

THE PARISH COUNCIL OF NEWTON UPON RAWCLIFF AND STAPE

Minutes 14 June 2018

Present	<p>Chairman Ian Parkin Deputy Chairman Steve Jackson</p> <p>Councillors</p> <p>Ian Clough David Hall Josie Hall Jane Hemingway Philip Jackson Grant Nersessian</p>
50/2018	<p>Apologies for absence received and approved from: All Councillors present so no apologies for absence.</p>
51/2018	<p>Declarations of members' interests in respect of items on this agenda With regard to Item 53/2018 Planning Application NYM/2018/0352/FL Councillor Ian Clough asked for it to be recorded in the minutes that he has from time to time worked for the applicant as an independent contractor, this is neither a Prejudicial or Personal Interest.</p>
52/2018	<p>Open Forum – Members of the public may make comment and give the Council information about matters on the agenda to be debated later in the meeting.</p> <p>No such matters were raised by the public.</p>
53/2018	<p>Planning Application NYM/2018/0352/FL – Rawcliffe Lodge Farm</p> <p>Application for construction of porch extension to dwelling together with extension to existing outbuilding to provide workshop space for commercial garage and domestic stable at Rawcliffe Lodge Farm, Stape Road, Stape. Grid reference 479755 491784</p> <p>Councillor Ian Parkin and Councillor Ian Clough reported to the meeting on their findings on having made a site visit on Friday 8th June 2018.</p> <p>Councillor Ian Clough proposed and seconded by Councillor Ian Parkin that the Parish Council support the Planning Application.</p> <p>Resolved:</p> <p>To support the Application and to submit its Planning Summary Form to that effect to the NYNP.A</p>
54/2018	<p>Consideration was given to the Bank used for the Parish Council Bank Account and the signatories to that bank account.</p> <p>Councillor Clough told the meeting about the difficulty he had experienced in getting his name included as a signatory. Councillor Clough said that as the nearest branch of the bank was now in Malton, it was not practical in relation to his farming and working commitments for him to become a signatory.</p>

	<p>Councillor Ian Parkin proposed and seconded by Councillor Josephine Hall that two further signatories be added to the Parish Council Bank Account with the Yorkshire Bank.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That Councillor Ian Parkin and Councillor Josephine Hall remain as signatories to the Parish Council Bank Account and that Councillor David Hall and Councillor Jane Hemingway be added as signatories to the Parish Council Bank Account. 2. That the relevant Bank forms be signed by the Councillors named in 1. above and submitted to the Yorkshire Bank to implement the above changes.
55/2018	<p>Stape Village Hall – and the proposed transfer of the site to the Parish Council Minute 33/2018 refers</p> <p>Councillor Clough gave a verbal report to the Meeting on the demolition of the Hall and the present position for works that remain to be carried out. The building had been demolished apart from the footings. The asbestos skip and the general skip have been taken away. The fridge and freezer have also been taken away.</p> <p>Councillor Phil Jackson gave a verbal report to the Meeting on the present position for the administrative actions carried out and the actions that remain to be carried out. A new Management Committee has been appointed. The Forestry Commission has confirmed that it is not prepared to release the existing restrictive covenant limiting the use to a village hall, but it is prepared to extend that use to include grazing. The NYNPA has confirmed that the planning policies do not support a change of use to business use or housing (not even affordable housing). The NYNPA want the site to remain in community use or returned to agriculture.</p> <p>Councillor Jane Hemingway gave a verbal report to the Meeting on the options to be considered moving forward. The residents of Stape had voted at a public meeting that they did not want a Village Hall. On the basis of the restricted use of the site the only viable option open to the Trust is to ask the Parish Council to accept the transfer of the land so that it remains in public control.</p> <p>Councillor Phil Jackson proposed and seconded by Councillor Clough that the verbal reports received be noted and that when the Stape Village Hall Trust has completed the outstanding administrative actions, the Parish Council accept the transfer of the ownership of the land forming the site of the former Stape Village Hall for a purchase price of one pound (£1)</p> <p>The Meeting to note the matters reported and</p> <p>Resolved</p> <p>To accept the transfer of the ownership of the land for a purchase price of one pound (£1).</p>
56/2018	<p>Hiring Arrangements for the Newton upon Rawcliffe Village Hall.</p> <p>The booking representative for the Newton Village Hall has suggested that the Parish Council's use of the hall is paid for yearly in arrears with the invoice being submitted to</p>

	<p>the Parish Council AGM. Jenny Pickering is in the process of preparing an invoice for the last year and this will be presented to a future meeting of the Parish Council for agreement to pay.</p> <p>The Meeting noted the future arrangements for paying for the use of the Newton Village Hall.</p>
57/2018	<p>NYNPA Planning Forum</p> <p>Councillor Phil Jackson gave a verbal report to the Meeting of the Planning Forum held on 5th June 2016 regarding the matters presented and discussed including the creation of an online system for parish councils to receive planning application details and for parish councils to make their submissions. This process is called Planning Online Consultation. The Clerk has requested log in details on behalf of the Parish Council and has been advised that these will be dealt with on block in the near future.</p> <p>The Meeting noted the matters reported.</p>
57/2018	<p>Parish Liaison Meeting at Ryedale District Council on Wednesday 13 June 2018 to be attended by Councillor Josey Hall.</p> <p>Councillor Josie Hall to give a verbal report to the Meeting on the matters presented and/or discussed at the above meeting.</p> <p>Unfortunately, Councillor Josey Hall was unable to attend due to work commitments.</p>
58/2018	<p>Highway signs for horse safety.</p> <p>Councillor Jane Hemingway informed the Meeting that as at 7th June 2018 Ryedale District Council had not sent out a representative from the Highways Department to agree the positioning of the signs.</p> <p>The Meeting noted the matters reported.</p>
59/2018	<p>Data Protection</p> <p>The Parish Council is responsible for publishing a Privacy Notice on its website. To do this the Parish Council needs to first ascertain what personal data the Parish Clerk, the Responsible Finance Officer and Councillors hold, both in paper format and electronic records.</p> <p>The Parish Councillors and the retiring Parish Clerk confirmed that they do not hold any personal data other than that which is already in the public domain such as in the form of planning applications</p> <p>Resolved</p> <p>The Clerk to draft a Privacy Notice based on the advice from YLCA and circulate this to Councillors for their comment and then put the Privacy Notice on the parish Council Website. Any further issues that arise to be reported to a subsequent meeting.</p>
60/2018	<p>The proposed Dates for the Parish Council Ordinary Meetings for 2018/2019</p> <p>The Parish Council publishes on its website that it meets on the third Thursday of every alternate month at the Newton Village Hall at 7pm.</p> <p>Councillor Ian Parkin proposed and seconded by Councillor Josephine Hall that the proposed dates for the remainder of 2018/2019 be agreed:</p>

	<p>Resolved:</p> <p>That the proposed dates for the remainder of 2018/2019 be:</p> <p>Thursday 19 July 2018 Thursday 20 September 2018 Thursday 15 November 2018 Thursday 17 January 2019 Thursday 14 March 2019 Thursday 16 May 2019 – Annual General Meeting</p>
61/2018	<p>Creation of a Contacts Lists of Officers and Councillors for internal use only.</p> <p>Councillor Ian Parkin proposed and seconded by Councillor Josephine Hall that the Clerk prepare a Contacts List of Officers and Councillors for internal use only.</p> <p>Resolved</p> <ol style="list-style-type: none"> 1. The clerk to compile a Contacts List with details from those Councillors that are prepared to provide their contact details and for those contact details to be circulated to all Parish Council current Councillors with the obligation on the recipient to destroy all paper and electronic copies when they cease to be a councillor or if they are requested to do so. 2. The clerk to issue a new list each time the clerk is advised of a change to the content. When circulating updated versions of the Contact List the clerk to include an instruction to all Current Councillors to destroy all paper and electronic copies of the previous Contact List that they hold.
62/2018	<p>Grass Cutting Contract with Andrew Orland – to discuss the terms of the Contract. Minute 47/2018 refers.</p> <p>Councillor David Hall proposed and seconded by Councillor Jane Hemingway that the contract for the grass cutting be on the basis that the grass is cut as often as reasonably necessary to keep it neat, that the clerk investigate how much extra the Parish Council would need to pay to increase the Public Liability cover to £5 million pounds, and all other terms be as set out in the accepted tender.</p> <p>Resolved</p> <p>That a contract be entered into with Andrew Orland for grass cutting of the Village Green at Newton upon Rawcliffe and the terms for that contract be that</p> <ol style="list-style-type: none"> 1. the grass is cut as often as reasonably necessary to keep it neat, 2. that the public liability insurance be increased to £5 million pounds, if the cost to the Parish Council is a reasonable amount p.a. 3. and all other terms be as set out in the accepted tender.
63/2018	<p>Consider a request from Warmfield Cum Heath Parish Council regarding Charitable Trusts.</p> <p>Email of 31 May 2018</p> <p>Warmfield cum Heath Parish Council is considering building a new community centre and whether to place the centre into a charitable trust. The Council would like to hear from any local councils which have created charitable trusts (particularly if they relate to community centres) and are interested to know what was involved to doing so,</p>

	<p>whether the charitable trust has found it easier to draw down funding by virtue of being a charity and any other positives and negatives from the experience.</p> <p>Councillors debated the issue but did not have any current relevant experience to offer.</p>
64/2018	<p>Request from Ryedale District Council to publish notices about litter control on the village Notice Boards in Newton upon Rawcliffe and Stape.</p> <p>The Parish Council does not have the facility to print off the Notices with so much colour and of the size expected.</p> <p>Councillor Ian Parkin proposed and seconded by Councillor Phil Jackson that the Clerk ask Ryedale District Council to supply printed copies of the notice.</p> <p>Resolved</p> <p>The Clerk to ask Ryedale District Council to supply at no charge printed copies of the notice, and if provided the notices to be displayed at Newton upon Rawcliffe and Stape.</p>
65/2018	<p>National Parks Parish Forum for the Southern Parishes (which includes Newton and Stape) will be at Sawdon Village Hall on Tuesday 9 October 2018 at 7pm</p> <p>Councillor Ian Parkin proposed and seconded by Councillor Phil Jackson that councillors be asked to volunteer.</p> <p>Resolved Councillor Jane Hemingway to attend.</p>
66/2018	<p>Consider information received about a cycling competition and the request to publish the competition on the Council's website.</p> <p>Councillors noted the request and took no action.</p>
67/2018	<p>Request to appoint two Councillors to attend the branch meetings of Yorkshire Local Council's Association.</p> <p>The next meeting is at Bishopthorpe.</p> <p>Councillor Ian Parkin proposed and seconded by Councillor Phil Jackson that councillors be asked to volunteer.</p> <p>Resolved Councillors Ian Parkin and Phil Jackson to attend</p>
68/2018	<p>Parish Portal for registering pot holes</p> <p>The Clerk has registered the Parish Council to use the online registration for advising North Yorkshire County Council of pot holes in the highway. The clerk forwarded to all Councillors an email received that explains the process. Login details and administration rights are awaited.</p>

	<p>This online system speeds up the process of reporting issues and allows the Council to view its comments, track progress and avoid duplication where the county council is already aware of the fault.</p> <p>Members are invited to discuss the information received and volunteers are requested who have smart phones to take the photographs of the pot holes in Newton and Stape and submit the information via the portal.</p> <p>Councillor Ian Parkin proposed and seconded by Councillor Josephine Hall that the new process be noted and that all Councillors be encouraged to make use of the process and to advise the clerk of all submissions made.</p> <p>Resolved</p> <p>That the new process for reporting pot holes in the highway be noted and that all Councillors be encouraged to make use of the process and to advise the clerk of all submissions made.</p>
69/2018	<p>Invitation to attend North York Moors Joint Parish Forum on Tuesday 17 July 2018</p> <p>The day will start with a guided tour of Danby Castle and associated talk.</p> <p>Councillor Jane Hemingway proposed and seconded by Councillor Josephine Hall that a councillor attend this event.</p> <p>Resolved</p> <p>That Councillor Jane Hemingway (and Councillor Josie Hall if the meeting ends before 5pm) attend the Joint Area Parish Forum. And report back to a future meeting about the events of that day's forum.:</p>
70/2018	<p>Invitation to attend the York and North Yorkshire Play and Recreation Association Workshop on Saturday 30 June 2018.</p> <p>Councillor Josephine Hall proposed and seconded by Councillor Jane Hemingway that a councillor attend this event.</p> <p>Resolved</p> <p>That Councillor Josie Hall attend the Workshop. And report back to a future meeting about the events undertaken at the Workshop.</p>
71/2018	<p>Consider a request for information from Ulleskelf Parish Council about utilizing it Multi Use Games Area (MUGA) for playing tennis.</p> <p>Councillors debated the issue but did not have any current relevant experience to offer.</p>
72/2018	<p>Urgent Business – completion of headstone survey of the cemetery</p> <p>Councillor David Hall and Councillor Grant Nersessian gave a verbal report to the meeting. They considered there to be 32 headstones that could need attention, one of which was in danger of toppling so they had laid it flat on the ground. They said that</p>

	<p>the latest guidance is not to move or lay headstones down unnecessarily and where possible to contact the next of kin who are responsible for the maintenance of the headstone.</p> <p>Councillor David Hall proposed and Councillor Grant Nersessian seconded that the Parish Council agree an action plan with a short-term proposal and a long-term risk assessment plan.</p> <p>Resolved</p> <ol style="list-style-type: none"> 1. That in respect of one headstone that did not appear to have been pegged correctly, that Councillor David Hall and Councillor Grant Nersessian let the clerk know the name on that headstone and details of the funeral director/stone mason who erected it, so that the clerk can approach that local funeral directors/stone masons and ask them to remedy the matter free of charge. 2. That Councillor David Hall and Councillor Grant Nersessian contact the local funeral directors/stone masons Atkinson’s in Malton, as they were responsible for erecting most of the recent headstones in the cemetery, and ask them to provide a risk assessment of each headstone, free of charge, and the action it would be appropriate for the next of kin to take. 3. That Councillor David Hall and Councillor Grant Nersessian report back to a future meeting regarding the wording and sighting of an appropriate notice to display in the Cemetery to remind visitors to be careful not to dislodge gravestones and to remind next of kin to keep the headstone they are responsible for in repair. 4. Helen Pells to review the communications sent out to purchasers of grave spaces and the next of kin when a headstone is erected, to make sure it is clearly stated that the next of kin will be responsible for the repair, maintenance and safety of any headstone and suggest that they take out public liability insurance to cover any accident or injury arising in relation to the headstone. 5. Helen Pells to compile a list of known next of kin and their contact details and report this back to a future meeting so that consideration can be given to whether or not to contact those next of kin directly, if the headstone they are responsible for is in need of repair.
73/2018	<p>Urgent Business – condition of bench of Newton Village Green in front of West View Farm.</p> <p>Councillor David Hall and Councillor Grant Nersessian gave a verbal report to the meeting about the condition of the bench in front of West View Farm. The concrete is splitting off the rusted reinforcing bars and the wood is well past best. Whilst it's not yet a health and safety issue, the bench has been there since 1973 when it was donated by the Ryedale Women’s Cricket Team and is no longer fit for purpose.</p> <p>Councillor David Hall proposed and Councillor Grant Nersessian seconded that the Parish Council remove the bench and ask Ryedale if it would consider providing a replacement bench.</p> <p>Resolved</p> <ol style="list-style-type: none"> 1. Councillor David Hall and Councillor Grant Nersessian remove the bench and make good the ground.

	2. The Clerk contact Ryedale District Council and ask if it will provide and install a new bench of a design that will be attractive to visitors to the village.
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Signed:

Chairman _____

Date _____