwill. The Sunday’s weather interfered with the whole day and traffic management over the event was not as hoped with the three agencies showing a lack of communication which the Event Co-ordinator had fed back to HBC and Highways. Sunday’s market had been well attended though Wednesdays was disappointing. The budget was circulated to Cllrs prior to the meeting showing the income had suffered because of the lack of parking takings. The Fearby charities had asked to the portion due to MPC to be waivered otherwise it would not have been worth their while. It was **proposed** by Johnson and **seconded** by Cllr Weatherill to agree to this. All those present voted in favour. It was **RESOLVED** that the income be awarded to the various charities and for them to be thanked for their efforts. It showed MPC core funds were £2,369 over the original budget. It was suggested that the school be involved with the dance entertainment in the future in order to fund via the Arts Council. Cllr Johnson highlighted the sun was hitting the big screen on the Wednesday and it may be worth re-siting in the future, and the event was quieter presumably as it was later than the tourist season. The Chair advised there had been good TV coverage of the town on the Saturday and that also the Tour de Yorkshire was expected to continue for a further 6 years according to welcome to Yorkshire. Cllr Weatherill discussed the problematic blocked drain for the last 3 years on the Avenue and Cllr Vickery offered to get additional photographs. Cllr Weatherill also felt the standard of the race vehicle drivers was ridiculous and not a good example to set. Cllr Vickery also felt the artwork to the roads looked unsightly once it hard started to wear off. The Chair thanked and commended the Event Co-ordinator for his work. **Action: CLLR VICKERY & CLERK.**

**7. MAKING OF MASHAMSHIRE REPRESENTATIVE REQUEST**

7.1 Further to the request at the previous meeting of a Cllr to volunteer to join the organisation, it was clarified that it would be expected to attend the irregular meetings and participate further as the volunteer wished. Cllr Broadley offered to undertake the role and a MoP agreed to pass this on to the organisation.

**8. MASHAM MARKET;**

8.1 Review of Market Tariffs. With the low season commencing in October, the Chair advised that the Market Superintendent had asked for the Tariffs to be increased from £8 for Regulars and £10 for Casuals to £10 and £12 at the request of the Traders. Cllr Pickard felt that the current Tariffs should be adhered to as they had been set for a 12month period and should be reviewed for April. It was agreed to put on January’s Agenda along with reviewing the Market Rules. It was advised Traders could give voluntary donations if the Tariffs were felt too low currently. **Action: CLERK.**

8.2 Christmas Fair 7th December. The Chair advised the Town Hall already had a lot of bookings and the Reeth Band was booked. Cllr Johnson advised the Bell Ringers were also booked and would do a Facebook advert for more outside Traders. Cllr Johnson would also approach the hoped-for Father Christmas and it was noted they needed to be CRB checked. The Chair requested if a bouncy castle could be booked again weather permitting. Cllrs Johnson and Weatherill asked if the film showing could be brought back and the Chair agreed to investigate this. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Greensit to authorise booking of a bouncy castle up to costs of £200. All those present voted in favour. It was **RESOLVED** that the Chair should seek estimates accordingly. Cllr Johnson proposed the showing of the film and the Chair agreed to come to the next meeting with costs for showing a film and would request for this to be shown at the church. **Action: CHAIR & CLLR JOHNSON.**

8.4 Missed Pothole on the Market Square. The Clerk advised TLS Lining Solutions had quoted £575 plus Vat to return to attend to the large patch which was significantly under their minimum charge visit of £750 plus VAT. Following discussion over the urgent need for this to be attended to, it was **proposed** by Cllr Weatherill and **seconded** by Cllr Ellis to authorise the works. All those present voted in favour. It was **RESOLVED** that the Clerk action accordingly. **Action: CLERK.**

8.3 Promotion of 2020 Markets. The MoP who had expressed interest in the matter at previous meetings advised he had liaised with local businesses and Traders and awaited information on the market in order to finalise a proposal. It was felt the retention of Traders was a problem along with historical incidences with the Market Superintendent. He felt this needed addressing in how both existing and new Traders are dealt with. The Chair advised it was a sensitive time for the SI who had only recently suffered a bereavement of his wife, who’s funeral was confirmed for Thursday 17th October at 11am at Masham Church. It was agreed for a card to be sent to the SI from MPC and the matter to be put on the next Agenda to discuss further at a more suitable time. The Chair thanked the Mop for his efforts. **Action: CHAIR & CLERK.**

**9. SWINTON ESTATE MEETING FEEDBACK**

9.1 The Clerk circulated notes from the recent meeting held with Swinton Estate. With regards to the Shooting Holme, the Register of Title and a plan had been forwarded to MPC and Cllrs, but neither party had a copy of a lease, nor was it listed on the Register of Title. SE had not wanted to give a guide price on the basis this would only be provided if MPC were serious in making an offer to purchase. It was discussed the benefit of this would to give legal grounds to act against the Travellers but that the cost of maintaining the trees on the land could well escalate in cost. It was **proposed** by Cllr Pickard and **seconded** by Cllr Broadley that it was not worth pursuing the matter. All those present voted in favour. It was **RESOLVED** for the Clerk to relay that an offer would not be made but a copy of the Lease was expected to be provided by SE. The Clerk advised SE had also inclined they were not happy to force the Travellers elsewhere but were happy to assist with the provision of skips for rubbish. They would liaise with their Head of Grounds and Forestry in respect of pruning the trees to The Avenue annually and noted the reports to Highways of various flooding to the Grewelthorpe road should any action be required from them. They requested that reports of drug use at the Little Chapel Post Office be reported to the police, but they would liaise with the Tenants over the overflowing bins. They asked permission to remove the rotting bench to the bridge by Masham Golf Course to which Cllr Metcalfe **proposed** to authorise it’s removal, particularly to being in an unsafe location to which all Cllrs agreed. The next meeting was confirmed for 3pm Thursday 16th January 2020. **Action: CLERK.**

**8PM - PUBLIC INTERVAL**

a) With regards to obtaining the Lease in the previous Item, the Chair of Fearby, Healey and District Parish Council advised of having experienced difficulties with Land Registry when trying to obtain similar documents in the past.

**10. PUBLIC OPERATED SPEED GUNS**

10.1 The Clerk advised of forms provided by the local Police Officer which had to be submitted in order to start the process of applying for the guns. Cllrs agreed the three main roads into Masham should be submitted by the Clerk, being Thorpe Road, Leyburn Road and Low Burton. It was advised of a MoP who had already volunteered for the Leyburn Road. It was discussed that the parked cars, for example to Silver Street, assist with the slowing down of traffic. Cllr Vickery advised a Canterbury Parish had had successful results from the scheme and the Chair of Fearby, Healey and District PC advised their Council had investigated the matter. Birstwith PC had put them in touch with the co-ordinator but a lot of committed volunteers were required; 10-12 on a regular basis with their own hi-viz gear. It was explained that someone caught speeding does not necessarily result in conviction, but repeated offenders will be cautioned, but it too had been a very successful result. It was agreed the Clerk should advertise on Facebook and posters requesting volunteers and Cllr Vickery would circulate amongst the manager of Masham Allotments to circulate amongst Tenants. **Action: CLLR VICKERY & CLERK.**

**11. MASHAM’S GRAVEYARD CAPACITY**

11.1 The Chair advised a MoP had notified that the graveyard was virtually full and that the next alternative burial ground would be Ripon. Adjacent landowners and Swinton estate had advised they were prepared to sell a piece of land at the top end of the graveyard but that it should be of a small amount to take through the next 5 years of requirement. Cllr Johnson highlighted the Bishop would be needed to consecrate the land, so it needed to be made worthwhile with more like a 10year supply. Cllr Weatherill felt there was a lot of infill available but was advised just because there were not headstones in the gaps did not necessarily mean there were not graves below. Cllr Pickard suggested the farmer of the land could be asked to maintain the purchased land until it was needed. It was discussed the Vicar should be involved to establish responsibilities and demand. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Johnson to pursue the purchase of 40 years; worth of land to use as required and to ask SE if they were willing to donate this to the Parish or sell. All those present voted in favour. It was **RESOLVED** for further action to be taken and meetings requested with the various parties. **Action: CHAIR.**

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

12.1 The Chair advised that the proposed TRV vehicles could not deal with larger fires due to capacity and they were being placed in order to use less men. With Masham having two feed mills with dust problems and tillage, Swinton Park, a gin distillery, a number of farms and additional properties to be built, the loss of the pump engines was a worry. The Chair of Fearby, Healey and District PC advised the problem lies with the Fire Brigade Union as four of the new vehicles had been bought by NYCC and they needed to distribute them, however the fulltime stations did not want them. Masham FB do not have enough of the 4 or 5 crew required to go out often during the day. There is only a small percentage of calls being that of house fires, so with the TRV they may have a chance of making more calls but could not attend a larger fire. The TRV equipment would be good as the current vehicle is out of date, but the TRV has no capacity to transfer water. There is a need to increase the number of retained firefighters. Cllr Pickard questioned why the station could not have both vehicles but there was not enough room. The fulltime stations won’t take them as back up as they want to secure their jobs. Cllr Broadley suggested statistics were invited. A MoP advised of the process to become a retained firefighter via NYCC and that it was not a positive experience and difficult to pursue. It was confirmed of similar experiences from MoP and Cllrs and was felt there was a lot of politics surrounding the subject. The Chair of FHDPC felt the change was pretty much a done deal. The fire brigade had not been able to recruit or meet ethnic diversity requirements, opening vacancies to retained firefighters, but who failed on second fitness tests causing a loss. A consultation was needed to come up with an alternative but the powers that be had not. FHDPC would support the suggestion to keep the current vehicle and it was felt an emergency meeting needed to be held with the FBU and NYCC Head of Fire Operations. It was agreed for the Clerk to investigate with the County Cllr and let FHDPC’s Chair know. **Action: CLERK.**

**13. FALLEN TREE AT TITTYBOTTLE PARK**

13.1 The Clerk advised the matter was in hand with HBC and the Lilac tree had since been cut down and the debris was due to be removed.

**14. ANNUAL PLAYGROUND INSPECTIONS**

14.1 The Clerk advised the reports obtained via HBC highlighted at Westholme Court the tops of the fencing posts were rotting and the wooden gate required replacing. The graphics were worn to the surface and needed replacing and the edges to the surface needed repair. The wooden roof to one of the play items needed to be replaced. Cllrs agreed quotes were required for the works. At the MUGA the safety sign needed to be moved to next to the basketball ring. The access was overgrown by undergrowth which needed to be brought up with HBC and the twigs and leaves would need to be instructed to be carried out by the new Parish Caretaker. **Action: CLERK.**

**15. TRAVELLERS ON THE RECREATION GROUND**

15.1 Cllr Pickard advised that the grass seed had been spread on the areas of topsoil Cllr Weatherill advised of his own job removing some topsoil so there would be more coming in but that he would need to invoice MPC for the transport. It was asked for the Clerk to chase Highways over the flooding on The Avenue which was eroding the new works. Cllr Barker advised he was to still quote for a stronger barrier and the Chair would chase the provision of the stronger padlock. It was always reiterated that the height barrier needed to remain closed as otherwise it could be classed as discrimination. **Action: CLLRS BARKER & WEATHERILL & CLERK.**

**16. NEIGHBOURHOOD PLAN & WEBSITE**

16.1 Cllr Pickard advised the last Neighbourhood Plan meeting was held on 23rd September and there had been some resignations including the Chair. He asked if High and Low Ellington Parishioners could be asked by Cllrs Broadley and Greensit, and that the committee members would also. Cllr Pickard would act as temporary Chair in the meantime. The next meeting was scheduled for 28th October and the first public meeting would be aimed for January. The Clerk advised training had been undertaken for both MPC and the NP so documents could now be uploaded to the website. **Action: CLLRS BROADLEY, GREENSIT & PICKARD & CLERK.**

**17. STORING OF PICNIC TABLES**

17.1 It was discussed that the Parish Caretaker had organised storage last year. It was agreed the tables would fit in the storage building and agreed for Cllrs Greensit and Simms to undertake this and the Chair would be able to unlock the building for them. **Action: CHAIR & CLLRS GREENSIT & SIMMS.**

**18. HIGHWAYS MATTERS INCLUDING CLOSURE OF THORPE ROAD**

18.1 A MoP had been in touch with Cllr Pickard as they were displeased there had been no signage of a diversion for the closure and Highways had not wanted to divert traffic along minor routes. Cllr Pickard had explained MPC could not take liability to supply signage as requested by the MoP.

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

a) The surface water to Haregill Bank where the gutter is blocked and has needed attention for at least 5 years. Three incidents should be quoted; with a school bus, a car turned and a car losing it on the ice, only one of which had been reported to the police. **Action: CLERK.**

b) The missing roundels at Low Burton still needed replacing. **Action: CHAIR.**

c) The verge by Swinton Castle walls on the road down from Warthermarske was very deep for passing cars which Cllr Johnson had sent photos of to chase with Highways.

d) The drain to Park Square car park was blocked. **Action: CLERK.**

e) The previous flooding to Silver Street in the storm still needed a response over. **Action: CLERK.**

f) A sewage smell was advised of on Red Lane, but this was suspected due to the gas works.

h) Cllr Weatherill advised that potholes of more than four inches must be filled within a week of being reported.

**19. PARISH CARETAKER ROLE**

19.1 The Clerk advised of three potential Parish Caretakers with Public Liability insurance, Morgan’s Estate Management at £20phr for ground maintenance, cleaning, fencing, Mark Chapman Carpentry at £180 pday, for joinery type work, and Ant’s at £15phr for an individual or £13phr each working as pair for ground maintenance and other works. It was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis to give the small jobs to Ant’s, and then ask for quotes from both Ant’s and Mark Chapman Carpentry for larger job, such as works required at Westholme Court Play Area. All those present voted in favour. It was **RESOLVED** for the Clerk to action accordingly. **Action: CLERK.**

**20. MEETING DATES 2020**

20.1 Dates for 2020 were circulated amongst Cllrs prior to the meeting and it was agreed there were no discrepancies and the Clerk should book the meeting venue accordingly and publish on the website. **Action: CLERK.**

**21. LITTER PICKER’S CONTRACT**

21.1 The Litter Picker had provided his Public Liability certificate for his self-employment, however this did not directly list litter picking as a task, so Cllr asked for this to be listed when the policy was due for renewal in January 2020. Once this was received, on the provision invoices were not of an equal amount each time, Cllrs agreed to implement payments to E&J Wilkinson and the contract of employment to the individual be ceased. **Action: CLERK.**

**22. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. Ripon Motor Sport Club – Letter of thanks for use of the market square for their St Wilfrid’s Classic Rally was noted. Cllr Blades advised of objection to the revving of engines and comings and goings from 7am on a Sunday morning and it was agreed more information would be required next year.
  2. NYCC – Confirmation of Traffic Regulation Order for High Ellington 30mph zones was sealed on 28th August and to come into effect on 30th September was noted.
  3. It’s Grim Up North Running – Notification of 13th September 2020 race and parking collection to be contributed to the Honesty Box was agreed to. **Action: CLERK.**
  4. Bridgewater Group – Request to reserve market square parking for welfare facilities and storage during works at Kings Head Hotel was discussed and agreed that from experience at Little Market Place were bigger and longer than expected. It was discussed that the units should be in front of the Kings Head in part of the Coach Park rather than the suggested parking spaces as they had not been receptive in other communications. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Johnson to charge £50 pday, 7 days pwk, adjacent to and no wider than the cobbles. Liability for damage to the surface and markings would apply with the Clerk to take a photo inventory. The time limit would be given as the end of March with the fee doubling thereafter. The majority of those present voted in favour. It was **RESOLVED** for the Clerk to relay this accordingly. With regards to the furniture on the pavement at the premises, Cllr Pickard advised he had spoken to the Duty Manager who was very apologetic, would raise the matter with management and so Cllr Pickard would continue to monitor. **Action: CLLR PICKARD & CLERK.**
  5. YAA – Letter of thanks for the donation of £187.29 was agreed to having be sent in error and most likely applicable to the MCO. **Action: CLERK.**
  6. Julian Smith MP – Notification of forthcoming surgeries with dates for Masham as Friday 25th October and Friday 20th December were noted and for the Clerk to display on noticeboards. **Action: CLERK.**

**23. ANY OTHER BUSINESS**

23.1 Cllr Vickery requested that the shrubs provided by HBC to planters be removed and courtesy feedback to HBC be given over the scheme to which Cllrs agreed. **Action: CLERK.**

23.2 The Clerk advised the memorial bench was ready for the gap by Bordar House and Cllrs agreed that the MoP should be fully responsible for securing it with similar fixings, and fully responsible for maintenance thereafter. **Action: CLERK.**

23.3 Cllr Blades highlighted the yellow BT cover to the pavement on Silver Street was broken and repair needed chasing. **Action: CLERK.**

23.4 The open cellar opening to Cardinal Court was brought up again by Cllr Blades for the Clerk to chase with Highways.  **Action: CLERK.**

23.5 Cllr Vickery advised half the railings at Garden House on Park Street had been removed which may be in breach of planning conditions and agreed the Clerk should report to the Planning Enforcement Officer. **Action: CLERK.**

23.6 Cllr Barker expressed he could not believe the extension to the back of the house on Red Lane had been passed.

23.7 Cllr Johnson advised of the inadequate step ladders for the storage building and it was agreed prices should be sought for the next meeting. It was also discussed trying to have a pallet trolley donated. **Action: CLLR JOHNSON & CLERK.**

23.8 Cllr Johnson advised he felt the use of the Market Square for the UCI amateur race should have been charged for and Cllrs agreed to relay this to the Event Co-ordinator to enquire.

**24. DATE OF NEXT MEETING**

24.1 Monday 4th November 2019 in the Meeting Room of the Town Hall.

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

Dated 21/10/2019

*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 FROM HARROGATE BOROUGH COUNCIL TO 7 OCTOBER 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Telephone Box, Warthermarske, Masham | Application No.: 19/03963/KIOSK  Proposal: BT consultation on the proposed removal of public payphone kiosk.  Applicant: BT Payphones | 11th October |
| Gate House, Aldburgh, Ripon, HG4 4DL | Application No.: 19/03268/FUL (Amended application)  Proposal: Erection of two storey extension, erection of replacement single storey extension, alterations to bay window roof and alterations to fenestration.  Applicant: Mrs Kernighan | 8th October (extension agreed |

**PLANNING APPLICATIONS RECEIVED FROM NORT YORKSHIRE COUNTY COUNCIL TO 7 OCTOBER 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Land at Marfield Quarry, Leyburn Road, Masham, North Yorkshire, HG4 4NX | Application No.: NY/2019/0110/A27  Proposal: Details reserved by condition No. 4 of Planning Permission Ref. C6/500/32G/CMA which relates to the approval of an extension to the site office.  Applicant: Tarmac | 11th October |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 7 OCTOBER 2019**

|  |  |  |
| --- | --- | --- |
| W E Jameson & Son Limited, The Mill, Foxholme Lane, Masham, HG4 4EL | Application No.: 19/02828/FUL  Proposal: Formation of 9 no. additional car parking spaces with pedestrian walkway and rail.  Applicant: W.E. Jameson & Son Ltd | **Approved subject to conditions** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 7 OCTOBER 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF ENFORCEMENT NOTIFICIATION** | **ACTION** |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Removal or retrospective planning application awaited. If this is a residential garden, then permitted development rights exist to construct a decking provided that the decking is no higher than 300mm. The decking touches the ground at one end and is level so actually does not exceed 300mm, but the railings do. HBC are getting this checked by legal to see if this is correct and whether they can take any action. Update August – legal advice still awaited. |
| 27 Swinburn Road, Masham, HG4 4HU | Ground works to rear & side of property | The outcome of the investigation is as follows; the works conducted are landscaping works, including paving, garden and walling works, none of which are considered to require planning permission. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 3rd September to 7th October 2019** | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £1,657.50 |  |
| Market electricity |  |  |  |  |  | £0.00 |  |
| Honesty Box |  |  |  |  |  | £2,435.00 |  |
| Masham C of E School - Playing Fields Rent | |  |  |  |  | £672.00 |  |
| MCLA - Acorn Lighting Services Ltd Order | |  |  |  |  | £1,240.00 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | | | **£6,004.50** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 7th October 2019 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - September Salary (Tax £15.40) | | | |  |  |  | 100940 |
| Jen Hurford, Parish Clerk - September Salary (Tax £6.60) | | |  |  |  |  | 100941 |
|  |  |  | **Sept Staff Salaries Total** | | | **£1,130.66** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE |  |  |  |  |  | £22.00 | 100942 |
| T Atkinson & Son - Plywood for Pallet Racking & Padlock for Barrier | | | | |  | £102.00 | 100943 |
| Cllr Johnson - Reimburse Facebook Promotion | | |  |  |  | £50.00 | 100944 |
| D3 Office Group Ltd - Stationery (VAT £9.40) | |  |  |  |  | £56.40 | 100945 |
| Masham Town Hall - Room Hire (VAT £2.40) | |  |  |  |  | £14.40 | 100946 |
| Mr AN Reed - Remaining UCI Events Co-ordinator Fee | | |  |  |  | £750.00 | 100947 |
| Mr AN Reed - UCI Expenses (VAT £85.57) | |  |  |  |  | £712.94 | 100948 |
| MCO - Office Accomodation & Business Services | | |  |  |  | £192.45 | 100949 |
| Masham Town Hall - Room Hire (VAT £2.40) | |  |  |  |  | £14.40 | 100950 |
| Mr JS Gillies - UCI Live Music |  |  |  |  |  | £600.00 | 100951 |
| Leeds West Indian Carnival - Projects - Remaining 50% + Side Lorry | | | |  |  | £1,895.00 | 100952 |
| PKF Littlejohn LLP - External Audit 2018-19 (VAT £60.00) | | |  |  |  | £360.00 | 100953 |
| Community TM Ltd - UCI Signage, Closures & Diversions (VAT £68.00) | | | | |  | £408.00 | 100954 |
| Media Displays Ltd - Big Screen UCI (VAT £720.00) | | |  |  |  | £4,320.00 | 100955 |
| SR Blades - Artwork for UCI & Sheep Fair Banners | | |  |  |  | £25.00 | 100956 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electricity (VAT £1.55) | |  |  |  |  | £27.55 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£10,680.80** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 30 September 2019 | | | | £28,032.41 | Cr |  |
|  |  |  |  |  |  |  |  |
| CCLA Public Deposit Sector Fund Account | |  |  |  |  |  |  |
|  | Balance as at 30 August 2019 | | |  | £30,081.93 | Cr |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Overall Total | | £58,114.34 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 7th OCTOBER 2019**

Correspondence for information/consideration etc

1. Ripon Motor Sport Club – Letter of thanks for use of the market square for their St Wilfrids Classic Rally.
2. NYCC – Confirmation of Traffic Regulation Order for High Ellington 30mph zones was sealed on 28th August and to come into effect on 30th September.
3. It’s Grim Up North Running – Notification of 13th September 2020 race and parking collection.
4. Bridgewater Group – Request to reserve market square parking for welfare facilities and storage during works at Kings Head Hotel.
5. YAA – Letter of thanks for the donation of £187.29.
6. Julian Smith MP – Notification of forthcoming surgeries.

**MASHAM PARISH COUNCIL**

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

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

Tel: 01765 650363 (Out of Office Hours)

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

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

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

**MINUTES 4th NOVEMBER 2019**

**PRESENT:**

**Parish Council**: Cllr Flo Grainger (Chairman), Cllr Rosemary Blades, Cllr Valerie Broadley, Cllr John Ellis, Cllr Rob Greensit, Cllr Ian Johnson, Cllr Brian Metcalfe, Cllr Neil Pickard (Vice-chairman) Cllr Nigel Simms, Cllr Jane Vickery, Cllr Peter Weatherill with County Cllr Margaret Atkinson (present from Item 6.2) and Jen Hurford (Parish Clerk)

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

**1. APOLOGIES**

* 1. Cllr Colin Barker.

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

2.1 Minutes of the Monthly Meeting held on 7th October 2019. It was **proposed** by Cllr Ellis and **seconded** by Cllr Pickard that the Minutes of the 7th October meeting be formally approved as a true and accurate record. All those who attended the 7th 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. **Action: CLERK.**

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

3.1 The Chair declared an Interest in Item 12.

**4. PLANNING MATTERS**

* 1. Planning Applications received from HBC;

4.1.1 Brookside, 12 Rodney Terrace, Masham, HG4 4JA – BT consultation on the proposed removal of public payphone kiosk. BT Felling of 1 Larch tree, lateral reduction of 2 Maple trees to give clearance Felling of 1 Larch tree, lateral reduction of 2 Maple trees to give clearance from neighbouring property within G1 of Tree Preservation Order 25/2019. Following discussion, it was **proposed** by Cllr Greensit and **seconded** by Cllr Ellis that MPC had no objections to the application. The majority of those present voted in favour and the **RESOLUTION** was carried.

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

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

4.2.5 Telephone Box, Warthermarske, Masham – Cllrs agreed they had no further comments to submit as a representation.

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

**5. FINANCIAL MATTERS;**

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

5.1.1 Cllrs agreed the contribution of £15 from Masham Sheep Fair towards electricity use should be donated back as an S137 as per previous years. **Action: CLERK.**

5.1.2 The Clerk notified that for October there was an increase to the Market Rents income and decrease to the Honesty Box income in comparison to October 2018.

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

5.2Approval of Purchase of Stepladders. The Chair, Cllr Johnson and the Clerk advised of various options of ladders amongst Cllrs. It was **proposed** by Cllr Johnson and **seconded** by Cllr Broadley to purchase the set of 14 stepped ladders with an open height of 4.3m at a price of £238 with free delivery sourced by Cllr Johnson as these were of the most appropriate height. All those present voted in favour. It was **RESOLVED** that the Clerk should raise a cheque accordingly. Cllr Johnson also kindly agreed to mark MPC on the ladders and make an appropriate hanger for them. **Action: CLLR JOHNSON & CLERK.**

5.3 Approval of Laptop Antivirus Subscription. The Clerk advised the McAfee software was due for renewal 89 days from 26th October and that 1 year could be purchased at £59.99 or 2 years at £94.99. It was **proposed** by Cllr Johnson and **seconded** by Cllr Pickard for the 2year subscription to be purchased. All those present voted in favour. It was **RESOLVED** that a cheque be raised to the Clerk for the amount in order to make the purchase on her own debit card. **Action: CLERK.**

Item 12 was brought forward by the request of the Chair and the agreement of the Cllrs.

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

12.1 The Chair of North Yorkshire Fire Brigades Union (FBU) was in attendance and advised that Masham Fire Station’s (MFS) crewing had dropped but that the standard of the crew was increasing. The FBU were keen to support the station not to be downgraded as they covered an area larger than Ripon FS and had a good turnout response. Downgrading would have a detrimental effect on residents and businesses along with the increasing tourism trade. It may increase the availability of an engine but would reduce the number of calls that could be responded to. It was advised of the support of the FBU and firefighters themselves writing to MPs. The Chair of the FBU confirmed they would attend future meetings as required in order to support the objection to the downgrade and to find a solution to the matter. It was explained the downgrade would impact training and morale as the current appliance was ready to go with staff already trained. An example was that if the crew had to attend a house fire with the downgraded appliance, back-up would have to be waited for, putting both the firefighters and public at risk. Recruitment at MFS had increased from a crew of seven up to eleven and was currently at ten, who were available most of the time. They had new potential recruits in the pipeline, but recruitment personnel were slow, so candidates had been lost which was disappointing. If the crew could be increased to twelve, they would be able to run at around 80% of the time. The downgrade would mean the crew could not attend certain calls such as lift fires, incidents with the elderly, car accidents, agricultural fires and fire alarms. The FBU were questioning why money was not being invested into encouraging recruitment via a bonus scheme as it was a real commitment to be on call and poorly paid. It was explained that the new vehicles carried 900litres less that the current vehicles at 1,400l giving 5 to 7 minutes less supply than the current 20 minutes. Their 5 lengths of hose would not reach from the nearest hydrant to I’Anson Brothers Ltd, nor from the river. The TRV was at 94% of its’ weight limit so it would be difficult to add much equipment and it did not have roof ladders so could not tackle the common chimney fires. It was discussed that Leyburn FS were encountering problems with recruiting and only had a temporary location and that Bedale FS were also having problems with recruitment in their area. Both Pateley Bridge and Summerbridge FSs were experiencing problems so the only support in the area would be Ripon FS which would leave areas such as Lofthouse being very remote to services. It was advised that on night-time Masham’s response area increases rapidly. It was also advised that North Yorkshire Police, Fire and Crime (NYPFC) had previously claimed they would not put two TRVs in the same district, however, this was what they were proposing. A letter had been sent to MP Julian Smith as to why this was being proposed and a response was awaited from NYPFC. In the meantime, MFS Manager requested MPC to also write to Julian Smith and Julia Mulligan, the NYPFC Commissioner, to dispute the proposal and an example letter from Helmsley PC had been obtained. The FBU were not aware of any Public Consultation over the matter which was felt should have been followed and may well have been overlooked and that MPC should have been consulted. The Chair of Fearby, Healey and District Parish Council (FHDPC) and supporting Councillor would also be interested in seeing the comments and responses. MFS Manager explained that originally NYPFC purchased six engines with Harrogate and Scarborough taking one each, along with another four stations in the district. All the stations came up with issues with the TRVs and in 2017 they were taken off the run, tested, problems resolved to a degree and then it was planned to relocate them with retained fire stations. Past literature from NYPFC originally stated the vehicles could attend bin fires only. The FBU feels this is not the right solution for MFS whilst recruitment is increasing and with the current appliance being supported by the current crew, there was no need to change it. It was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis to write to both Julian Smith and Julia Mulligan to express the concerns raised and question the lack of public consultation. All those present voted in favour. It was **RESOLVED** for the Chair to draft the letters and agreed MFS Manager and FBU Chair should check the content.MFS Manager advised the downgrade was scheduled for December but was currently being delayed due to the practicalities of it. Cllr Pickard asked if the situation could be monitored and MPC kept informed and FHDPC also requested a copy of the letters and that they too would draft their own letters too. It was advised some of the TRV’s equipment was state of the art but unsuitable and that it was the number of crew along with experience being of most benefit. MFS Manager suggested looking at the Emergency Plan too and MPC Chair would also notify and ask certain businesses to contact the MP and Commissioner too, and which MFS were happy to assist with. The Chair of FHDPC recalled some years ago there was a Public Consultation over the reduction of manpower and very few people were aware of it existing, so felt it was important if one was raised the word should be spread and the public encouraged to make contact too to make a greater impact. The Chair of the FBU advised that in the past a Public Consultation had been posted where enough pressure was applied. It was agreed for the Clerk to raise awareness on Facebook and via posters. MFS were also happy to arrange a further meeting or to hold an open morning if and as required. The FBU confirmed they would help with the campaign and the Chair of MPC thanked the firefighters for their commitment and dedication. **Action: CHAIR & CLERK.**

**8PM - PUBLIC INTERVAL**

a) A MoP asked to petition MPC to support the declaration of a Climate Crisis due to the rise of CO2 in the atmosphere. This would alter decision making processes, for example, planning decisions such as tonight’s over trees, or give added support to the argument over MFS. It was asked how would climate change effect Masham? Cllr Simms advised the Climate Crisis would have to be declared and actioned. It was discussed that MPC need to be aware of the matter in their decision making moving forward and thanked the MoP for highlighting the problem to them.

**6. MASHAM MARKET;**

6.1 Christmas Fair 7th December. The Chair advised of a quote of £130 plus VAT for the provision of a bouncy castle with a baluster for hard ground. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Metcalfe to proceed with the quote. All those present voted in favour. It was **RESOLVED** that the Chair should confirm the booking accordingly.Regarding the provision of a film, the Chair advised the Masham Town Hall Clerk would rather one be held in the school rather than the church as it was warmer and closer to the Town Hall. The film and equipment could be provided for around £250 and Toy Story 4 had been suggested. Cllr Johnson advised advertisement of this could also be boosted on Facebook too. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Metcalfe to proceed with the film. All those present voted in favour. It was **RESOLVED** that the Chair should confirm the booking accordingly. It was advised that the Market Superintendent would take care of the Christmas Window Competition and obtaining prizes again and RF Broadley Insurance Brokers would take care of the Christmas Wreath Competition with Cllrs supporting with the delivery of leaflets. It was suggested this could be combined with the correspondence over the MFS downgrade to a TRV. It was **proposed** by Cllr Johnson to agree a budget of £100 for the Christmas Wreath Competition. The majority of those present voted in favour. It was **RESOLVED** that the Chair should confirm the budget. Cllr Johnson was still trying to book a Father Christmas and the practicalities of CRB checks was discussed. The Chair confirmed the Reeth Brass Band was booked and would try to encourage the market Traders to take a stall. **Action: CHAIR & ALL CLLRS.**

6.2 Promotion of 2020 Markets. The Clerk advised prior to the meeting that the Manager of the Mashamshire Community Office had informed they would be looking into employing someone to undertake their online marketing strategy and had asked if MPC would be interested in combining Masham Market with this. Cllrs agreed the manager should be invited to speak at a forthcoming meeting to discuss marketing routes further. The Chair advised of contact from a Trader with some innovative suggestions for both the town and the market, again expressing the lack of bank and Post Office as having had an impact. The Chair had also asked Masham Connections to discuss the market amongst businesses to generate their support and enthusiasm. The MoP from previous meetings looking into promotion advised that looking at accumulative years the footfall had increased according to Honesty Box income, but Market Rents had fallen. The Chair highlighted the increase to the Market Square Honesty Box donation to £1 last year may have influenced this statistic. The Trader’s suggestion of a Hanging Basket Competition was thought should be encouraged and scheduled for February’s Agenda. **Action: CHAIR & CLERK.**

**7. HEIGHT BARRIER**

7.1 Cllr Johnson advised of repeatedly closing the barrier as it kept being left open recently. The Chair advised they had now received the industrial lock kindly donated from Marfield Quarry in preparation for next summer. They also had topsoil, boulders and pallets for the bonfire. A MoP complained prior to the meeting of HBC encountering difficulties in operating the lock, however, MPC had contacted all code holders at HBC and none responded with having encountered any problems.

Item 13 was brought forward by the request of the Chair and the agreement of the Cllrs.

**13. MASHAM COMMUNITY BONFIRE**

13.1 The committees representative thanked MPC for their supported over the years. Statistics from the accounts were given showing that over the last five years the event’s expenses and income had increased, but the profit margin was reducing and insurance increasing. The same premium of £1,232 as last year had been negotiated and it was advised that with MPC’s donation it was likely only a small profit, if not a loss would be made so the project would not be able to continue. It was clarified that the profit is donated to local schools, MCLA and Young Farmers. The selling of novelty items had made less profit due to street sellers taking over. Funds in reserve would run the event for two years if no income were made. It was **proposed** by Cllr Weatherill and **seconded** by Cllr Johnson to donate the full insurance premium required. All those present voted in favour. It was **RESOLVED** that the Clerk should raise a cheque accordingly. Following being queried by a Cllr, the representative advised the matter of a cancellation fee would be looked into for future years. **Action: CLERK.**

**8. TRAVELLERS ON THE RECREATION GROUND**

8.1 It was advised Highways still needed to address the problematic gulley to The Avenue which they had advised they were monitoring and should continue to be chased along with requesting the pavement to be shut as it was not suitable to use during flooding. **Action: CLERK.**

**9. HEARING 17th DECEMBER DMMO FOR FOOTPATH FROM BLACK BULL YARD TO QUAKER LANE**

9.1 Cllr Blades advised that the hearing was no longer going ahead as the sole objector had withdrawn so it was hopeful that the application should be approved. The Chair commended Cllr Blades on her persistency with the matter.

**10. PUBLIC OPERATED SPEED GUNS**

10.1 The Clerk advised the request for volunteers from residents on Facebook had not received any response and Cllr Johnson advised it had been suggested that Swinton Terrace was included amongst routes too. Cllr Vickery advised of one volunteer having come forward and that the Chair of the Masham Allotments Association would spread the word and feels several Tenants would come forward and would contact them. It was suggested the Clerk should contact Masham Litter Busters too. **Action: CLLR VICKERY & CLERK.**

Item 14 was brought forward by the request of the Chair and the agreement of the Cllrs.

**14. MARKET SQUARE PLANTERS**

14.1 Cllr Vickery advised of experiencing difficulty in finding a suitable planter with a supplier having been found in Halifax, but with delivery at £240 plus, and risk of breakage in transit, would take the cost over the District Improvement Fund budget. Cllr Vickery would keep an eye on something more local and all Cllrs were asked to keep an eye out. It was suggested the Clerk should obtain an exact deadline for the DIF expenditure. Cllr Vickery advised the existing planters had been planted up for winter and the Chair praised the success of the summer planters. **Action: CLLR VICKERY & CLERK.**

**11. MASHAM’S GRAVEYARD CAPACITY**

11.1 The Church Warden advised the current burial capacity should last up to a further five years and that the cremation area had been extended and was not felt to be under threat. The adjoining landowner had been co-operative and favourable, but further acquisition would need to be approved from an ecclesiastical aspect. The intention would be to go beyond the Southern boundary and to improve the path structure in preparation. It was advised MPC would be kept up to date with progress and confirmed that if you live in Masham you have the absolute right to be buried in Masham Church graveyard. It was discussed what appears to be empty ground are graves and that double graving could be stated, but the Church would be reluctant to as clear ground was preferable. Cllr Pickard had carried out some calculations showing that 840 square yards had lasted for 26years and 23 square yards would be required per year currently as cremations were preferable. 800 square yards would give a 30year supply, which was the equivalent to 1/6th of an acre. Costs would be anticipated in legal work and fencing. It was asked if the new area could be allocated to adjacent grazing land rather than arable land, but the Warden advised there was a right of way over this and potentially a historical building underneath. It was advised previous concerns raised over maintenance would not be an issue to stand in the way of progress and that the graveyard was to become a world War one burial site. The Chair thanked the Warden on behalf of MC and the community for the starting of the process.

**15. NEIGHBOURHOOD PLAN**

15.1 Cllr Pickard advised the last meeting had been held the previous week with guest speaker from Leyburn Town Plan and explained that three surveys would be needed amongst residents, business and the youth. The evidence gathering stage had been reached and Cllr Pickard was approaching HBC to see what they had to provide. Resignations of members of the group had kept occurring but this aided in keeping knowledge being spread. The next meeting would be in December and the public meeting aimed for February with room hire costs needing to be agreed. It was **proposed** by Cllr Weatherill to book the small hall at the Town Hall. All those present voted in favour. It was **RESOLVED** that the Cllr Pickard should book the venue accordingly. Following discussion, Cllrs agreed to aim for a coffee morning to be held on Saturday 21st March and await the meeting date and venue in December to be confirmed. **Action: CLLR PICKARD.**

**16. PARISH CARETAKER WORKS**

16.1 Cllr Vickery had requested prior to the meeting if the leaves from the Market Square cobbles could be cleared to which Cllrs agreed could be instructed. A quote from MW Chapman Carpentry & Joinery of £4,147 had been obtained to replace the fencing, gate and rotten play item roof at Westholme Court Play Area and a second quote awaited. Cllrs suggested a previous email from the Clerk advising of a ‘Pocket Park’ grant should be investigated and whether works to the surface required could be included too. A third quote would be needed so it was suggested to approach another local contractor. **Action: CLERK.**

**17. HIGHWAYS MATTERS**

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

a) Surface water to The Avenue still needed to be resolved. **Action: CLERK.**

b) Surface water to Haregill Bank still needed to be resolved. **Action: CLERK.**

c) The hill from Bank Villa to the Co-op had encountered arctic lorries juddering so the surface needed to be checked. **Action: CLERK.**

d) The road surface from Fearby to Swinton past Shaws Farm still needed to be resolved. **Action: CLERK.**

**18. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. AONB – The request to vote two nominees for the election for a Parish Council Representative on their Joint Advisory Committee was advised of. Cllrs discussed and agreed to vote for Chris Hawkesworth of Pateley Bridge Town Council and Sue Welch from Darley and Menwith Parish Council. **Action: CLERK.**
  2. HBC – Request for Parish Precept 2020/21 was advised of. It was **proposed** by Cllr Pickard and **seconded** by Cllr Ellis that a Precept was not required by MPC. All those present voted in favour. It was **RESOLVED** that the Clerk should confirm this decision to HBC. **Action: CLERK.**
  3. Yorkshire Air Ambulance – It was clarified that the thanks previously received was in fact for £187.29 collected in donations from MoP at their stall on Masham Market at the UCI.
  4. MoP – Letter of thanks and Honesty Box donation of £40 following funeral on 23rd September was acknowledged and commended.
  5. Bridgewater Contracts - Confirmation of use of Coach Bay for siting of storage unit between 18th November and 2nd December was given. The Clerk confirmed a response from Highways over the container placed on the street to the Church side of the Kings Head was awaited and would be chased. It was reminded that the Clerk should take photos of the conditions of the Coach Bay by way of an Inventory. **Action: CLERK.**

**19. ANY OTHER BUSINESS**

19.1 The Chair reminded of the service of remembrance on the forthcoming Sunday and six Cllrs confirmed attendance. The Chair confirmed two wreaths had been supplied.

19.2 It was discussed there was nowhere to use the Woodland Trust tree grant circulated by the Clerk prior to the meeting.

19.3 The Masham business signage attached to a tree by the tennis court needed removing and Cllr Pickard would recommend that the MSA had the same stance over the matter too. **Action: CLLR PICKARD.**

MoP were requested to leave the room for Item 20 to be carried out as a Private Item.

**21. DATE OF NEXT MEETING**

21.1 Monday 2nd December 2019 in the Meeting Room of the Town Hall.

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

Dated 28/11/2019

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

**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED FROM HARROGATE BOROUGH COUNCIL TO 4 NOVEMBER 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Brookside, 12 Rodney Terrace, Masham, HG4 4JA | Application No.: 19/04367/TPO  Proposal: BT Felling of 1 Larch tree, lateral reduction of 2 Maple trees to give clearance Felling of 1 Larch tree, lateral reduction of 2 Maple trees to give clearance from neighbouring property within G1 of Tree Preservation Order 25/2019.  Applicant: Mr James Dalton | 14th November |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 4 NOVEMBER 2019**

|  |  |  |
| --- | --- | --- |
| Bank Villa Guest House, The Avenue, Masham, HG4 4DB | Application No.: 19/03298/LB  Proposal: Listed building consent for the conversion of existing roof void to form living accommodation, installation of new internal staircase and installation of 5no. rooflights.  Applicant: Mr & Mrs A Nicholson | **Granted subject to conditions** |
| Gate House, Aldburgh, Ripon, HG4 4DL | Application No.: 19/03268/FUL (Amended application)  Proposal: Erection of two storey extension, erection of replacement single storey extension, alterations to bay window roof and alterations to fenestration.  Applicant: Mrs Kernighan | **Approved subject to conditions** |
| Kings Head Hotel, 40 Market Place, Masham, HG4 4EF | Application No.: 19/03203/LB  Proposal: Listed building consent for display of 1 no. non-illuminated fascia sign and 1 no. non-illuminated plaque on front elevation.  Applicant: Mr Millar | **Granted subject to conditions** |
| Kings Head Hotel, 40 Market Place, Masham, HG4 4EF | Application No.: 19/03194/ADV  Proposal:  Display of 1 no. non-illuminated fascia sign and 1 no. non-illuminated plaque on front elevation.  Applicant: Mr Millar | **Approved subject to conditions** |
| Telephone Box, Warthermarske, Masham | Application No.: 19/03963/KIOSK  Proposal: BT consultation on the proposed removal of public payphone kiosk.  Applicant: BT Payphones | **Draft Decision to Object -Representations Open Until 2nd December** |

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 4 NOVEMBER 2019**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICIATION | ACTION |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Removal or retrospective planning application awaited. If this is a residential garden, then permitted development rights exist to construct a decking provided that the decking is no higher than 300mm. The decking touches the ground at one end and is level so actually does not exceed 300mm, but the railings do. HBC are getting this checked by legal to see if this is correct and whether they can take any action. Update August – legal advice still awaited. |
| Jasmine Cottage, 7 Red Lane, Masham, HG4 4HH | Rebuilding of boundary wall in breach of planning permission | The outcome of the investigation is as follows:- The pre-existing levels in the rear garden were similar to that of the neighbouring properties according to the existing levels survey. It was understood that the rear boundary wall is being rebuilt, however, the plans did show a large wall (up to the same levels of the first-floor extension). This wall and land levels are not complete yet, so it is difficult to say whether the wall is a breach of planning when complete, however it would appear that it is being constructed lawfully in accordance with the plans at present. | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B (1/2)** | |
|  |  | **FINANCE SCHEDULE** | | | |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 8th October to 4th November 2019** | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Market Rents |  |  |  |  |  | £978.00 |  |
| Market electricity |  |  |  |  |  | £0.00 |  |
| Honesty Box |  |  |  |  |  | £1,583.00 |  |
| Masham Sheep Fair - Electricity |  |  |  |  |  | £15.00 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | | | **£2,576.00** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 4 November 2019 meeting for approval and signature** | | | | | |  |  |
|  |  |  |  |  |  |  |  |
| **Barclays - Masham Parish Council Account** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| Eric Wilkinson, Litter Picker - October Salary (Tax £15.60) | | | |  |  |  | 100958 |
| Jen Hurford, Parish Clerk - October Salary (Tax £6.60) | | |  |  |  |  | 100959 |
|  |  |  | **Oct Staff Salaries Total** | | | **£1,130.46** |  |
|  |  |  |  |  |  |  |  |
| HMRC - PAYE |  |  |  |  |  | £22.20 | 100960 |
| Bedale Skip Hire Ltd - UCI Skip (VAT £44.00) | |  |  |  |  | £264.00 | 100961 |
| HBC - Annual Playground Inspections MUGA & Westholme Court (VAT £22.00) | | | | | | £132.00 | 100962 |
| Masham C of E School - S137 Donation for Playing Fields Rent | | | |  |  | £672.00 | 100963 |
| Masham Town Hall - Room Hire (VAT £2.40) | |  |  |  |  | £14.40 | 100964 |
| Clerk - Reimburse Stamps |  |  |  |  |  | £10.36 | 100965 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Green Energy - Electricity - Nb. IN CREDIT £3.77 | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£2,245.42** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | |  |  |  |  |  |
|  | Balance as at 31 October 2019 | | |  | £9,580.16 | Cr |  |
|  |  |  |  |  |  |  |  |
| CCLA Public Deposit Sector Fund Account | |  |  |  |  |  |  |
|  | Balance as at 8 October 2019 | | |  | £40,081.93 | Cr |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Overall Total | | £49,662.09 | Cr |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 4th NOVEMBER 2019**

Correspondence for information/consideration etc

1. AONB – Request to vote for two nominees for the election for a Parish Council Representative on their Joint Advisory Committee.
2. HBC – Request for Parish Precept 2020/21.
3. Yorkshire Air Ambulance – Thanks for £187.29 collected in donations at their stall on Masham Market at the UCI.
4. MoP – Letter of thanks and Honesty Box donation of £40 following funeral on 23rd September.
5. Bridgewater Contracts - Confirmation of use of Coach Bay for siting of storage unit between 18th November and 2nd December.

**MASHAM PARISH COUNCIL**

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

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

Tel: 01765 650363 (Out of Office Hours)

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

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

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

**MINUTES 2nd DECEMBER 2019**

**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 Neil Pickard (Vice-chairman) Cllr Nigel Simms, Cllr Jane Vickery.

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

**1. APOLOGIES**

* 1. Cllr Brian Metcalfe, Cllr Peter Weatherill, County Cllr Margaret Atkinson and Jen Hurford (Parish Clerk).

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

2.1 Minutes of the Monthly Meeting held on 4th November 2019. It was **proposed** by Cllr Johnson and **seconded** by Cllr Vickery that the Minutes of the 4th November meeting be formally approved as a true and accurate record. All those who attended the 4th 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. **Action: CLERK.**

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

3.1 The Chair declared an Interest in Item 11.

**4. PLANNING MATTERS**

* 1. Planning Applications received from HBC;

4.1.1 Unsurfaced Car Parking Area At 422087 480718 The Oaks, Masham, HG4 4DT – Erection of single storey dwelling and new access. Following discussion, it was **proposed** by Cllr Johnson and **seconded** by Cllr Ellis that MPC objected on the planning grounds that the building would be overbearing on neighbouring bungalows and potentially take light. All those present voted in favour and the **RESOLUTION** was carried.

4.1.2 The Firs, Ilton, HG4 4JU – Demolition of existing extension to shed and re-erection of extension in new position. Following discussion, it was **proposed** by Cllr Vickery and **seconded** by Cllr Johnson that MPC supported the application. All those present voted in favour and the **RESOLUTION** was carried

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

* 1. Planning Approvals – There were no decisions to report.
  2. Planning Enforcements – A list of decisions appear at Appendix A.

**5. FINANCIAL MATTERS;**

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

5.1.1 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. Details of the Council’s bank account balances are shown at Appendix B (2/2). **Action: CLERK.**

5.1.2It was suggested that the step ladders for the storage building should be delivered to Cllr Metcalfe’s garage. **Action: CLLR METCALFE & CLERK.**

**6. MASHAM MARKET;**

6.1 Christmas Fair 7th December. The Chair confirmed the Reeth Brass Band were scheduled for 11:30am to 2:00pm and with a fee of £200 to be settled. The bouncy castle was confirmed with a fee to settle of £130 plus VAT. The film at the school was confirmed as Toy Story 4 at 2:00pm with a fee of £250 to settle. A Father Christmas had also been arranged. **Action: CHAIR & CLERK.**

6.2 Christmas Wreath & Window Competitions. Promotional leaflets were confirmed as ready for Cllrs to collect and distribute to their allocated area. **Action: ALL CLLRS.**

6.3 Promotion of 2020 Markets. It was advised that the Manager of the Mashamshire Community Office would speak further to the Trustees over joining forces on marketing strategies and would be in touch in due course. **Action: CLERK.**

**7. MASHAM TRADE DIRECTORY & WEBSITE ENTRIES 2020**

7.1 The entries from 2019 were circulated amongst Cllrs prior to the meeting, consisting of a free entry for Masham Country Market and 1/8-page advert for MPC at a cost of £28. The requirement for both entries with the removal of wording for ‘Farmers Market’ and the inclusion of the new website, was **proposed** by Cllr Simms and **seconded** by Cllr Vickery. All those present voted in favour. It was **RESOLVED** that the Clerk should confirm accordingly to the MCO and settle invoice in due course. **Action: CLERK.**

**8. ACCIDENT ON SHOOTING HOLME**

8.1 Further to the report to MCO by a MoP of slipping and hitting head on metal signage resulting in 8 stitches and comments that the signage was too low and too sharp, Cllrs agreed for Cllrs Ellis & Vickery to investigate and report back any actions that may be required. A site meeting was agreed for 3rd December. **Action: CLLRS ELLIS & VICKERY, & CLERK.**

**9. TRAVELLERS ON THE RECREATION GROUND**

9.1 It was discussed the problematic gulley to The Avenue was not acceptable to be left blocked and investigation was required to see where the water goes. It was suggested that Cllr Weatherill investigate this so that the problem could be understood. It was suggested by Cllr Ellis that a flood warning sign should be displayed permanently and agreed Highways should be asked for this as MPC did not wish for the pavement to be closed indefinitely. It was also highlighted that the height barrier was being left open on a regular basis and that Cllr Johnson was regularly having to lock it. **Action: CLLR WEATHERILL & CLERK.**

**10. PUBLIC OPERATED SPEED GUNS**

10.1 It was advised that the Clerk had put posters up requesting volunteers and that a response was awaited. **Action: CLERK.**

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

11.1 A response from MP Julian Smith was circulated prior to the meeting advising that he was unable to act prior to the elections but would forward details to North Yorkshire Police, Fire and Crime (NYPFC) for their input. Representatives of North Yorkshire Fire & Rescue Service advised that there were 46 fire engines in North Yorkshire with 32 of them in retained stations such as Masham. Recruitment and retention were a problem across the retained stations, particularly during daytime hours and that it was felt all had responsibility in helping seek future recruitment. The Chair proposed a Public Meeting be held on Monday 9th December at 7pm in the Town Hall. **Action: CHAIR.**

**12. NEIGHBOURHOOD PLAN**

12.1 Cllr Pickard advised the meeting was due to be held on Wednesday 18th December. **Action: CLLR PICKARD.**

**8PM - PUBLIC INTERVAL**

1. It was highlighted that the resurfacing to the footpath between Westholme Road and Leyburn Close was due to be completed.
2. It was advised the lighting near to Dixon Keld steps had been fixed due to action by the Clerk.
3. It was discussed that the car park to the Bowling Club requires repair next summer and should be added to March’s Agenda.
4. An update on Masham Post Office was requested. It was discussed MPC needed an update regarding the provision of a mobile facility which was a possibility if suitable premises were not found by the end of the year. **Action: CLERK.**

**13. PEACOCK AND VERITY COMMUNITY SPACES**

13.1 Cllr Broadley advised that funding sources were on hold until after the election but that is was hoped that Homes England and HBC may bring significant support. Letter of support were being requested from local groups such as the Neighbourhood Plan Strategic Group. They were looking at four one-bedroomed starter homes with a café. Shop and historical display area. Cllrs questioned the viability of the retail outlets and further information was requested via Cllr Broadley at their next meeting. **Action: CLLR BROADLEY.**

**14. REVIEW OF GDPR DOCUMENTS**

14.1 The Clerk circulated documents previously adopted with alterations to dates and the website address only and suggested once approved, they should only require amendments in line with following instruction from YLCA and NALC. Approval of the documents and suggested future updating was **proposed** by Cllr Vickery and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** that the Clerk should upload agreed documents to the website. **Action: CLERK.**

**15. URBAN GRASS CUTTING PAYMENTS 2020/21**

15.1 The Clerk circulated letter from NYCC prior to the meeting advising of the proposed award of £687.40 for Burton on Yore cutting of visibility splays and £1212.45 for High and Low Ellington, and that contact should be made if MPC were not happy to proceed. Acceptance of the monies offered was **proposed** by Cllr Greensit and **seconded** by Cllr Ellis. All those present voted in favour. It was **RESOLVED** that the Clerk need not contact NYCC and allow the monies to be received.

**16. PARISH CARETAKER WORKS**

16.1 The Clerk advised further quotes were waited for the replacement of fencing, gate and play item roof and works to the surface at Westholme Court Play Area. The Pocket Parks funding was available for application to the end of the year, but the Clerk was unsure whether it was eligible as an open, green space and awaited confirmation from HBC. A quote for works to Dixon Keld steps was also awaited. **Action: CLERK.**

**17. HIGHWAYS MATTERS**

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

a) Potholes to the top of Station Bank were developing and needed repair. **Action: CLERK.**

b) There were park wall potholes below Quarry House Farm. **Action: CLERK.**

**18. LITTER PICKER CONTRACT**

18.1 The Clerk advised Cllrs prior to the meeting that the litter Picker had withdrawn the requirement to be paid on a self-employed basis. It was agreed an Annual Review should be held with the employee in December. **Action: CHAIR & CLLR PICKARD.**

**19. CORRESPONDENCE FOR DISCUSSION/INFORMATION**

* 1. HBC – Invitation was advised of for two representatives to the Parish Consultation on Wednesday 22 January 2020 6pm at Bishop Monkton Village Hall and option to submit items for consideration. No representatives or items to put forward were offered.
  2. MoP – Notification of vandalism to parked cars on Silver Street on 8th November and subsequent complaint over lack of CCTV provision was advised of prior to the meeting. Cllrs suggested a response be made indication that the topic of CCTV had been discussed but that MPC were not in a position currently to take further action regarding installation. However, MPC were in discussion with the Town Hall Committee and MCO regarding their future booking policy. **Action: CHAIR &CLERK.**
  3. YLCA – Notification of consultation on strengthening police powers to tackle unauthorised encampments was noted.
  4. HBC – Update on NYCC electric vehicle charging bid from HBC was advised of. Cllrs discussed that they would not contemplate moving the location of the chargers closer to Chapman Lane and that they must ne adjacent to the Market Cross as previously discussed. MPC accepted that it may result in delaying installation and wished to be kept informed of progress. **Action: CLERK.**

**20. ANY OTHER BUSINESS**

20.1 It was highlighted Dixon Keld steps needed cleaning. **Action: CLERK.**

20.2 It was discussed that Swinney Beck was starting to silt up again under The Oaks bridge. The Environmental Agency need to be contacted to ensure that this was on their regular maintenance list as in was a main water course. **Action: CLERK.**

20.3 It was advised that Artison had offered to create a new planter for the Market Square from a block of stone and it was requested that the Clerk check with HBC if this was eligible for the DIF. **Action: CLERK.**

20.4 Cllr Vickery advised of two lamps out on the Market Square which needed reporting to Highways. **Action: CLERK.**

20.5 It was advised that there were some heaps of stone near the proposed extension of the graveyard that would be moved to the quarry and which Cllr Greensit was organising. **Action: CLLR GREENSIT.**

**21. DATE OF NEXT MEETING**

21.1 Monday 6th January 2019 in the Meeting Room of the Town Hall.

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

Dated 22/12/2019

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

**APPENDIX A - MASHAM PARISH COUNCIL**

**PLANNING APPLICATIONS RECEIVED FROM HARROGATE BOROUGH COUNCIL TO 2 DECEMBER 2019**

|  |  |  |
| --- | --- | --- |
| **ADDRESS OF PROPERTY** | **DETAILS OF PLANNING APPLICATION** | **DEADLINE DATE** |
| Unsurfaced Car Parking Area At 422087 480718 The Oaks, Masham, HG4 4DT | Application No.: 19/04554/FUL  Proposal: Erection of single storey dwelling and new access.  Applicant: A Stelling Building Contractor Ltd | Extension agreed 3rd December |
| The Firs, Ilton, HG4 4JU | Application No.: 19/04653/FUL  Proposal: Demolition of existing extension to shed and re-erection of extension in new position.  Applicant: Mrs G Gilbey | 16th December |

**PLANNING APPLICATIONS GRANTED/REFUSED BY HARROGATE BOROUGH COUNCILTO 2 DECEMBER 2019**

There are no decisions to report

**PLANNING ENFORCEMENTS NOTIFIED BY HARROGATE BOROUGH COUNCILTO 2 DECEMBER 2019**

|  |  |  |
| --- | --- | --- |
| ADDRESS OF PROPERTY | DETAILS OF ENFORCEMENT NOTIFICIATION | ACTION |
| Wellgarth House, Wellgarth Court, Masham, HG4 4EN | Erection of elevated decking in front of apartments. | Removal or retrospective planning application awaited. If this is a residential garden, then permitted development rights exist to construct a decking provided that the decking is no higher than 300mm. The decking touches the ground at one end and is level so actually does not exceed 300mm, but the railings do. HBC are getting this checked by legal to see if this is correct and whether they can take any action. Update 2nd December - officer currently writing an enforcement notice in respect of this decking and expect a notice to be served early in the new year. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **APPENDIX B** | |
|  |  | **FINANCE SCHEDULE** | | |  |  |  |
| **RECEIPTS** |  |  |  |  |  |  |  |
| **(i) Advice of receipts from 5th November to 2nd December 2019** | | | | |  |  |  |
| Market Rents |  |  |  |  |  | £586.00 |  |
| Honesty Box |  |  |  |  |  | £847.00 |  |
| Northern Powergrid - Wayleaves | |  |  |  |  | £3.45 |  |
| Harrogate Borough Council - UCI Grant | | |  |  |  | £8,500.00 |  |
| MCLA - Net Christmas Lights Repairs | | |  |  |  | £739.09 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total receipts for the month** | | |  | **£10,675.54** |  |
|  |  |  |  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |  |  |  |
| **(ii) Cheques drawn for 2 December 2019 meeting for approval and signature** | | | | |  |  |  |
| **Barclays - Masham Parish Council Account** | | |  |  |  |  |  |
|  |  |  |  |  |  |  | **Cheque No.** |
|  |  |  |  |  |  |  |  |
| John Todd, Market Superintendent - Quarterly Salary, Oct-Dec (Tax £0.00) | | | | |  |  | 100966 |
| John Todd, Market Superintendent - Phone & mileage allowance Oct, Nov & Dec) | | | | | |  | 100967 |
| Eric Wilkinson, Litter Picker - November Salary (Tax £15.40) | | | |  |  |  | 100968 |
| Jen Hurford, Parish Clerk - November Salary (Tax £6.60) | | | |  |  |  | 100969 |
|  |  |  | **Nov Staff Salaries Total** | |  | **£2,008.52** |  |
| HMRC - PAYE |  |  |  |  |  | £22.20 | 100970 |
| North Yorkshire Conveniences - 3x Toilet Hire UCI | | |  |  |  | £250.00 | 100971 |
| Bordar House Teas - UCI Carnival Dancers Lunches (VAT: £16.67) | | | |  |  | £100.00 | 100972 |
| Gregg Electrical - MCLA Decorate Xmas Tree (VAT: £74.00) | | | |  |  | £444.00 | 100973 |
| Gregg Electrical - MCLA Market Square Trees (VAT: £132.30) | | | |  |  | £793.80 | 100974 |
| Gregg Electrical - MCLA Erect Motifs, Icicles & Mandolina Tree (VAT: £275.72) | | | | |  | £1,654.31 | 100975 |
| Frank Tucker Ltd - Additional Patch Work Market Square (VAT: £115.00) | | | | |  | £690.00 | 100976 |
| Ladders UK Direct Ltd - Storge Building Ladders (VAT: £39.67) | | | |  |  | £238.00 | 100977 |
| Masham Community Bonfire - S137 Insurance Premium | | | |  |  | £1,232.00 | 100978 |
| Masham Sheep Fair - S137 Electricity | | |  |  |  | £15.00 | 100979 |
| Clerk - Reimburse Laptop 2yr McAffee Antivurus Subscription | | | |  |  | £94.99 | 100980 |
|  |  |  |  |  |  |  |  |
| **Direct Debits** |  |  |  |  |  |  |  |
| Green Energy - Electricity (VAT: £1.23) | | |  |  |  | £22.10 |  |
|  |  |  |  |  |  |  |  |
|  |  | **Total Payments** | |  |  | **£7,564.92** |  |
| BANK BALANCES |  |  |  |  |  |  |  |
| Barclays - Masham Parish Council - Current Account | | | |  |  |  |  |
|  | Balance as at 30 November 2019 | | |  | £18,344.86 | Cr |  |
| CCLA Public Deposit Sector Fund Account | | |  |  |  |  |  |
|  | Balance as at 31 October 2019 | | |  | £40,100.25 | Cr |  |
|  |  |  | **Overall Total** |  | **£58,445.11** | **Cr** |  |
|  |  |  |  |  |  |  |  |
| **Month** | **Market Rents** |  |  | **Honesty Box** |  |  |  |
|  | 2018/19 | 2019/20 | +/- | 2018/19 | 2019/20 | +/- |  |
| April | £2,331.00 | £2,321.00 | -£10.00 | £1,191.26 | £2,250.00 | £1,058.74 |  |
| May | £3,604.65 | £2,635.00 | -£969.65 | £2,221.63 | £1,342.00 | -£879.63 |  |
| June | £2,274.55 | £1,912.00 | -£362.55 | £2,344.30 | £2,307.00 | -£37.30 |  |
| July | £2,414.00 | £1,615.00 | -£799.00 | £2,376.04 | £2,637.00 | £260.96 |  |
| August | £2,840.20 | £2,168.00 | -£672.20 | £3,248.05 | £2,314.00 | -£934.05 |  |
| September | £1,929.00 | £1,657.50 | -£271.50 | £1,782.97 | £2,435.00 | £652.03 |  |
| October | £896.00 | £978.00 | £82.00 | £1,708.00 | £1,583.00 | -£125.00 |  |
| November | £1,138.00 | £586.00 | -£552.00 | £1,229.00 | £847.00 | -£382.00 |  |
| December | £558.00 |  | -£558.00 | £548.00 |  | -£548.00 |  |
| January | £887.57 |  | -£887.57 | £936.00 |  | -£936.00 |  |
| February | £611.00 |  | -£611.00 | £1,259.00 |  | -£1,259.00 |  |
| March | £415.00 |  | -£415.00 | £1,385.00 |  | -£1,385.00 |  |
|  |  |  |  |  |  |  |  |
| **8 Month Totals** | £17,427.40 | £13,872.50 | -£3,554.90 | £16,101.25 | £15,715.00 | -£386.25 |  |
| **Year Totals** | £19,898.97 | £13,872.50 |  | £20,229.25 | £15,715.00 |  |  |
| **FY Budget** | £19,000.00 | £20,000.00 |  | £15,100.00 | £17,000.00 |  |  |
| **FY Budget to date** | £15,100.00 | £15,500.00 | -£1,627.50 | £10,600.00 | £11,600.00 | £4,115.00 |  |
| **Market Rents:** |  |  |  |  |  |  |  |
| **Honesty Box:** variations in paying in times account for some of the + or - figures recorded. | | | | | |  |  |

**APPENDIX C**

**MASHAM PARISH COUNCIL – MEETING 2nd DECEMBER 2019**

Correspondence for information/consideration etc

1. HBC – Invitation for two representatives to the Parish Consultation on Wednesday 22 January 2020 6pm at Bishop Monkton Village Hall and option to submit items for consideration.
2. MoP – Notification of vandalism to parked cars on Silver Street on 8th November and subsequent complaint over lack of CCTV provision.
3. YLCA – Notification of consultation on strengthening police powers to tackle unauthorised encampments.
4. HBC – Update on NYCC electric vehicle charging bid.