

## ALDWARK AREA PARISH COUNCIL

Minutes of a meeting held on Tuesday 6<sup>th</sup> November 2018 at 7.30pm  
at Aldwark Manor Hotel

**Present:** Cllrs John Topliss (Vice Chair), Lynette Evans, Andy Follington and Gemma Chapman (Aldwark Area Councillors); Cllrs Nigel Knapton and Chris Rooke (Hambleton DC Councillors).

**In attendance:** Alison Pollock future Clerk and RFO to Aldwark Area PC who takes up her position on 1<sup>st</sup> December 2018. No other members of the public were present.

**1. Apologies for absence**

Cllr Colin Stroud

**2. Declaration of interests in agenda items**

None

**3. Public Forum**

No members of the public were present.

**4. Appointment of minutes-taker for this meeting**

It was agreed that Cllr Topliss would take the minutes of the meeting.

**5. Minutes of the meeting held on 11<sup>th</sup> September 2018**

The minutes were approved and signed by the Vice Chair.

**6. Matters Arising from the Minutes and not on the Agenda**

None

**7. Appointment of Clerk and RFO**

Cllr Topliss updated the meeting on the recruitment process. Having received 4 applications to the job advert, Cllrs Topliss and Evans interviewed all four candidates and were in unanimous agreement to offer the post to Alison Pollock who has since accepted the job offer. The proposed commencement date for the role is 1<sup>st</sup> December 2018 to allow for the necessary paperwork to be completed.

**8. Approval of using the Salary Payroll Service provided by York CVS**

**a) Service Agreement** – Agreed

**b) Authorised Signatories** – Details of signatories to be agreed between Cllrs Stroud and Topliss but likely to be Cllr Topliss as Vice Chair, Cllr Evans and Alison Pollock as Clerk/RFO.

**c) Privacy Document** – Agreed

Signed.....Chair.....Date

## **9. Vehicle Activated Speed Signs update**

Cllr Topliss advised that North Yorks CC (NYCC) has approved the principle of allowing Parish Councils to purchase speed matrix signs. NYCC now has to write and approve a formal policy which will confirm eligibility criteria, the type of sign approved, installation and maintenance costs, and other related issues. The Highways team have advised that the intention is to have the policy approved for implementation from 1<sup>st</sup> April 2019. A further update will be provided in the New Year.

## **10. Aldwark Play Area – Safety Inspection Report**

The recently produced Safety Inspection Report had been circulated prior to the meeting and the conclusions/recommendations were noted in respect of grass seeding to worn areas and the need to minimise damage to wooden posts from strimming/grass cutting. Cllr Follington will raise these issue with Geoff Hancock who undertakes the maintenance of the play area.

## **11. New play equipment for Aldwark**

Cllr Follington advised that he had undertaken a survey of residents within Aldwark to gauge views on whether new play equipment (swings) or speed matrix signs for the village should be provided through use of the previously received Community Infrastructure Levy monies. Out of 25 respondents to the survey 17 expressed a preference for speed matrix signs and 8 for play equipment. Other comments expressed a desire for action to be taken on the mud on the local roads, smells from waste spreading and speed calming within Aldwark. All of these fall outside the remit of the Parish Council.

In view of the preference for speed matrix signs, this matter will be reviewed further once the policy from NYCC is published early next year. Cllr Follington will also investigate the costs of a 'Children at Play' sign.

## **12. Hambleton DC planning applications for consideration**

- a) **18/01867/FUL | Concreting of farm yard laying of drainage and installation of sediment trap | Bridge Farm, Aldwark** – No objections.
- b) **18/01908/FUL | Construction of a general purposed farm building | Bridge Farm, Aldwark** – No objections and the application has now been granted.
- c) **18/00209/FUL | Construction of two detached dwellings and garages together with ancillary external works, drainage and landscaping** – Concerns had been raised by the Parish Council about the adequacy of the proposed drainage arrangements. The application has now been granted with conditions including drainage arrangements. Cllr Rooke as member of HDC's Planning Committee confirmed that extensive discussions had taken place in respect of the drainage concerns and the conditions imposed on the approval reflect this including the requirement for a 150mm (6") pipe and non-return valve connecting the development site to the outfall culvert adjacent to Aldwark Arms. This is

considered to be adequate by HDC's drainage experts to deal with potential flooding issues on the site. Cllr Rooke suggested that if this were increased to a 200mm (9") pipe then this could also help improve storm drainage within the village more generally. Cllr Follington will raise this suggestion with the site developer with the Parish Council potentially being prepared to meet any extra over costs for a larger diameter pipe.

- d) **18/02330/NMC | Proposed non-material amendment (additional roof lights to Plot 3 and changed porch design to Plot 4) | Land to the North West of Foxholme House, Flawith – No objections**

### **13. Hambleton DC planning decisions and appeals**

- a) **18/01772/LBC | Listed building consent for extensions, alterations and repairs to dwelling | Maidens Folly, Youlton – Granted**

### **14. Finance (RFO)**

- a) **To set budget and precept for 2019/20** – Gemma Chapman presented a draft budget and following discussion this is to be revised and recirculated showing a budget of £4,200 reflecting probable additional insurance and grass cutting costs. The suggested precept is £3,750 which is around a 10% uplift on the current level. Any shortfall between the precept and actual outgoings would be met from the PC reserves.
- b) **To note receipts and payments, actual vs budget, and bank balances** – noted and approved.
- c) **To agree payments to be made to:**
  - (i) **Play Safety Ltd £79.80 for play area safety inspection** – approved.
  - (ii) **Alne Church £50.00 contribution to newsletter** – approved.
  - (iii) **G Hancock £810 for grass & hedge cutting & footpath edging** - approved

### **15. Portfolio responsibilities**

- a) **Leisure** – nothing further reported beyond items 10 and 11 on the agenda.
- b) **Roads, Pavements and grass verges** – Cllr Knapton raised the possibility of using Community Payback, which is effectively a free service, to undertake certain minor works and will circulate details.
- c) **Public Communications** – the PC should make better use of the Parish Newsletter and the new Clerk will take this forward as an action in the New Year with a regular slot for reporting activities and actions that we have been taking.
- d) **Planning** – Cllr Topliss confirmed the impending receipt of a CIL payment of £5,230.50 in respect of the new development in Flawith. Payment should be received w/c 5<sup>th</sup> November.

### **16. Report from County Councillor**

Not present

**17. Report from District Councillors**

Cllr Chris Rooke updated the meeting on the latest position in respect of the closure and future use of RAF Linton. The base will cease flying operations in 2019 with most staff leaving. In the short-term thereafter the base will be used as a military storage facility with a skeleton staff, with permanent closure and disposal likely in the medium term. At the current time the site doesn't form part of the development proposals in the emerging Local Plan but HDC are reviewing the position.

Cllr Follington raised the issue of the former boathouse which the RAF owns adjacent to the golf course and church in Aldwark. The PC has expressed an interest in taking this over from the RAF as a village hall/amenity but so far we have been rebuffed. Cllr Rooke will raise this issue with his contacts at the RAF station.

**18. Reports from Parish Councillors**

Nothing further reported.

**19. Correspondence received**

Nothing to note.

**20. Dates of future meetings**

Tuesday 15<sup>th</sup> January 2019 starting at 7.30pm at Aldwark Manor Hotel

Tuesday 19<sup>th</sup> March 2019 starting at 7.30pm at Aldwark Manor Hotel





# Aldwark Area Parish Council

Bank reconciliation at	31 October 2018	
Balance brought forward at	01 April 2018	<u>£10,951.62</u>
Add receipts for period to date		<u>£3,649.12</u> £14,600.74
Less expenditure for period to date		<u>£1,440.63</u>
Closing balance		<u><b>£13,160.11</b></u>
Balance at bank and in hand at	31 October 2018	
Bank account	£13,160.11	
Petty cash	<u>£13,160.11</u>	
Less unrepresented payments		
CFY		
	<u>£0.00</u>	<u><b>£13,160.11</b></u>

Signed.....Chair.....Date