

# **Staveley and Copgrove Parish Council**

**Clerk: K Haw**  
Corner Ways, Ferrensby HG5 9JG

Staveley and Copgrove Parish Council Meeting  
20<sup>th</sup> Nov 2018

## **Minutes**

### **Present:**

Parish Councillor Bill Kirkpatrick (BK)  
Parish Councillor Nick Stringer (NS) Parish Councillor Claire Dennis (CD)  
Parish Councillor Helen North (HN) Claro Ward Councillor Zoe Metcalfe (ZM)

Clerk, K Haw (KH)

6 Members of the public

**1. To Receive Apologies** Parish Councillors Peter Edwards, Neil Horton

**2. To Receive Declarations of Interest** None

**3. To Confirm Minutes of the Meeting of 14<sup>th</sup> Aug**

Councillors confirmed they were a true record of the previous meeting. Proposed by BK and 2<sup>nd</sup> by NS

**4. To receive credits and invoices**

Clerk updated the meeting on the financial status, bank balance at £11,505.54, this included invoices for clerks wage, recreation field inspection and website set up costs. 2<sup>nd</sup> half of the precept has been paid in.

**5. Police / Crime update**

An incident on 8<sup>th</sup> Nov when a missing person was reported from an address in Staveley, later found by West Yorks Police at a property in their area. Sometime night time burglaries to farm premises locally, albeit not in Staveley or Copgrove but close by. Advise residents not to leave valuables visible to casual visitors and to report any unusual vehicles or persons within the villages to the police on either 999 or 101.

**6. Councillor Update**

Public meetings are being held in the Civic centre for public to see information from the inspector. Draft local plan should be ready about Easter 2019. Another planning application is expected for Arkendale Rd for 2 bungalows and 2 houses. Until application is available to view we are unable to comment on it. Question from the public regarding waste recycling and whether it is weighed by household or district, ZM confirmed it is by the district as a whole.

**7. Finance Sub- Committee**

NS, BK and NH have set the budget for 2019-20. With a total income of £6,581 and expected expenses of £6,575. The precept will rise by 2.3% over the next 2yrs based on the CPI.

## **8. Proposal to adopt the 2019-20 budget and precept demand**

It was agreed to increase the precept by 2.3%. Precept for 2019-20 will be £5,830.

## **9. Neighbourhood Plan**

We have 8 volunteers so far, decision to go ahead with a Neighbourhood plan was agreed. Steering group to set up meeting and report back to the PC on progress.

## **10. Planning Applications**

Lowering of kerb and creating driveway 11 Pinfold Green was refused on safety.

Detached garage at Staveley Court was refused as areas of open space are an essential element of its historical character of a grade 2 listed building.

## **11. Grass Cutting**

Councillors to review the spec and make any comments prior to putting to HBC.

## **12. Community Speed Watch**

Frustration over the time for a response back to the concerns raised over speed in the village. Clerk will contact community speed watch to see if CSW can be set up in the village. Discussions over flashing signs, however can't have both flashing signs and community speed watch. Concerns over speed past the school from 8am and again 5-6pm. Villages can report speeders via 101.

## **13. Procedural Matters**

PC now has contract with LCPAS to provide a DPO service. Approx 50 draft documents supplied as template notices and policy documents. NH now worked through these and modified those considered appropriate as required for S&C PC use. Most documents now published on the website Document Library. Still to finish the Assessment of Personal Data Held and Risk Assessment documents before returning them to LCPAS for comment. PC now registered with the ICO.

PC website has been up and running for approx two months. Hosting and domain registration has been rented for two years. Site currently comprises 70 pages, including a blog page, over 50 tables of information, and has over 250 image and document files. The residents email service is now integrated with the website and is now the Parish Council Newsletter. Site now has an events section and projects/tasks section. Site now registered with Ordnance Survey to provide online mapping. Work still ongoing.

The PC is now registered with the Ordnance Survey Public Sector Management Agreement, which means we can now get free digital map data from them to use as required for any PC business.

The Finance Sub Committee did not finalise the procedural and policy documents as per the minutes. These are still outstanding.

Defibrillator now added to insurance policy. Still awaiting confirmation as to whether village greens are included in the schedule. Phone box to be added.

Allotment tenants have no legal agreements. Last agreements expired in April 2017. New paperwork supplied and Chairman to visit allotments holders with new paperwork.

#### **14. Matters Arising**

To set up a rota for inspecting the recreational field on a weekly basis to comply with our insurance requirements. CD to arrange rota.

Sign for recreation field required to comply with insurance requirements re disclaimer use at own risk.

Discussions over pedestrian access to the SNR carpark.

#### **Meeting closed 20.15**

#### **Next meetings**

Feb 26<sup>th</sup>

May 7<sup>th</sup> AGM

Aug

Nov