

ROECLIFFE AND WESTWICK PARISH COUNCIL

Minutes of Roecliffe and Westwick Parish Council Meeting held on Monday 11th September 2023 at 7.00pm in Roecliffe School Hall.

Attendees: Cllr Pillar, Cllr Bishop, Cllr Collin, Cllr Reeve, Cllr Varley, Cllr Wormald, Parish Clerk, Cllr N Brown and a member of the public.

Prior to the meeting starting, there was a 10-minute Public Participation Session. The member of the public who looks after the defibrillator located at The Crown came to update the meeting about delays in supplies of defibrillator pads. Since the meeting, the matter has been **resolved** and the defibrillator is now in full working order.

1. To receive apologies and approve reasons for absence

None received.

2. To receive any declarations of interest under the council's Code of Conduct or member's Register of Interests.

None received.

3. To confirm the minutes of Annual Meeting held on 15th May 2023 are a true and correct record.

These were confirmed and signed by Cllr Pillar.

4. To receive the Councillor's Report.

Cllr Brown attended the meeting and was updated about issues affecting Roecliffe.

The clerk reported issues with Area 6 Highways communications. Highways issues are reported but it is very difficult to get up to date feedback. A meeting with Highways earlier in the year does not seem to have improved matters. Cllr Brown responded that he had just attended a meeting with Highways. The communications officer has had some absences due to illness. He reported that 80% of councils are using the online portal to report issues and suggested we update him with all outstanding issues.

Cllr Brown then gave an update on the 20 mph speed limits through N Yorkshire. It will not be a blanket coverage and will be implemented by schools and other hot points. Locations where there have been accidents with serious injury or death will be a priority.

There a small budget available for any future projects in Roecliffe.

Cllr Brown encouraged the PC to continue to support Kirby Hill and their objection to the Motorway Services planned. There are several conditions the Inspector laid down at the enquiry and the subsequent planning applications have not adhered to these including an increase in height of the bridge. There was a meeting the day following this meeting.

Cllr Brown then discussed the Payne's Dairies Planning Application which has been approved. He informed the meeting that once an application has been approved, there is no reversal. The PC asked why it had not gone to a Planning Committee, that there were great concerns including over the noise survey as it was taken over a bank holiday week end. It was suggested the PC contact the Planning Department for answers to these questions. It was also discussed how conditions in a previous planning application for the dairy didn't appear to have been met. Cllr Brown suggested going through the conditions to check if

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they had been met and report any that had not to the Planning Authority and request their enforcement.

Cllr Brown is still receiving feedback about his proposed bimonthly meetings involving several Parish Councils in his constituency but thanked the PC for their response.

5. To receive an update on Finance:

5.1 To approve the Income and Expenditure for the period 15/04/2023 – 14/08/23 and Bank Reconciliation. **Approved**

5.2 To approve the year-to-date income and expenditure against the budget.

Approved

5.3 To consider increasing the Clerk's contracted hours from 3.75 to 5 hours per week to start from 1st September 2023.

It was **agreed** to increase the Clerk's contracted hours to 5 hours per week.

5.4 To approve the following accounts for payment:

Clerk's Salary and HMRC (August)	£195.96
School Hall Hire 22/23	£144.50
Defib Store, Cardiac Science Powerheart Adult pads	£80.39
Stamps x 12	£13.20

The above accounts were **approved** for payment.

6. To receive information on the following Highways issues and decide further action where necessary:

6.1 To receive an update on Highways issues reported to Area 6 (moving 30mph signs, replacement of 30mph repeater signs, cleansing of signs, missing bollard.)(Clerk)

As mentioned previously, there are still issues with Highways Communications. It was agreed that the clerk will escalate outstanding issues with Cllr Brown.

Cllr Bishop noted that the VAS is activated by the large majority of vehicles passing. It was mentioned by the clerk that there might be a possibility of adding a data collection application to the VAS.

Action: Clerk to send outstanding highways issues to Cllr Brown and contact the VAS supplier to discuss possibility of VAS collecting vehicle data.

6.2 To receive an update on the 20's Plenty Speed initiative in Roecliffe. (DB)

Cllr Bishop reported that she had attended a recent webinar. It was agreed to survey the village to gauge the support for the initiative.

Action: Cllr Bishop to draft survey to email/deliver to the Village

6.3 To receive an update on Community Speed Check Training and Implementation.(DB)

There have only been 2 responses to the Community Speed Check so far. A pool of 10/12 people are required to run the Check. It has been difficult to recruit volunteers due to work commitments. A minimum of 4 people will be necessary to run the Speed Check.

6.4 To receive an update on road flooding outside The Crown Inn and blocked gullies in the village. (TC, SV)

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There are still signs warning of flooding located by the school and Roecliffe Park which require removing.

Action: Clerk to report to NYC Flooding Portal

7. To receive an update on recent Planning Applications:

- 7.1 22/03192/FULMAJ Land At Brickyard Road. **Approved**
- 7.2 23/00216/FULMAJ Waingates Farm, Waingates Lane. **Ongoing**
- 7.3 23/00237/DVCON Land To The West Of Manor Farm, Barr Lane. **Conditions Approved**
- 7.4 23/00426/FUL Long Acre, Roecliffe. **Approved**
- 7.5 Bar Lane Stopping up Order no 123686 **No Objection.**

8. To discuss and agree the next steps following the approval of Payne's Dairies Planning Application (22/03192/FULMAJ)

Further to the discussion with Cllr Brown minuted in item 4, it was agreed to look closely at the conditions from the previous Payne Dairies planning application to check the conditions have been met. Cllr Pillar agreed to contact the Planning Officer to arrange a meeting to discuss how the Planning Application was decided.

Action: Cllr Bishop to forward details of previous planning application (15/04406/FUL)
Cllr Pillar to contact Harrogate Planning.

9. To discuss and create a plan for the management of the Village Green Trees.

The essential tree works highlighted in the Tree Survey has been completed. Cllr Varley **agreed** to develop a plan for further maintenance and obtain costings from JC Trees.

10. To develop a plan for tidying and maintaining The Common and Village Pond.

It was agreed to form a working party to weed and tidy the area around the pond. It was noted that October is a good month to work on the pond in order to cause the least amount of disturbance to pond life.

11. To review the Financial Orders.

The Financial Orders were reviewed and approved. The Clerk reported she had updated the Procurement limit to £30,000 from £25,000 as advised by NALC.

12. To receive an update on continuing Litter Problems on Industrial Estate and to discuss further engagement with the Industrial Estate Business Community. (TC)

The new large bin at the start of the Roecliffe Ramble has helped with bin overflow which has only been noted once. Cllr Collin will walk around the businesses again to check the litter issue. Cllr Bishop will contact Volvo Garage to check they are continuing their weekly clean up.

13. To receive an update on the continuing problems of HGV parking on the roads surrounding Bar Lane. (TC, Clerk)

No developments. More HGV seem to be parking overnight on the Industrial Estate.

14. To discuss the ongoing issues with and the future of The Crown Inn.

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The PC can reapply to have The Crown listed as an asset of community value. Cllr Pillar now has a copy of the previous application. There is a requirement to list previous activities which have taken place at The Crown and not future. It is possible to keep applying for an ACV.

15. To develop a policy for protecting and conserving the Village Green with respect to the s.12 of the Inclosure Act 1857 and s.29 of the Commons Act 1876.(CP, Clerk)

No update

16. To receive an update on Tree Maintenance and Grass Cutting and to confirm ownership of trees between Roecliffe Park and the highway. (SV, JR)

There has been some essential tree maintenance on overhanging branches and diseased trees on the Roecliffe Park and the Common boundary. These works have been paid for by the Roecliffe Park land owner, Turners.

Cllr Reeve informed the meeting that there is no definitive boundary between some of the Roecliffe Park garden boundaries. It was discussed where they could find a definitive map of this. The member of the public in attendance suggested the original purchase in 1999.

Action: Clerk to approach Planning and Land Registry.

Cllr Varley updated the meeting on the Coronation Tree. A 2m lime tree would cost £248 with a plaque approximately £150. October to February is the best time for planting. Cllr Collin offered to source protective fencing and Cllr Varley agreed to speak with Johnsons for a tree.

17. To consider marking D-Day 80 6th June 2024 in Roecliffe. (CP)

Previously a beacon has been lit in Roecliffe to mark important dates. It was suggested contacting a retired councillor to enquire how a beacon was obtained for a similar event in the past. It was also suggested contacting Boroughbridge Town Council to enquire how they are celebrating D-Day and whether Roecliffe could possibly join.

18. To confirm the date and time of Next Parish Council Meeting as Monday 27th November 2023 at 7pm in Roecliffe School Hall.

This was confirmed.

The meeting closed at 9.00 pm.

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Appendix A

Income & Expenditure & Bank Reconciliation for Period 15/04/23 – 14/08/23

	Date Banked	Number	Income	Expenditure	Total
Opening Balance per Business Current Account				Total Parish Village Fund	£9213.12 £6280.99 £2932.13
Opening Balance per Business Money Manager Account					£1258.96
Precept NYC	28/04/2023		4208.00		4208.00
Interest	02/06/2023		4.22		4.22
				Total Income	4212.22
Litter Pick Expenses	27/04/2023	100807		42.57	
YLCA subs + training	28/04/2023	100808		155.00	
Bank Charges	05/05/2023	DR		12.00	
Clerk's Sal + ¼ exps	09/05/2023	100809		247.96	
Hog Roast Caterers	10/05/2023	100810		*750.00	
CPRE subs	22/06/2023	100811		36.00	
Yorks Accts Payroll	25/05/2023	100812		36.00	
SLCC	30/05/2023	100813		58.41	
BHIB Annual Insurance	24/05/2023	100815		438.08	
Clerk's Sal + Stamps	30/05/2023	100816		213.56	
Farm & Land	31/05/2023	100817		387.60	
Yorks Accts Payroll	22/06/2023	100818		36.00	
Bank Charges	04/06/2023	DR		12.00	
Bank Charges	04/07/2023	DR		13.00	
YLCA training	20/07/2023	100819		33.40	
Signhub	17/07/2023	100820		174.00	
Clerk's Sal + O/T	11/07/2023	100821		235.00	
HMRC	04/07/2023	100822		9.20	
Farm & Land	04/08/2023	100823		1087.20	
Bank Charges	04/08/2023	DR		10.00	
Clerk's Sal + ¼ exp + Stat	11/08/2023	100824		255.66	
				Total Exp	4242.64
Closing Balance per Business Current Account				Total Parish Village Fund	£9178.48 £6683.55 £2494.93
Closing Balance per Business Money Manager Account					£1263.18
Total Funds				Parish Village Fund	£7946.73 £2494.93

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Appendix B

Table to show Expenditure to date against the Budget 23 - 24

Budget Heading	23 – 24 Budget	23 – 24 Current Expenditure (ex VAT)
Administration	270.00	82.17
Salary and PAYE	2400.00	832.28
Bank Charges	200.00	56.00
Clerk's Expenses	312.00	104.00
Subscriptions	363.00	274.41
Insurance	450.00	438.08
Grass Cutting	1400.00	594.00
Trees	2000.00	635.00
Training	225.00	58.40
Website	200.00	0.0
The Common	756.00	0.0
Defibrillator	100.00	0.0
Coronation	0.0	750.00
Village Green	0.0	145.00
Total income to date	£4212.22	
Total expenditure to date	£4011.31 (ex VAT)	

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