

# **Staveley & Copgrove Parish Council**

Website: <https://staveleyandcopgrovepc.org.uk/>

**Clerk:** Neil Horton

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## **Parish Council Meeting Minutes**

21<sup>st</sup> July 2020

7pm Online

Meeting No. PC.2020.07

### **Present:**

Councillor Graham Bowland (GB)

Councillor Peter Edwards (PE)

Councillor David Greenwood (DG)

Councillor William Kirkpatrick (BK) Vice Chair

Councillor Helen North (HN) Chair

Ward Councillor Zoe Metcalfe (ZM) Harrogate Borough Council (HBC)

Clerk/RFO Neil Horton (NH)

2 Members of the Public

### **1. Reminder by the Chair of the Council's policy for the audio or visual recording of the meeting.**

1.1. The attendees were advised of the policy.

### **2. Election of Chair and Vice Chair**

2.1. HN offered to remain as Chair with unanimous support.

2.2. BK offered to remain as Vice Chair with unanimous support.

### **3. Election of Sub Committee Members**

3.1. The Finance Sub Committee members were proposed and agreed as:

3.1.1. HN, GB, PE and the RFO.

3.2. The Parish Council representative on the Staveley Nature Reserve Liaison Group will continue to be HN.

### **4. Receipt of apologies and approval of reasons for absence.**

4.1. None.

### **5. Receipt of any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.**

5.1. None.

## 6. Confirmation of the minutes of the meeting held on 4<sup>th</sup> February 2020 as a true and correct record.

6.1. The minutes were agreed as a true record of the meeting.

## 7. Ward Councillor Update

7.1. ZM updated Council on the following topics:

- 7.1.1. Planning applications for the developments at Copgrove and Loftus Hill were refused.
- 7.1.2. Extension of the NHS lease for use of the exhibition center as a Nightingale Hospital is still under negotiation. The current lease expires 31st July 2020.
- 7.1.3. Knaresborough Connect is still operating support for the community with regard to Corvid-19. HN advised of the Buddy Scheme set up in Staveley and PE the situation in Copgrove.
- 7.1.4. All HBC meetings now online via a YouTube channel.

## 8. Financial Matters

8.1. Council received end of year accounts documents for 2019 - 2020.

- 8.1.1. Accounting Statements.
- 8.1.2. Annual Governance Statement.
- 8.1.3. Certificate of Exemption.
- 8.1.4. GB proposed to approve the accounts. PE seconded.
- 8.1.5. **Decided:** 2010-20 Annual Governance and Accountability Return approved.

8.2. Council received a financial statement and bank reconciliation and was asked to approve forthcoming payments.

**Decided:** The financial statement was accepted and the forthcoming payments approved.

8.3. GB noted the commendation of the internal auditor of the end of year accounts prepared by the Clerk.

## 9. The Position of Clerk to the Council

9.1. HN expressed thanks for the work done by NH who is standing down.

9.2. Council were informed that the position had been filled and that the new Clerk/RFO would start on 1st August 2020.

**Decided:** to note the financial implications of filling the post as advised by NH.

## 10. Ongoing Issues

10.1. Staveley grass cutting. Council agreed that the new contactors were doing the job sufficiently. BK to monitor the frequency of the cut.

10.2. Play area maintenance. Now that the area is open again, GB to reinstate the weekly inspection regime. GB raised concern over the frequency of area users leaving the gate open, despite notices to close. GB requested that the grass cutting contractor also trim around the

new hedge.

**Decided:** HN to ask the grass cutting contractor to maintain around the new hedge.

- 10.3. Allerton Park Landscape and Cultural Heritage Fund Grant update. Council was advised that all work for grant 1 was now completed. The fence for grant 2 is now made but the site will now not be able to be prepared until spring 2021, when volunteers will be needed to undertake the preparation work.
- 10.4. To consider the receipt of a donation to the Parish Council from Staveley residents the Greenwood family. HN again thanked the family for the donation. Council is now seeking a specific scheme on which to spend the funds.

## 11. Planning Applications

- 11.1. Council received report PC8 updating the status of planning applications in the parish.
- 11.2. Council expressed serious concern over the retrospective application from Abacus at Jubilee Court, Copgrove and the increase in traffic through Staveley that each development seems to generate.  
**Decided:** Council will object to the planning application. HN will prepare a response. ZM will seek the views of the HBC case officer and report back to HN.
- 11.3. Council also expressed concern over the increased traffic, particularly during the night, following the opening of a parcel distribution hub at Jubilee Court.  
**Decided:** ZM to seek the views of HBC enforcement officers and report back to HN.

## 12. Matters requested by Councillors

- 12.1. To consider the report on traffic volume & speed through Staveley and Copgrove (Cllr North).  
**Decided:** HN to seek advice from Cllr Windass on making an application to the AJ1 grant for funds to implement traffic calming measures in Staveley.
- 12.2. To consider the report on flooding in the Arkendale Road area (Cllr North).  
**Decided:** HN to seek advice from Cllr Windass on how to escalate the issue to a higher authority given that it is beyond the resources of the Parish Council to attempt alleviation of the flooding.
- 12.3. To consider the report on village signage for Copgrove (Cllr Edwards). A list of suitable contractors to undertake installation of signs is awaited from NYCC Highways. Sign costs now known. No further action until all costs are known.

- 12.4. To consider the report on asset maintenance (Cllr Kirkpatrick).  
**Decided:** BK to get three quotations for refurbishment of village notice boards and benches.

**13. Matters for inclusion on the agenda of the next meeting**

- 13.1. Planning breaches at Abacus, Jubilee Court.  
13.2. Copgrove village signs.  
13.3. Traffic management in Staveley.  
13.4. Flooding on Arkendale Road.  
13.5. Asset maintenance decision on refurbishment as 12.4.

**14. Confirmation of the dates of future meetings**

- 14.1. Tuesday September 8<sup>th</sup> 2020 at 7pm.  
14.2. Tuesday December 8<sup>th</sup> 2020 at 7pm.  
14.3. Tuesday February 9<sup>th</sup> 2021 at 7pm.  
14.4. Tuesday May 4<sup>th</sup> 2021 at 7pm (Annual Meeting of the Parish Council).

Meeting closed at 7.45pm

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*All documents referred to in these minutes are available to view and download in the Document Library section of the Parish Council website listed at the start of this document.*