

# **CLIFFE PARISH COUNCIL**

## **Minutes of the Meeting of the Parish Council held at St Andrews Mission on Monday 17<sup>th</sup> June 2019**

**19/088 Present:** - Councillors M Topping (Chairman), D Allenby, H Cross, A Holman,  
P Maw, C Topping, J Wallinger, R Woodall and A Wilson

County Councillor M Jordan  
District Councillor K Arthur and M Topping

**19/089 Apologies:** - All members present

**19/090 Declarations of Interest:** - None

**19/091 Public Session:** - As no members of the public were present no public session was held

**Jim Clarke – Cliffe Village Institute Management Committee**

Unfortunately Jim Clarke was unable to attend the meeting so this item was deferred until the July meeting.

**19/092 Listen to reports from County and District Councillors:-**

County Councillor M Jordan advised that he has recently been appointed to the NYCC Overview and Scrutiny Committee and spoke about his involvement with the One Yorkshire Devolution which aims to enable decisions currently taken by Government in London, to be made in the region.

Councillor Jordan also spoke about a forthcoming public consultation for a special school in Osgodby.

District Councillor K Arthur spoke about the new Selby District Council appointments and policies.

District Councillor M Topping advised that he has been appointed to the Planning Committee, Scrutiny Committee and is reserve for the Policy Review Committee. Councillor Topping also spoke about recent concerns raised on social media regarding 80 affordable homes potentially being built in Cliffe and it was noted that although there is potential for a small number of affordable homes being built this will not be a large scale development.

The Parish Council raised concern regarding Selby District Council planning notices being left up long after the planning decision has been made and District Councillor M Topping agreed to look into this further.

### **19/093 Police Report:-**

The clerk gave details of a recent burglary in Eggborough and theft from a transit van in Hillam.

### **19/094 Confirmation of Minutes of Annual Meeting:-**

The Minutes of the Annual Meeting of the Council held on Monday 13<sup>th</sup> May 2019 were proposed by Councillor A Holman, seconded by Councillor H Cross and unanimously agreed.

### **19/095 Confirmation of Minutes of Parish Council Meeting:-**

The Minutes of the Parish Council Meeting held on Monday 13<sup>th</sup> May 2019 were proposed by Councillor J Wallinger, seconded by Councillor H Cross and unanimously agreed with two minor amendments.

The clerk advised that the Yorkshire Local Councils Association had confirmed that the minutes of the Annual Parish Meeting should not be approved until the following year's Annual Parish Meeting but the Parish Council agreed to publish the Chairman's Report 2019 on the notice boards and website.

### **19/096 Matters Arising: -**

#### **Tree Planting**

Councillor J Wallinger advised that he had spoken to Mrs Hay – Cliffe Primary School Headteacher with regards to getting the school involved with tree planting in the village and she is very keen to get involved but as she will be leaving at the end of the academic year she will pass this on to the new Headteacher.

### **19/097 Items for Discussion:-**

#### **a) Public Rights of Way**

Councillor A Wilson advised that she will be launching the Cliffe Village Walks on Sunday 23<sup>rd</sup> June and reminding walkers of the country code.

It was also noted that Cliffe Primary School will be walking one of the routes on Friday 21<sup>st</sup> June (weather permitting) and hiding rocks painted by the children.

#### **Correspondence received from a resident regarding public right of way**

The clerk read out correspondence received concerning a footpath on Moor Lane which is not accessible due to crops planted by the land owner. The correspondence was discussed but as further information was required regarding the exact location of the footpath the clerk was asked to contact the resident to seek clarification.

#### b) Highway Issues

Clerk to chase Highways for a site meeting to discuss outstanding issues and look into the cost of installing three Vehicle Activated Signs (two on the A63 entering and existing the village and one on York Road)

Councillor A Holman spoke about the possibility of improving facilities in the village and creating further car parking space and it was agreed that this will be discussed as part of the village plan.

#### c) Village Green

The Chairman advised that he has sourced a replacement Christmas tree and was waiting for confirmation of costs which would be in the region of £450 + delivery and installation.

It was agreed that the retention payment that has been held back will cover these costs so no further payment will be made to the contractor.

Clerk to ask Parish Council grass cutting contractor for a quote to trim the fenced area back and to maintain by strimming back a couple of times a year when required.

Clerk also to contact Nathan Culpan – Ouse and Derwent Drainage Board to request permission to install a gate in the timber fence.

#### Flagpole

The clerk advised that the contractors will be carrying out the groundworks week commencing 08/07 and will be returning to erect the flagpole week commencing 22/07.

#### d) Parish Council Profile

##### Cliffe Village Website

Councillor J Wallinger advised that links from the current Parish Council meeting agenda to the Selby District Council planning portal have been put on the website to enable easier access to the planning applications being considered.

It was also noted that Councillor Wallinger is to put details of current planning applications on the website.

Councillor Wallinger advised that he has spoken to Mrs Hay – Cliffe Primary School Headteacher regarding a competition for this year's leavers to design a front page for the website which will stay on the website for the next year.

#### e) Potential S106 Contribution Projects

As the Parish Council had still not heard anything further from Cliffe Tennis Club following their attendance at the April meeting when they requested funding to replace the netting on the field side of the courts the clerk was asked to follow this up.

#### f) Street Lighting – No further update

Clerk still to liaise with Councillor D Allenby to look into cost comparison.

## **19/098 Planning:-**

### **9a) Consider Planning Applications Received: -**

1. **Reconsultation** (2018/1387/FUL) Proposed erection of single storey extension to main workshop building, forming of new storage area, forming of new workshop and use of runway for any day of the week at **Birchwood Lodge, Market Weighton Road, Barlby.**

It was noted that Selby District Council enforcement are currently looking into the use of the site and that District Councillor K Arthur has requested that the application is heard by the Planning Committee.

Councillor M Topping withdrew from any further discussion and did not express an opinion due to his recent appointment to the Planning Committee.

The Parish Council questioned the due process of the application and the current planning status of a previous application (2016/0141/COU) Proposed change of use to form grass runway at **Birchwood Lodge, Market Weighton Road, Barlby.**

It was agreed that the Parish Council still strongly object to the application as they are unable to assess the impact on the residential amenity of neighbouring properties as the applicant has declined to answer the questions raised previously:-

1) The Parish Council seek clarification of the anticipated frequency of aircraft taking off and landing on the runway as no figures are specified within the application.

2) Confirmation of the operational hours of the runway.

2. **Reconsultation** (2019/0078/HPA) Proposed two storey side extension and single storey rear extension, to existing cottage with replacement roof works and remedial works to exterior, and removal of existing single storey side extension and rear lean to extension at **Top End Cottage, Turnham Lane, Cliffe. No Objections**

Consider any Planning Applications Received not listed on the agenda: - NIL

b) Note Planning Applications Granted: - NIL

c) Note Planning Applications Refused: - NIL

d) Note Planning Applications Withdrawn: - NIL

## **19/099 Finance:-**

a) The following payments were proposed, seconded and unanimously agreed:-

1. J Leighton-Eshelby (Salary)	£ As Agreed
2. HMRC (PAYE)	£ 3.60
3. Autela (Payroll Services)	£ 39.23

b) To approve payments not listed on the agenda: - NIL

c) Note receipt of income, as listed below: -

1. Northern Powergrid (Wayleaves) £ 114.62

d) Cliffe Preschool grant request

The Chairman read out correspondence received from Cliffe Preschool requesting a grant of £2,000 towards the replacement of their outside track.

The request was discussed at length and the Parish Council agreed in principle a grant of up to £2,000 subject to the funds being available to complete the whole project.

It was agreed to invite the Preschool Manager to attend the July Parish Council Meeting to talk about their plans and enable members to look at the work required.

Members also agreed that they were happy to volunteer to help with the removal of the track to help Preschool to keep the costs down.

The Parish Council had a discussion about the Preschool's desire to merge with Cliffe Primary School which to date had been unsuccessful and it was agreed that members would like to get an understanding of the process to see if the Parish Council could offer any assistance with this in the future.

e) To receive Cliffe Parish Council Accounts 2018/19

The accounts for the year 2018/19 were distributed and accepted.

f) To certify Cliffe Parish Council as exempt from external audit for 2018/19

**RESOLVED** that Cliffe Parish Council is exempt from external audit for the year 2018/19 as its annual turn-over does not exceed £25,000.

g) To note Internal Auditor report for 2018/19

**RESOLVED** that the Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19 be noted.

h) To approve Section 1 – Annual Governance Statement 2018/19 for Cliffe Parish Council

**RESOLVED** to approve Section 1 Annual Governance Statement 2018/19 for Cliffe Parish Council on page 5 of the Annual Governance and Accountability Return 2018/19.

i) To approve Section 2 – Accounting Statement 2018/19 for Cliffe Parish Council

**RESOLVED** to approve Section 2 Accounting Statement 2018/19 for Cliffe Parish Council on page 6 of the Annual Governance and Accountability Return 2018/19.

j) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities

**RESOLVED** that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Cliffe Parish Council will publish the following documents on a public website:

- Certificate of Exemption
- Annual Internal Audit Report 2018/19
- Section 1 – Annual Governance Statement 2018/19
- Section 2 – Accounting Statement 2018/19
- Analysis of variances
- Bank Reconciliation to 31st March 2019
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015

**19/100 Correspondence:** - No Correspondence Received

**19/101 Representative Reports:-**

Councillor A Holman advised that he would follow up on a couple of issues with Drax as he had been unable to attend the Drax Joint Committee Consultative Meeting held on Monday 14<sup>th</sup> June 2019.

Councillor H Cross advised that at their recent meeting the Mary Waud Charity Trustees had made a presentation to Mrs Hay – Cliffe Primary School Headteacher who is leaving at the end of the academic year and reported that unfortunately the field walk had been rained off.

Members expressed concern regarding the state of the tarmac patching carried out @ 3-4 months ago on the A63 (Cliffe Crossroads), clerk to raise with Highways.

Councillor J Wallinger reported that Turnham Lane footpath is becoming overgrown and requires spraying, clerk to contact the Parish Council grass cutting contractor and ask him to spray this as quoted previously (£50).

Councillor P Maw raised concern regarding pedestrians walking near Cliffe Common and spoke about the possibility of reducing the speed limit. It was noted that previously there was a footpath on York Road going up to Cliffe Common but this has become so overgrown it is no longer visible. The Parish Council agreed to put this on the Village Plan for further discussion.

Councillor Maw reported that a resident had raised concern regarding an overgrown hedge on Hull Road, Councillor R Woodall to speak to the homeowner about cutting this back.

**19/102 Clerks Report:** - No report given

**19/103 Confirm date of next meeting:** - Monday 1<sup>st</sup> July 2019

Councillors are elected on behalf of everyone on the Register of Electors; therefore matters discussed, proposed and voted on, become the majority view and are not necessarily individual councillor's views.  
Parishioners may view previous minutes, by giving prior notice to the Clerk (Ring 01757 630077 for appointment)