

GRANTLEY, SAWLEY, SKELDING & EAVESTONE PARISH COUNCIL

INCLUDING THE VILLAGE OF RISPLITH

Clerk: David Taylor,

c/o Thornfield, 57 Whitcliffe Lane, Ripon, North Yorkshire., HG4 2LB

Email: grantleyandsawleypc@yahoo.co.uk

Telephone: 01765 601693 (*answer machine*)

www.grantleyandsawleyparishcouncil.org.uk

Draft Minutes of the Ordinary Meeting of the Parish Council held on **Thursday 14th March 2024 at 7.30pm at Grantley Village Hall**

(2023-2024 – 151) Present were Cllr Martin Kirbitson (Chair), Cllr Simon Learoyd, Cllr Mark Smeeden and Cllr James Wigginton.

(2023-2024 – 152) David Taylor, the Clerk, was in attendance. No Members of the Public were present.

(2023-2024 – 153) Apologies were received from Cllr Lennon & Cllr Parry.

(2023-2024 – 154) No **Declarations of Interest** were received and so no **Dispensations** were requested.

(2023-2024 – 155) It was **resolved** that the minutes of the meeting held on 18th January 2024 having been circulated for consideration beforehand were true and correct records. The Chairman was authorised to sign them accordingly.

Reports:

(2023-2024 – 156) Cllr Felicity Cunliffe-Lister (FC-L) (Ward Cllr. for Masham & Fountains division NYC) was not present and no report was received.

(2023-2024 – 157) The various village play equipment and ground inspection reports from DTMS were accepted. The Clerk said that he intended to have a meeting with DTMS in order to plan work for the coming months. Cllr Kirbitson said that, if possible, he would like to attend such a meeting as well.

(2023-2024 – 158) The Clerk **stated** that the Picking Gill maintenance program and clearing the lane between High & Low Grantley would be discussed at the meeting he will organise with DTMS.

(2023-2024 – 159) The Clerk **confirmed** that he had received the latest information concerning the Annual Audit process for 2023-2024.

(2023-2024 – 160) It was **resolved** that the Clerk shall post the full order and judgement from the Grantley Hall Hotel helipad appeal on the Parish Council website.

(2023-2024 – 161) It was also **resolved** that the Clerk shall write to the NYC Planning Authority and press them for a commitment to ensure that the terms of the Grantley Hall Hotel helipad appeal Order are complied with.

(2023-2024 – 162) The meeting heard from Cllr. Wigginton that the Sawley Wildlife Area was not owned by the Parish Council and is, therefore not a potential liability. It is believed that the land is unregistered and owned by the Welbury Norton Trust.

(2023-2024 – 163) The meeting considered the latest the Skell Valley Project footpath plans. It was noted that it was worth considering the part the route that goes along the B6265 between the road to Grantley and Green Lane, past G&Ts is potentially dangerous due to the speed of traffic along that stretch of road.

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(2023-2024 – 164) The meeting heard of the offer by the Skell Valley Project to carry out work on the bus shelter at Grantley. They have suggested that they will fund and supervise the work.

(2023-2024 – 165) To further consider progress with school parking outside Fountains School.

(2023-2024 – 166) The meeting considered reports of possible thefts from agricultural premises in this part of Yorkshire. It was **resolved** that the Clerk shall ask the PCSO for the area to attend a future Parish Council meeting in order to hear about the Polices perception of the situation.

Correspondence:

(2023-2024 – 167) An email from NYC concerning the Home to School travel policy - consultation (Parish and Town Councils) was **noted**.

(2023-2024 – 168) The meeting considered an email from NYC regarding urban grass cutting 24/25 Grantley. It was **resolved** that with the new contractor starting the Parish grass cutting he should cut all the grass, including vision splays at junctions where NYC specify.

Financial Matters:

(2023-2024 – 169) It was **resolved** to sign an authority to close a redundant bank account that the Parish Council holds with HSBC. This account is now redundant to the PC and costs money in charges. The clerk shall now close the account.

(2023-2024 – 170) The meeting **received** the annual Precept Demand and Financial Budget for the year 2024-2025. The budget can be seen at "**Appendix A**", below.

(2023-2024 – 171) The accounts for payment as listed on "**Appendix B**", below, were approved for payment.

(2023-2024 – 172) A Bank Reconciliation report to the period 14th March 2024 (including all payments up to and over £100.00) were received and unanimously approved. The Chairman signed it accordingly. This appears at "**Appendix C**", below.

(2023-2024 – 173) A Spending v Budget report to the period 14th March 2024 was received and approved by the Council.

Planning Matters:

Planning Decision Notices:

(2023-2024 – 174) Planning Decision Notice ZC23-03890-FUL & ZC23-03891-LB. Conversion of an existing garage/store into a biomass boiler plant room with wood chip store(s) and boiler flues (x2) terminating externally above the existing roof. Sawley Hall Sawley HG4 3ED. Mr Stephen Fenby. **Noted. Granted subject to conditions.**

(2023-2024 – 175) Planning Decision Notice ZC23-04573-DVCON. Application to vary condition 2 (approved plans) of Planning Approval of 21/00569/FUL Oakfield House Sawley HG4 3EG. Mr and Mrs T Green. **Noted. Granted subject to conditions.**

Planning applications:

NB- Planning applications. All Comments and returns from the Parish Council can be seen on the NYC planning portal. Please see the note below for the meaning of Return Options.

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(2023-2024 – 176) Planning Application Notification ZC24-00618-FUL. Formation of new access point to serve existing dwelling. Meadowbrook Farm Sawley Moor Lane Sawley HG4 3EF. Mr & Mrs N Spedding. Having considered the application, the meeting **resolved** to return **Option A** (*The Parish Council has no objections*).

(2023-2024 – 177) Planning Application Notification ZC24-00599-TPO. Works to 1 no. Oak of Tree Preservation Order No. 13/2016 Deadwood removal and crown reduction by 1 metre. Oakfield House Sawley HG4 3EG. Mr Green. Having considered the application, the meeting **resolved** to return **Option A** (*The Parish Council has no objections*).

(2023-2024 – 178) Planning Application Notification ZC24-00281-FUL & ZC24-00282-LB. Extension to Norton Courtyard Canopy. East Lodge Grantley Hall Grantley HG4 3ES. Mr R Sykes. Having considered the application, the meeting **resolved** to return **Option A** (*The Parish Council has no objections*).

(2023-2024 – 179) Planning Application Notification ZC24-00347-FUL Erection of general purpose Agricultural shed to be used as a dry store. The Grange Sawley HG4 3EN. Mr R Watson. (Already returned) Option C (*The Parish Council does not object to or support the application but wishes to make comments or seek safeguards set out overleaf*) with the comments reading "*The Parish Council understands that there is no BS5837 arboricultural survey or assessment as I would like to be assured the proposal would not impact upon the trees which separate the proposal from the roadside, and that appropriate protection was implemented during any construction phase.*"

(2023-2024 – 180) It was confirmed that the next meeting of the Parish Council would be the Annual Meeting of the Parish Council and the village meetings for Sawley and Grantley on 30th May 2024 at 7.30pm. The meeting will be held at Sawley Village Hall.

(2023-2024 – 181) It was resolved to approve the schedule of meetings which appears at "**Appendix D**", below.

(2023-2024 – 182) The meeting closed at 9.00pm.

These minutes were recorded and prepared by the Clerk to the Parish Council, David Taylor.

Signed as a true record by Cllr Martin Kirbitson, Chairman

Date:

These minutes are in draft form only and will not be classed as officially recorded minutes until ratified at the next meeting of the Grantley and Sawley Parish Council.

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DRAFT MINUTES – 14th March 2024

At the Regular Meeting of the Grantley and Sawley Parish Council held on **14th March 2024** it was resolved by unanimous vote to approve these Minutes, copies of which had been previously circulated to Members, as a true and correct record. These Minutes were then signed by the Chairman accordingly.

The signed Minutes are held in the Parish Council minute book at the Clerk's address, below, and can be viewed by prior appointment.

Clerk : David Taylor. 57 Whitcliffe Lane, Ripon, HG4 2LB. 01765 601693

When returning a standard form Parish Council Notification consultation decision there are four options that the Council can return. These are:-

Option A – The Parish Council has no objections.

Option B – The Parish Council objects on the planning grounds set out overleaf.

Option C – The Parish Council does not object to or support the application but wishes to make comments or seek safeguards set out overleaf.

Option D - The Parish Council supports the application.

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Appendix "A" – .

Ordinary Expenditure - Budget 2024-2025

	<u>FY: 2021-2022</u>	<u>FY: 2022 2023</u>	<u>FY: 2023-2024</u>	<u>FY: 2024-2025</u>
Payroll & Costs				
1 Clerk's Salary (inc. PAYE)	£ 4,855.50	£ 4,855.50	£ 5,550.36	£ 6,616.00
2 York Acc Ripon	£ 144.00	£ 144.00	£ 144.00	£ 144.00
3 Clerk's Expenses	£ 60.00	£ 70.00	£ 70.00	£ 70.00
4 Bank Charges	£ -	£ 60.00	£ 60.00	£ 60.00
Office and Admin				
	~	~	~	
5 SOFEXP	£ 300.00	£ 300.00	£ 320.00	£ 320.00
6 Annual audit fee	£ 75.00	£ 100.00	£ 130.00	£ 150.00
7 Insurance	£ 360.00	£ 360.00	£ 460.00	£ 460.00
8 Room Hire	£ 90.00	£ 90.00	£ 120.00	£ 120.00
Membership & Subscriptions				
	~	~	~	
9 YLCA	£ 215.00	£ 230.00	£ 240.00	£ -
10 SLCC	£ 45.00	£ 45.00	£ -	£ -
Training				
	~	~	~	
11 Councillors	£ 250.00	£ 250.00	£ 200.00	£ 100.00
12 Clerk	£ 50.00	£ 50.00	£ 100.00	£ 100.00
Parrish Maintenance				
	~	~	~	
13 Parish Caretaker (DTMS)	£ 1,200.00	£ 1,200.00	£ 1,500.00	£ 1,500.00
14 Grasscutting	£ 2,746.00	£ 2,746.00	£ 1,000.00	£ 3,150.00
15 Difibfilators Other Village	£ 200.00	£ 200.00	£ 200.00	£ 200.00
16 Maintenance Costs	£ 500.00	£ 500.00	£ 200.00	£ 200.00
17 Play Area Play area painting -	£ 250.00	£ 500.00	£ 250.00	£ 250.00
18 Grantley	~	~	£ 550.00	£ -
19 Grantley Bus Shelter	~	~	£ 1,000.00	£ -
20 Donation to Ripon CAB	£ 100.00	£ 100.00	£ 100.00	£ 100.00
22 Website Hosting	£ 300.00	~	~	£ 150.00
New Projects				
	~	~	~	
Picking Gill Annual 24 Maintenance	~	~	£ 750.00	£ 750.00
Total	<u>£ 11,740.50</u>	<u>£ 11,800.50</u>	<u>£ 12,944.36</u>	<u>£ 14,440.00</u>

Ordinary Income - Budget 2024-2025

NYCC - Picking Gill Rent	£ 550.00	£ 550.00	£ 750.00	£ 750.00
NY Council - Precept	£ 8,750.00	£ 9,000.00	£ 11,500.00	£ 12,800.00
Interest	~	£ 60.00	£ 6.00	£ 60.00
VAT	£ 600.00	£ 600.00	£ 400.00	£ 830.00
Total Income	<u>£ 9,900.00</u>	<u>£ 10,210.00</u>	<u>£ 12,656.00</u>	<u>£ 14,440.00</u>

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Appendix "B" – Schedule of accounts approved for payment.

1. BHIB Insurance – Parish insurance premium.
2. Yorkshire Accountants Ripon – Payroll administration.
3. Elkerlodge Bookkeeping services – Annual Audit Fee.
4. DN Taylor – Clerk's Salary.
5. DN Taylor – Standing Office Expenses.
6. DTMS Ltd – Monthly parish caretaker services.

Appendix "C" –

Bank Reconciliation as at 14th March 2024. Including all payments (up to and over £100.00)

NB: Not including Parish Room

Funds

HSBC a/c *****16			2403.36	
HSBC a/c *****08			8049.14	
		£	10,452.50	£ 10,452.50
Less Unpresented Cheques	SCD "1"			
Sub Total				£ 10,452.50

Cash Book at 18th January 2024

HSBC a/c *****16		£	5,167.67	
HSBC a/c *****08		£	8,010.40	
Sub Total		£	13,178.07	
Add receipts	SCD "2"	£	38.74	£ 13,216.81
Subtract payments	SCD "3"	£	2,764.31	£ 10,452.50
Less Unpresented Cheques	SCD "1"	£	-	
Current State				£ 10,452.50

SCD "1"

Total Shed 1

£ -
£ -

SCD "2"

Interest

£ 38.74

Total Shed 2

£ 38.74

SCD "3"

22.01.2024	HSBC	Bank Charges	£	5.00
07.02.2024	YLCA	Training	£	8.35
07.02.2024	DN Taylor	StOfEx Jan 24	£	23.23
07.02.2024	DN Taylor	Clerk Salary 260124	£	540.77
07.02.2024	HMRC	Clerk PAYE	£	14.60
07.02.2024	FirstAid4Less	Saw Defib Battery	£	403.86
07.02.2024	Fusion Systems	Software update	£	18.87

Initial:

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07.02.2024	DN Taylor	StOfEx Feb 24	£	25.97
07.02.2024	DN Taylor	StOfEx Dec 23	£	42.47
22.02.2024	HSBC	Bank Charges	£	5.00
02.03.2024	DN Taylor	StOfEx - Feb 2024	£	22.48
02.03.2024	DN Taylor	Admin Cost	£	9.88
02.03.2024	DN Taylor	Clerk Salary 230224	£	536.97
02.03.2024	HMRC	Clerk PAYE	£	10.46
14.03.2024	DTMS	Inv 121976	£	448.80
14.03.2024	DTMS	Inv 122058	£	387.60
14.03.2024	Sawley Village Hall	Room Hire	£	260.00
		Total Shed 3	£	2,764.31

Appendix "D" –

Schedule of Meetings 2024 / 25

Venue is Sawley / Granley Village Hall.

Thursday 30 th May 2024	Annual Meeting of the Parish Council, Annual Parish Meetings and Ordinary Meeting - venue Sawley Village Hall
Thursday 18 th July 2024	Ordinary Meeting - venue Sawley / Grantley Village Hall.
Thursday 19 th September 2024	Ordinary Meeting - venue Sawley Village Hall / Grantley Village Hall.
Thursday 21 st November 2024	Ordinary Meeting - venue Sawley / Grantley Village Hall.
Thursday 16 th January 2025	Ordinary Meeting - venue Sawley Village Hall.
Thursday 13 th March 2025	Ordinary Meeting - venue Sawley / Grantley Village Hall.

- **Meetings** are held on the 3rd Thursday of alternate months – January onwards.
- **There** will be six meetings per year unless more are required when extraordinary meetings may be called. These will be publicised on the Parish Council Website and the usual local noticeboards.
- **Please** check notice boards and the Parish Council website for changes to dates, times & venues.
- **Where** held, Parish Meetings will be held in succession before the Annual Meeting of the Parish Council and will commence at 7.30pm.