

BOLTON PERCY, COLTON & STEETON PARISH COUNCIL

www.boltonpercy-colton-steeton-pc.org.uk

Clerk to the Council: Mrs Alison Dawson, Bolton Percy

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MINUTES FOR PARISH COUNCIL MEETING HELD ON

Tuesday 4th July 2023 at 8:00pm

Old School Room, Bolton Percy

Andrew Lee, a local Conservative County Councillor attended the meeting. Councillors agreed for him to give a talk on the workings of the new North Yorkshire Council and he then answered questions.

1. **Present:** Cllrs. Steele (chair); Robinson (vice-chair); Tucker; Robertson;
2. **To receive and consider for approval, apologies for absence and reasons given.**
Apologies from Cllr. Nicholls. Extraordinary work commitments.
3. **To receive declarations of interest.** Cllr Robinson 14 (b); Cllr. Tucker 14 (d); Cllr. Steele 14 (f)
4. **To confirm the minutes of the last Ordinary Meeting 2/5/23 as a true and accurate record.**
Proposed by Cllr. Robinson, Seconded by Cllr. Tucker. Minutes confirmed.
5. **To confirm the minutes of the last Annual Meeting 2/5/23 as a true and accurate record.**
Proposed by Cllr. Robinson, Seconded by Cllr. Tucker. Annual Minutes confirmed.
6. **Circulating Minutes for approval/GDPR/amending minutes**
Amendment of April Minutes by Cllr Robertson. Discussed, agreed and signed by Cllr. Steele.
7. **6th June Meeting Cancelled as no quorum of councillors available. Apologies received from Cllrs. Andrew Tucker due to holiday booked; Kevin Robertson due to holiday booked; Mike Nicholls due to extreme work commitments. Agenda items have rolled forward to this meeting where applicable.**
For information only.

8. **Members of the Public:** County Councillor Andrew Lee - representing North Yorkshire Council.

9. **CLERK'S REPORT – Outlining actions following the meeting held on 2/5/23.**

a) Update on actions - admin

- Autela have confirmed employer access to the website for Cllr. Steele
- Declarations of Interest have been submitted to SDC to update their records
- Annual Accounts submitted to PKF Littlejohn's, who have advised the clerk: NY0073: Receipt of documents – notification of exempt status, 2023
- Old School Hall booked with Pat Watson until March 2024.
- **Contact Details:** -
Fly Tipping contact is included with the contacts for the website and Notice Boards.

Flood Wardens – Communication Details. In response to contact from the clerk, Mr A Banks has provided written consent for his contact details of phone number and e-mail address to be published on the Parish Council website, to be displayed on the Noticeboards and to appear in the Parish Magazine.

Clerk has sent an electronic list to Cllr Robertson of Community Contacts, including Flood Wardens details, for entry on the Parish Council website.

Still awaiting written permission from Cllr Nicholls.

Action: Cllr Robertson to follow up please.

The same contact details are available and displayed in the parish Noticeboards, plus Councillor contact details (in the same format as the parish council website).

b) A64 Traffic. Contact made with North Yorkshire Police.

Clerk has been in email conversation with North Yorkshire Police regarding decisions made around diverting traffic through the villages when necessary. The Parish Council are awaiting feedback from another local parish council meeting via our local police contact, and if she's able to attend any forthcoming meetings in BP. Last contact from NYP 25/5/23. **Information noted.**

Action: clerk to request an update from the Community PCSO re attendance at a future PC meeting.

c) Glebe Farm Access – update regarding traffic cones

North Yorkshire Highways Agency responded that they are unable to provide additional traffic cones to the parish council. Clerk made enquiries to the Chairperson of Friends of All Saints Church Bolton Percy, who investigated the current stock of cones. His response is – no need to source extra cones; there are sufficient to cater for Glebe Farm when required. **Information noted.**

Discussed and resolved that if required in the future, the parish council will buy extra cones.

10. NYCC/ENVIRONMENT AGENCY UPDATE

Response received 5/6/23 from Flood and Coastal Risk Management Advisor at the Environment Agency to update the parish council regarding inspection and maintenance regimes for this area. Circulated to all Councillors. To be included in the updated flood plan.

Information noted.

Action: Cllr Nicholls to include in an updated Flood Plan when possible.

11. FLOOD RISK MANAGEMENT – North Yorkshire Council re Property Level Resilience

a) Clerk emailed the Flood Risk Project Manager contact on 3/5/23 (after the last parish council meeting 2/5/23) to follow up on organising an info event at a PC meeting. June had been suggested by this contact. Alternative PC meeting dates have been provided by clerk. No feedback to clerk to date.

b) **Provision and Delivery of second pump:** Cllr Nicholls e-mailed the Flood Risk Project Manager contact (HC) 27/6/23 requesting an update on a delivery date for planning purposes by the committee.

Above information noted. Action: Cllr. Nicholls/clerk to pursue both points (a) and (b).

12. LEEDS EAST AIRPORT– to receive and consider updates from Councillors

Action: Cllr. Robinson will e-mail North Yorkshire County Cllr. (AL) with latest information.

13. FINANCE - to review and approve items of expenditure

a) Zurich Insurance – the PA system has been added to the schedule at no added cost for this year, and new schedule has been received. However, we are advised that the cost will rise by approximately £5 for 2024/2025.

For information only.

b) Internal Auditing Services - Cllr Robinson has spoken to Mr J Davis re payment for conducting the Parish Council's internal auditing services. Mr Davis would like to maintain the previous payment of £100 for auditing services. Invoice received 27/6/23. For payment.

Discussed, agreed and resolved for payment.

- c) VAT reimbursement from HMRC. Claim sent 24/4/23. The Parish Council have received full payment into the current account of £362.54

For information only.

- d) Monthly Payment Clerk's Salary - Clerk suggests that with due diligence now conducted (see below) it is reasonable to remove the monthly approval requirement.
Cllr Steele has independent Employer access to Autela Payroll in place;
Cllr Steele and 3 other members have access to internet banking to check the status of accounts.
A copy of the payslip is sent as an electronic attachment to Cllr. Steele each month.
Discussed, agreed and resolved to adopt this procedure.

- e) **To approve the following payments:**

i)	Internal Auditing Services	£100.00
ii)	Postage stamps	£7.60
iii)	Black ink cartridge	£23.00
iv)	HMRC Clerk's PAYE	£175.00
v)	C Weighell, verge cutting	£192.00

All above approved for payment.

Councillors expressed concern with regard to the low interest rate on the Business Reserve Accounts and have agreed for the clerk to investigate on bank accounts paying anything better.

Action: clerk to make enquiries.

- 14. PLANNING: to consider planning policies, applications and appeals received and resolve to submit comments where appropriate. Please note that any applications received following the issue of this agenda will be considered as an Appendix.**

Historic - Carried forward from June Agenda:

2022/0426/FUL Ye Olde Sun Inn, Main Street, Colton – Erection of 1 No. Dwelling
Notice of Decision of Planning Authority on Application for Permission to Carry Out Development.
North Yorkshire Council has considered the application and REFUSED permission, 15/5/2023.

ZG2023/0373/HPA The Hay Barn, 3 Low Farm Road, Bolton Percy

Planning Application - Installation of solar panels on roof

Written comments/observations by 8 June 2023.

Update from meeting - Planning Application now withdrawn.

JULY

ZG2023/0594/FUL Oliver House, 1 Church Lane, Bolton Percy

Consultation on Planning Application – written comments/observations by 7th July

Proposal: Erection of 2 No lean-to extensions to existing agricultural building

Planning application submitted to SDC 26/6/2023.

No Comments.

ZG2023/0422/HPA 1 Low Farm Close, Bolton Percy

Planning application - First floor extension over existing garage and new access formed to highway (new culvert to existing ditch)

No Comment re house, but Councillors expressed concern at the meeting that the new culvert must not restrict flow in the ditch. It is noted that the date to submit written observations closed 21/6/2023. This item was on the 21/6/23 Agenda.

2022/0599/COU Off Redhill Field Lane, Bilbrough, York

Refusal of retrospective application for the change of use of land to a private gypsy site including formation of hardstanding.

APPEAL REF: APP/U2750/C/23/3322444

An appeal has been made to the Secretary of State against the enforcement notice issued by the council 21/4/2023.

All representations must be received by 5th July 2023.

No Further Comments

ZG2023/0581/HPA Bottom Cottages , Main Street, Colton

Consultation on Planning Application – written comments/observations by 11th July

Proposal: Internal alterations and erection of rear extension

Planning application submitted to SDC 26/6/2023.

No Comments.

15. CUTTING OF VERGES–

The contractor previously engaged in cutting verges in the parish has been contacted and agreed to cut the verges in Bolton Percy and Colton in the areas covered in previous years. Work completed early June, approved via emails from all councillors. Invoice received £192 inc. VAT.

For Information Only.

16. CORRESPONDENCE: to consider correspondence received

- i) LOCALITY – (National Charity) have made contact regarding a consultation Project on community benefit schemes they are conducting on behalf of central government involving local large scale electricity infrastructure to the North and South of Tadcaster. The area indicated does not appear to affect the Bolton Percy area.
Information Noted.
- ii) **Community Ownership Fund** – government funding to assist the purchase or renovation of local assets. Expressions of Interest to be submitted by 12 July 2023.
Information Noted.
- iii) **North Yorkshire Council Local Transport Plan. Request to publicise the Let's Talk Transport** conversation. The public survey can be found by following this link <https://letstalkny.commonplace.is/>
If any local residents would like paper copies of posters or surveys these can be requested from the Let's Talk team, email: letstalk@northyorks.gov.uk
Survey runs until 17 July 2023.. Information Noted.
Action: Clerk to place the poster on the BP noticeboard; Cllr Steele to put up on Colton noticeboard.
- iv) **PA System – new storage place**
E-mail 14/6/23 from Alan Swain. The portable PA system is now being stored with Alan. He will ensure that it is fully working and charged prior to use. He has requested confirmation from the parish council that they are in agreement with this change.
Change discussed and resolved by council.

Update: Alan has suggested a microphone cable would be an advantage for the system.
Resolved by Council. Action: Cllr Robinson agreed to purchase and to submit invoice.

17. TO RECEIVE AND DISCUSS PARISHIONERS' COMMENTS:

Maintenance query of the old Coal Road that leads to the Nature Reserve and returns back to Oxton Lane. The footpath approach to the lane has become very overgrown in both directions and is difficult to pass through. Not known who is responsible for its upkeep.

Action: clerk/chairperson to make enquiries

18. TO RECEIVE AND DISCUSS INFORMATION: 'CONNECT MY COMMUNITY – OPENREACH

Residents who may be interested in **Ultrafast Full Fibre** should seek further information from <https://www.openreach.com/fibre-broadband/fibre-community-partnership/connect-my-community>

Information Noted.

19. DATE OF NEXT MEETING

Tuesday 5th September

Meeting Closed at 9:42pm