

---

## STAVELEY AND COPGROVE PARISH COUNCIL

---

**Minutes of the ordinary meeting of Staveley and Copgrove Parish Council held  
Tuesday 7<sup>th</sup> November 2023 in the Staveley and Copgrove Village Hall.**

Commenced: 19.00  
Concluded: 20.14  
Attending: Cllrs Edwards (Chairman), Greenwood, Bowland, Thornton.  
Also Present: Proper Officer and 4 members of the public.

- 2023/01 Introduction from the Chairman and a reminder of the Council's expectations for the audio or visual recording of this meeting.**  
The chairman opened the meeting and welcomed everyone.
- 2023/02 To note and ratify the following as recommended by the Staveley and Copgrove Finance Committee Meeting.**
- a) To ratify the appointment of Sue Reid as Proper Officer to Staveley and Copgrove Parish Council as of 1<sup>st</sup> September 2023.
  - b) To approve the Offer of Employment Letter to Sue Reid.
  - c) To approve the Contract of Employment as updated by the Proper Officer.
  - d) To approve to amend the bank mandate to include the Proper Officer, Sue Reid and include the Proper Officer on the internet banking.
  - e) To approve that TP Jones will continue to provide the external Salary Services and the Proper Officer to submit her details to them.
- RESOLVED** To ratify all the items at item 2023/02 a to e inclusive.
- 2023/03 To receive any apologies and approve reasons for absence.**  
Apologies were received from Cllrs Curnow and Whitworth. These were approved.
- 2023/04 Declaration of Interests**
- a) To receive any declarations of interest.  
David Greenwood declared an interest in Abacus.
  - b) To receive, consider and decide upon any applications for dispensation.  
There were no applications for dispensation received.
- 2023/05 To approve the minutes of the Staveley and Copgrove Ordinary Parish Council Meeting held 1<sup>st</sup> August 2023.**  
**RESOLVED** That the notes made from the meeting due to the absence of a clerk be accepted by members.
- 2023/06 To receive a report from Cllr Windass of North Yorkshire County Council.**  
Cllr Windass was not present at the meeting. There was no report to present.
- 2023/07 Clerk's report.**  
The clerk introduced herself. She advised that as this was her first meeting there was nothing for her to report, however moving forwards a regular update will be presented.
- 2023/08 Financial matters – To receive reports from the Finance Committee on the following matters.**
- a) To approve the following payments.
    - i. Replacement Defibrillator Pads £68.69
    - ii. ICO Annual subscription £35.00
- Proper Officer: Sue Reid, Chapel Villas, Dishforth, YO7 3LW  
Tel: 07507 714782 Email: [clerk@staveleyandcopgrovepc.org.uk](mailto:clerk@staveleyandcopgrovepc.org.uk)  
Website: [www.staveleyandcopgrovepc.org.uk](http://www.staveleyandcopgrovepc.org.uk)

---

## STAVELEY AND COPGROVE PARISH COUNCIL

---

- b) To note the ongoing approved payments.  
There were no ongoing contractual payments to note.
- c) To note the bank reconciliation and budget comparison.  
The bank reconciliation and budget comparison were noted.
- d) To receive the draft budget as prepared by the Finance Committee.  
The budget was presented by the finance committee, who suggested the council consider a 5% increase to the precept for the following year 2024/2025  
**RESOLVED** the budget was noted and a 5% increase on the current precept on the year 2023/2024 was agreed for the following year 2024/2025.

2023/09

### Planning matters.

- a) To consider and make observations on the attached planning applications.  
There were no planning observations.
- b) To note planning decisions as per attached document.
  - i. Application ZC23/02820/FUL Staveley and Copgrove Nature Reserve has been Approved.
  - ii. ZC23/02149/FUL Wayside Farm has been approved.
- c) To note planning enforcements as per attached document.  
There were no planning enforcements.

2023/10

### Ongoing matters.

- a) To receive an update from the local Police Liaison Officer.  
There was no Officer in attendance at the meeting therefore no update was given.
- b) To receive an update regarding the vandalism at the Nature Reserve.  
Cllrs report that there have been no more occurrences at this time.
- c) To consider the request for the erection of a small green house on the allotments.  
**RESOLVED** To approve the erection of the greenhouse.
- d) To receive an update on SV1 and decide any action required.  
Members were reminded that this is the proposal for 68 houses. A petition has been submitted along with a detailed objection letter. This includes documenting the potential for gypsum in the area. Expected to go to committee end November 2023. Representatives will speak at the planning meeting to object.
- e) To receive an update on the playground and decide any actions required.  
The inspection has not yet been carried out therefore members are unable to action this motion at present. The contractor, Farm and Land Services, has an action to paint equipment. This is still awaiting doing.

The annual RoSPA inspection has not yet been carried out.

It was noted that one tree has fallen due to the weather. This has been removed, however there is a 2<sup>nd</sup> tree that needs removing.

**RESOLVED** that the clerk arrange the RoSPA inspection ASAP.

- f) To receive an update on the Pub Village Green fence and decide any actions required.

It was reported that this action has been completed.

---

## STAVELEY AND COPGROVE PARISH COUNCIL

---

- g) To receive an update on the football net and decide any actions required.  
It was reported that this action has been completed.
- h) To receive an update on the Neighbourhood Plan.  
It was reported that this is going to progress shortly. It was also considered that members involved may consider attending training available in this matter.
- i) To receive an update on the oak tree on the village green.  
Need to apply for planning permission.  
**RESOLVED** That the clerk progress this.
- j) To receive an update on Copgrove field developments and village green.  
It was noted that three trustees have been approved. Should be progressed within the next couple of months.
- k) To receive an update on the hedge near the playground.  
Is actually the hedge which borders the site SV2. Hedge is very overgrown. The owner has been asked to cut the hedge and mow the verge. The PC has now taken on the mowing of the verge as it was overgrown and people were having to walk on the road. The hedge is having an impact on the sightline for drivers and is a hazard. Clerk to write to owner.
- l) To receive an update on the grass cutting.  
It was noted that this has been very poor this year.  
**RESOLVED** that the clerk produce a tender for the grass cutting.

2023/11

### New matters and correspondence.

- a) To note that the precept request has to be submitted to North Yorkshire Council by 31<sup>st</sup> December 2023.  
This was noted.
- b) To consider the frequency of Parish Council Meetings.  
**RESOLVED** That from January 2024 the council will meet bi-monthly.
- d) To note the latest S106 Spreadsheet from NYC.  
This was noted.
- e) To note the communication from NYC regarding re charging of election expenses to Parish/Town Councils as of 2024.  
This was noted.
- f) To consider researching grant funding and courses available for the production of a Neighbourhood Plan.  
**RESOLVED** To defer this for the present time.
- g) To note the Tree Preservation Order 23/00054/TPORDR Wayside Farm.  
This was noted.
- h) To note the communication from NYC in relation to Hackney Carriage zones.  
This was noted.
- i) To note communication from Citizens Advice Bureau and decide any further action.  
**RESOLVED** That members do not wish to support this request.

---

## STAVELEY AND COPGROVE PARISH COUNCIL

---

- j) To receive communication from resident in relation to speeding and traffic calming matters and decide any further action.  
**RESOLVED** – clerk to action with highways.
- k) To receive communication regarding Climate and Ecology and decide any further action.  
**RESOLVED** That members do not wish to progress this.
- l) To note the Annual subscription for the ICO has been renewed.  
This was noted
- m) To decide the schedule of meetings for 2024.  
**RESOLVED** That meetings will be bi-monthly on the 2<sup>nd</sup> Monday of the month commencing January 2024.

**2023/12**      **To notify the clerk of matters for inclusion on the agenda at the next meeting.**

- To consider devolved powers to the clerk.

**2023/13**      **The next Ordinary meeting of Staveley and Copgrove Parish Council will be held .**  
**8<sup>th</sup> January 2024**

**2023/14**      **Public participation.**

- **Gentleman trying to gain support to the planning for an Asphalt plant at Allerton Park Waste Centre. Currently got several locals and parish councils objecting to the applications.**