

## Staveley & Copgrove Parish Council

DRAFT Minutes of the Full Council Meeting of Staveley and Copgrove Parish Council  
held on **Tuesday 8<sup>th</sup> September 2020 at 7pm** held via Zoom link.

Commenced: 7.00pm

Concluded: 7.39pm

**Present:** Cllr Helen North (Chairman)

Cllr William Kirkpatrick (Vice Chairman)

Cllr Graham Bowland

Cllr Peter Edwards

Cllr David Greenwood

Cllr John Thornton

**Clerk:** R. Crabtree

### **1. Introduction from the Chairman and a reminder by the Chair of the Council's policy for the audio or visual recording of the meeting**

Cllr H. North welcomed all to the meeting and the attendees were advised of the Recording policy.

### **2. To consider and approve co-option of a candidate to Staveley and Copgrove Parish Council**

**Resolved** to co-opt John Thornton and the Clerk will send him an induction pack.

### **3. To receive any apologies and approve reasons for absence**

No apologies received.

### **4. Declaration of Interests**

#### **a) To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests**

None declared.

#### **b) To receive, consider and decide upon any applications for dispensation**

None received.

### **5. To confirm the minutes of the Annual Council meeting held on Tuesday 21<sup>st</sup> July 2020 as a true and accurate record.**

**Resolved** that the minutes of the meeting held on Tuesday 21<sup>st</sup> July 2020 be approved as a true and accurate record.

### **6. To receive updates from the Ward Councillors**

No Ward Councillors were in attendance.

### **7. Financial matters:**

#### **a) To approve the schedule of payments**

**Resolved** to approve the schedule of payments.

#### **b) To approve the bank reconciliation and budget comparison**

**Resolved** to approve the bank reconciliation and budget comparison

### **8. To receive information on the following ongoing issues and decide further action where necessary:**

#### **a) To consider the flooding on Arkendale Road**

Cllr North made councillors aware that she has not received a response from NYCC and will contact them again.

#### **b) To consider the traffic volume and speed through Staveley and Copgrove**

Cllr North made Cllr's aware that she has investigated several speed calming measures but NYCC have not approved these. The latest suggestion is to plant a couple of trees next to the access road on the Village Green to give the

illusion of a narrow space.

**Resolved** that Cllr North will investigate this further to find out if is a viable option.

It was noted that people are currently monitoring the speed of vehicles with speed detection devices in Scotton.

**Resolved** that the Clerk will contact the Clerk at Scotton Parish Council to request information regarding this.

**c) To consider the quotes for the village signage for Copgrove**

Cllr Edwards has received a quote of £48 per village sign and £13 for delivery. He has had difficulty obtaining quotes for installing the signs.

**Resolved** to continue obtaining quotes and add to the next agenda for consideration.

**d) To consider the quotes for the refurbishments of the noticeboards and benches**

Cllr Kirkpatrick has received a quote of £552 to paint the noticeboards in both villages and refurbish six benches in Staveley and one bench in Copgrove.

**Resolved** to agree the quote of £552. Cllr Kirkpatrick will contact the contractor to confirm the quote and advise him we do not require the old noticeboard in Staveley to be refurbished.

**e) To consider the planning breaches at Jubilee Court**

**Resolved** that Cllr Edwards will contact HBC regarding this and ensure that the planning department is aware of the breaches and they are tracking it.

**9. To adopt/review/approve the following policies and procedures:**

**a) Document Disposal and Retention Policy**

**Resolved** to approve the policy.

**b) Finance Sub Committee Terms of Reference**

**Resolved** to approve the policy.

**c) Financial Regulations**

**Resolved** to approve the policy.

**10. Organisational matters**

**a) To agree members of the Finance Committee**

**Resolved** that Cllr Thornton is appointed to the Finance Committee and Cllr Edwards resigned from the Committee.

**b) To agree to add a councillor as bank signatory**

**Resolved** that Cllr Thornton will be an additional bank signatory.

**11. To consider the following new correspondence received and decide action where necessary**

**a) To consider correspondence received regarding parking on the Village Green**

**Resolved** that the Clerk will contact T. Simpson at the NYCC Highways Department to request the regulations and guidance on installing yellow lines on the corners to prevent parking near the junctions.

**12. To receive report PC15 updating the status of planning applications in the parish**

The PC15 report was noted.

**Resolved** that the Clerk will propose a new method of reviewing and commenting on planning applications for the Council to consider.

**13. To consider and decide upon the following planning applications:**

<b>Application Number</b>	<b>Address</b>	<b>Proposal</b>	<b>Comments</b>
20/02992/FUL	Blessingbourne, 1 Pinfold Green, Staveley	Erection of utility room extension and alterations to existing rear extension to form flat roof.	No comments
20/03180/LB	Hope Cottage, Main Street, Staveley	Erection of single storey extension including rebuilding of outbuildings to form garden room.	No comments
20/02479/FUL	Hope Cottage, Main Street, Staveley	Erection of single storey extension including rebuilding of outbuildings to form garden room.	No comments

**14. To notify the clerk of matters for inclusion on the agenda of the next meeting**

- Planning breaches at Jubilee Court
- Village signage
- Traffic volume and speed through Staveley and Copgrove
- Flooding on Arkendale Road

**15. To confirm the date of the next meeting as Tuesday 8<sup>th</sup> December 2020 at 7pm in accordance with the agreed schedule**

**Resolved** that the next meeting is to be held on Tuesday 8<sup>th</sup> December 2020 at 7pm.

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

**Clerk: Rebecca Crabtree**

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