

STAVELEY AND COPGROVE PARISH COUNCIL

Draft Minutes of the Ordinary Meeting of Staveley and Copgrove Parish Council held on Monday 11th November 2024 in the Staveley and Copgrove Village Hall.

Commenced: 19.00

Concluded: 20.05

Attending: Cllrs P Edwards (Chair), G Bowland, J Thornton, S Whitworth. Clerk J Oyston

4 Members of the public

2024/62 Introduction from the Chair and a reminder of the Council's expectations for the audio and/or visual recording of the meeting.

The Chair opened the meeting and welcomed everyone. He introduced the new Clerk, Julia Oyston, and confirmed her appointment.

2024/63 Apologies for Absence

None were received. The Chair advised that he had met Cllr Windass recently and that he was unlikely to attend due to an injury.

2024/64 Declarations of Interest and/or Dispensation

There were no declarations of interest nor applications for dispensation received.

2024/65 Minutes of the Ordinary Meeting of Staveley and Copgrove Parish Council held on 9th September 2024

The Minutes were approved without modification. Proposed Cllr Thornton, seconded Cllr Whitworth

2024/66 Appointment of the Parish Clerk

A contract to be provided to Mrs Oyston in due course. Action: Cllr Bowland

A starting salary of £14.36 per hour has been agreed in accordance with the NALC Scheme for 2024/25. The role of the Parish Clerk and job description is nationally understood.

2024/67 Co-Option of Parish Councillor

The appointment of an additional Parish Councillor to represent Staveley was discussed and agreed desirable. Neil Walker to be contacted and details included in the Staveley Informer. Action: Cllr Edwards

2024/68 Councillor and Officer Reports

a) North Yorkshire Council. As Cllr Windass was not present, there was no report from NYC

b) Staveley and Copgrove Finance Committee. Cllr Bowland gave his report (from 1 April) to the meeting. It was noted that there was a net income

- over expenditure of £4427.48 with an income of £7115 and an expenditure of £2687.52 to date. Further expenditure is planned before 31 March to include website, ICO, NYC re: allotments and the Clerk's salary. An out-turn of £19986.07 at the bank is anticipated. The matter of reserves was discussed and Mrs Oyston offered to confirm Parish election costs with NYC so that provision can be made. Acceptance of the report was proposed by Cllr Edwards and seconded by Cllr Thornton
- c) Playground Inspection report. Cllr Edwards advised the meeting that the report by The Play Inspection Co. was very thorough and that the play area environment and all equipment posed a low risk. Some minor tweaking, painting and tidying was all that was required. Tenders for the work will be sought in January 2025. Action: Mrs Oyston to provide details of a local handyman.

2024/69

Matters Arising

- a) Grass cutting contract and strimming of verges. **The Parish Council to tender its grass cutting service due to the poor standard last year. It hopes for an improvement at reasonable cost.**
- b) Staveley Noticeboard. **Bernard Atkinson, attending, offered to be the keyholder.**
- c) Copgrove Noticeboard. **It was resolved that the noticeboard be renovated with new cork tiles funded by the Parish Council at a cost of between £100-£150. Proposed Cllr Edwards, seconded Cllr Thornton.**
- d) Copgrove Village Green. **It was resolved that the Parish Council apply for designation as 'Village Green' and that the relevant application forms are completed. Action: Cllr Edwards**
- e) Tenders for raising the crown of the oak tree on Staveley Village Green. **It was resolved that quotes be obtained for raising the crown to 2.5m. Action: Mrs Oyston**
- f) NYC review of Council structures. **Cllr Thornton had previously circulated details of the Electoral Commission review into proposed changes to Election Division boundaries ahead of the 2027 Local Government Elections. A series of consultations to take place during 2025. Details noted.**
- g) Request for speed and parking restrictions in the vicinity of Abacus/Evri buildings. **It was noted that no response had been received from NYC.**
- h) Footpath sign on Arkengarth Road. **There was no objection in principle to the erection of a sign which may be in place by Spring 2025. Action: Cllr Edwards to follow up previous contact.**
- i) Review of Parish Council Policies. **Action: Mrs Oyston to identify existing policies prior to their review.**

2024/70

Presentation of 2025/26 Budget and Setting of Parish Precept

As Chair of the Finance Committee, Cllr Bowland outlined the current financial position and discussed the 2025/26 budget. It was resolved that the Precept remain unchanged at £7035. Proposed Cllr Bowland, seconded Cllr Edwards. Action: Mrs Oyston to notify NYC. The letter dated 6

September 2024 (previously circulated) from NYC Strategic Finance setting out details for completion of the process was noted.

2024/71

Correspondence requiring decision/response

a) email from NYC Strategic Finance dated 24 October re: Parish Council Tax calculator. **Previously circulated. Noted**

b) email from YLCA dated 25 October re: Clerk and Councillor training. **Previously circulated. Noted**

c) email from YLCA dated 25 October re: 2024/25 National Joint Council pay scales. **This years pay scales were discussed and agreed to be implemented.**

d) email from Paul and Meriel Best dated 1 November regarding interest in taking over an allotment. **After some discussion, it was agreed that a Notice be displayed on the Staveley Noticeboard for 2 weeks advertising the availability of an allotment. Mr and Mrs Best to be kept informed. Action: Mrs Oyston**

2024/72

Correspondence for information

a) YLCA 'White Rose Bulletin'

b) NYC 'Your North Yorkshire'

c) NALC Events newsletter

d) NYC Parish Liaison

e) Email from Elliot Laws dated 30 October re: tyre damage caused by pothole near Copgrove. **Mrs Oyston has responded advising that the matter be reported to the Highways Authority (NYC).**

f) NALC Chief Executive's Bulletin

g) HADCA e-Bulletin Issue 34

h) YLCA/NALC – 80th Anniversary of VE Day celebrations

It was agreed that Mrs Oyston monitor bulletins/newsletters and circulate as appropriate.

2024/73

Planning

a) ZC24/02918/PBR Copgrove Hall Stud. Conversion of existing agricultural buildings to form residential units. **Previously circulated. Neither object nor support. Noted that no issues were identified.**

b) ZC/23/04477/FUL Orchard House, St. Mongahs Lane, Copgrove. Variation to condition 2 (Approved drawings). Erection of first floor extension and front porch, replacement of existing conservatory with single storey extension etc. **There were no issues identified.**

c) ZC24/02985/FUL Abacus House, Wath Lane, Copgrove. Erection of existing relocated pallet store and perimeter security fencing. **Planning permission GRANTED subject to conditions. Noted that erection of suitable green fencing and planting of shrubs may improve visual amenity and reduce noise.**

- d) ZC24/03357/FUL 7 Spellow Crescent, Staveley. Proposed single storey rear extension. **Planning permission GRANTED subject to conditions. Noted**
- e) ZC24/03357/TCON Felling of 2 no. silver birch (T1 and T2) and 1 no. cherry tree within Staveley Conservation Area, Robin Garth, Main St., Staveley. **Noted**
- f) ZC24/03022/TPO Halesfield, Main St., Staveley. Works to trees subject to TPO45/2020 T1 cedar. **REFUSED. There was discussion as to why the application had been refused when telephone lines pass through. Action: Mrs Oyston to enquire for reason.**

2024/74 Website – Proposed Review

IT technical issues were discussed. Mrs Oyston to initiate website review.

2024/75 Any other business

- a) **It was noted that the farmer has agreed to remove the large tree trunk blocking the Copgrove footpath.**
- b) **The closure of Wath Road between 2-6 December was noted.**
- c) **The availability of speed awareness bin stickers was noted.**
- d) **There was discussion over a VAS sign**
- e) **There was discussion about the allocation/calculation of commuted sums with re-allocation to Staveley from Minskip noted**
- f) **It was noted that sandbags/signs are being left on verges along Main St.,/Wath Lane. Action: Cllr Edwards to notify NYC**

2024/76 Date of next meeting

The following dates for 2025 were noted:

- **Monday 13 January**
- **Monday 10 March – Annual Parish Meeting and Annual Meeting of the Parish Council**
- **Monday 12 May**
- **Monday 14 July**
- **Monday 8 September**
- **Monday 10 November – Budget and Precept**

Action: Mrs Oyston to book the Village Hall