

Minutes of the Meeting held on 5th May 2020 at 7.00pm using Zoom video conferencing

Present: Councillor Nick Webster (Chairman)
Councillors Brigid Letheren, Denise Parrett and Kevan Walton
City Councillor Tim Dant (item 104 onwards)
County Councillor Gina Dowding (item 106-107)
Derek Whiteway, Parish Clerk

20/001 Apologies for Absence

Apologies were received from Councillor Chris Norman and City Councillor Abi Mills.

20/002 Minutes of the previous meeting

The minutes of the previous meeting, held on 4th March 2020, were approved without further amendment.

20/003 Declarations of Interest

No further declarations were made.

20/004 Covid-19 Arrangements

Councillors Parrett and Walton reported on their attendance at recent online meetings hosted by the City Council; these are now being held fortnightly. The Clerk advised that he would not attend these meetings in future unless requested by the Council.

The Chairman reported that some food boxes had been delivered to residents on the vulnerable persons registers and in other cases, the City Council had made contact by phone.

It was agreed that current arrangements appeared to be working well and that there were no apparent issues, 'gaps' in support, or cases of hardship.

The Clerk reported that he had received an email from the City Council seeking feedback about plans to provide selected households with house plants or potted herbs. The Clerk agreed to forward the email to Councillors for further consideration.

20/005 Annual Governance and Accountability Return 2019/20 (AGAR).

The Clerk presented a report into arrangements for the approval and submission of the AGAR for 2019/20. The Internal Auditor, Dawn Allen had very recently completed her audit and had reported without raising any issues or recommendations.

Under specially issued Covid-19 related regulations, the deadline for submission of the completed AGAR is 31st July 2020. The Clerk therefore recommended that the AGAR be considered and approved at the next meeting, in June 2020, and that the period of public inspection should be set as Monday, 15th June to Friday, 24th July 2020.

Resolved: That the report is noted.

20/006 Neighbourhood Development Plan (NDP)

Councillor Parrett provided a report into developments since the last meeting. Consultation on the NDP Issues and Options document had attracted 51 responses, with a high degree of consistency in the views, with the exception of Policy Option 4 regarding the provision of a communal facility within the parish. Councillor Parrett was preparing a full report on the consultation results for consideration at the June meeting of the Parish Council.

Councillor Parrett reported on the next steps in the project, including a recommendation from consultant Louise Kirkup (Kirkwells Ltd) that consideration be given to adding a report on 'Design Codes', which would consider the existing local architecture and design and also set out guidelines for new development. The Council is able to apply to Locality for an externally funded examination and report to be provided, and also apply for separate funding to cover additional associated costs, to a maximum of £8,000.

Resolved: That the Parish Council agrees in principle to the addition of a 'Design Codes' report to the project and authorises Councillor Parrett and the Clerk to make further enquiries and commence the grant bidding process.

Agreed: that the NDP Working Group should meet in the near future, including Louise Kirkup if possible, to pick up on next steps in the project

20/007 Public Discussion and Updates

Clerk's Report:

1) Public Right of Way Notices.

The Clerk referred to recent correspondence about issues arising from increased use of certain PRoWs during the Covid-19 lock-down. Regarding the scope for improving signage, the Clerk had drafted a suggested temporary notice to assist/direct users of footpath FP56 to the correct route. It was agreed that the adoption and installation of any such notices was the responsibility of the landowner.

Resolved: That the draft temporary notices be passed to the landowner concerned for consideration and use if felt suitable. Also, that copies of the Countryside Code and Dog Walkers Code be publicised via the Parish Council website.

Members' Updates

2) Highways

The Chairman reported that a resident had raised concerns over blocked drains on Aldcliffe Road near to the pedestrian entrance to the Fairfield Reserve 'Flora and Fauna' paddock. City Councillor Dant agreed to take up this matter.

Action: City Councillor Dant to investigate and report the matter as necessary.

3) Amenity, including the Lengthsman (Chairman)

The Chairman reported that the stream alongside the Snuff Mill Lane footpath was now running freely. Word was awaited from United Utilities as to measures taken to resolve the blockage and any further work that might be required.

4) Public Right of Way, Aldcliffe Hall Drive

Nothing further reported.

5) Stakeholder Liaison, including United Utilities (Councillor Walton)

Nothing further reported.

6) BT Openreach (Chairman)

Nothing further reported.

7) Ancillary (Chairman)

The Chairman reported an enquiry made by a resident of Haverbreaks regarding the status of the ginnel connecting Aldcliffe Hall Drive with Aldcliffe Road via Park Meadow, and a recently erected sign stating that this is private land.

Agreed: that the Clerk should make enquiries of the City Planning service as to the status of this thoroughfare.

The Chairman advised that he had reported recent vehicle damage to the gatepost at the entrance to Oaklands Court to the County Council; also that the County Council had separately advised that work to repair the damaged cattle-grid to Craiglands Court was planned for later in the week.

City and County Councillors' Reports

- 8) County Councillor Dowding asked if there was any specific support that the Parish Council required currently from the County Council. She reported that she felt the City Council's response to the Covid-19 emergency had been excellent. The City Council was working hard to deal with fly-tipping incidents and the County Council was awaiting Government guidance to inform a review of the closure of household waste recycling centres.

Councillor Dowding reiterated that she was happy to receive any matters referred by the Parish Council.

Public Discussion:

- 9) No further matters were raised.

20/008 Payments

Payee & Detail	£
LALC – Annual Subscription 2020/21	50.98
Derek Whiteway – Parish Clerk salary and expenses March-April 2020	463.21
HMRC – PAYE Deductions, March-April 2020	111.00
Councillor Denise Parrett – Expenses	19.98
Dawn Allen – Internal Audit 2019/20	60.00

Resolved: That the above accounts be approved for payment.

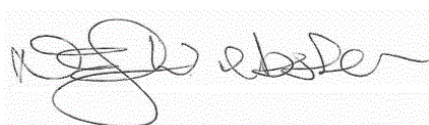
20/009 Date and venue for next meeting

It was agreed that the next meeting would again be held using Zoom video conferencing on Tuesday, 2nd June 2020, commencing at 7.00pm.

The meeting closed at 8.15pm



Clerk of the Council



Chair

Date: 02 June 2020