

MINUTES FROM AN ORDINARY MEETING OF MID-WHARFEDALE PARISH COUNCIL HELD IN ASKWITH VILLAGE HALL HELD ON 15<sup>th</sup> August 2024 AT 7.30 PM

PRESENT:

Mrs C Shepherd	:	Askwith (Vice chair and Acting Chair of the meeting)
Mr M Whitley	:	Askwith
Mr F Caton	:	Weston
Mrs K Chivers	:	Nesfield/Langbar
Mrs S Ellis	:	Nesfield/Langbar
Mr P Robinson	:	Denton

In Attendance

Mrs B Shaw	:	Clerk
Mr N Hull	:	NYC Cllr

Members of the public attending the meeting

None

71/01 APOLOGIES:

Dr J Crossley: Weston (Chair).

Mr D Powell: Middleton

Mrs J Olby: Langbar

71/02 DECLARATION ON INTERESTS

None declared.

71/03 PUBLIC SESSION

No members of the public were present.

71/04 MINUTES:

Minutes of the Ordinary Meeting held on 16<sup>th</sup> May 2024 having been circulated were proposed Cllr Whitley, seconded Cllr Caton and unanimously resolved as a true and correct record. These were then duly signed by the Vice Chair.

71/05 COMMUTED SUMS

Kate Dawson the Community Assets & Engagement Manger attended the meeting with two colleagues from the Parks and Grounds team (Sam & Leigh) who were there for training/observation. She gave a presentation 'Commuted Sums: An Overview 2024' which has been circulated to Cllrs and is available on the website.

She explained that both CILs (Community Infrastructure Levy) and Commuted Sums relate to planning obligations requiring a developer to mitigate the impact of a development where it isn't appropriate or possible to provide the required open space on a development site. Funds are then retained and used by the local authority, town

or parish council where they came from to enhance local spaces. Education, Health or Highways can request money from a developer.

Commuted Sums - The team do quality assessments on planning applications. They do not assess verges. If a site scores below 80% on these assessments the developer is asked for money. If a planning application is for greater than 50 properties, the Division Cllr will get a copy of these calculations to take to the Parish Council meeting. Once agreed they become part of the legal agreement and are published on the planning portal and paid on trigger points. CILs is calculated on floor space of developments and comes directly to the Parish Council to spend on infrastructure.

From 2020 commuted sums notify Parish Councils in October and March. The monies available to MWPC are site specific and relate to verges in the areas of Askwith (£442.40), Weston (£254.24) and Middleton (£896). The monies, if not claimed, are offered back to the developers after 10 years. Kate suggested that it would be better to merge the individual verges by village and for Cllrs to rename them as appropriate for ease of identification. The areas come under the category of 'Verges' and the monies available can be used to plant trees, bulbs and improve the verges if they have been damaged. There is a simple application process consisting of a one-page form submitted by email. The team are happy to work with MWPC to discuss an agree projects.

There was discussion about two areas of land, one in Askwith (Askwith & District Social Hall' labeled 'Amenity Greenspace' and the other in Middleton (Westfield House School Sports field) labeled 'Natural and Semi Natural'. Kate clarified that it doesn't matter who owns this land if there is free public access to it and the council has the owner's permission to enhance it. It was felt that the sports field does not have free public access and may need to be removed from the map but that the Hall may be able to be considered for improvements such as drainage.

Cllr Shepherd asked for clarification regarding CIL and new developments. She noticed that this is rarely completed on planning applications and asked whether the Parish Council should question this during the planning process. Kate suggested including this in the councils feedback.

**ACTION: Cllrs to look at the verges in their Parish that have accrued money and put in a request to combine and rename them so that monies can be used across them all. Also to consider what improvement the verges require. Seek clarification from Kate regarding the process for choosing verges/areas for improvement to determine if MWPC can have some influence.**

## 71/06 MATTERS ARISING FROM THE PREVIOUS MEETING

### 6.1 Parish Resilience Objectives

Cllr Shepherd presented the vision and five objectives that had been agreed during the resilience training in March and asked if the Cllrs were happy for them to be adopted by MWPC. Cllr Chivers suggested some amendments to the vision and to objective 5 to include safety, sustainability and also the preservation and maintenance of existing paths.

**ACTION: amended vision and objectives to be uploaded to the website and form part of the MWPCs strategic goals guiding where monies are spent and applied for and Cllrs can engage with residents to begin to consider what each parish would like to achieve under these objectives.**

## 6.2 Highways Matters

### Meeting with Area Manager

Cllr Whitley gave feedback on the meeting attended by him and Cllr Shepherd with Melisa the Area Manager for Highways. He acknowledged that the problems on the west side of the village had been addressed and that the drains at the far end of the village were confirmed by Melisa as being on the list for the next allocation which will be in 2025. Subcontractors will be used for this, but Melisa had agreed to meet with Cllr Whitley and a local farmer with local drainage knowledge to identify the work that needs to be done prior to the subcontractors starting.

Melisa had accepted that communication with MWPC had fallen short and that this had been due to long-term sickness within the team and 'backfilling' with different people.

She had suggested that all highways issues be logged through the portal system rather than (or in addition to emails) so that they were properly logged and traceable. She also referenced an Area6 weekly surgery which we could dial into to discuss on going problems however Cllr Hull expressed his frustration at getting through to this service as there was only one officer who manned the line for an hour.

The meeting had been useful, and it was evident that we were not the only Parish who had had problems.

### Bow Beck Bridge Repair

The Clerk reported that NYC had responded to say that a replacement bridge had been purchased and is awaiting installation. Subject to the necessary access being permitted by the landowner and suitable ground conditions the contractor will undertake works in early autumn.

### Other Highways Matters

Cllr Chivers asked for an update on the elm trees reported to the council. **ACTION: Clerk to send email received from NYC detailing receipt of concern and inspection timescales.** She also expressed her opinion that the broken barrier in Nesfield was a safety concern although when reported and subsequently inspected, had not been classified as a safety concern by NYC.

Cllr Ellis raised a concern about broken retaining walls in Nesfield. **ACTION: Cllr Ellis to send photo and What3Words position to the Clerk so that this can be logged.**

Cllr Caton expressed concern about the state of Church Lane and Moor Lane in Weston with regard to potholes. **ACTION: Cllr Caton to send photos and What3Words positions to the Clerk so that these can be logged.**

The Clerk reiterated that highways matters can be raised in between meetings. Please email with pictures, What3Words position and a description of the issue and it can then be logged.

### 6.3 **Speed Limit Askwith**

Cllr Hull reported that the power with relation to speed limits lies with the mayor. He agreed to follow up the letter that was sent to him and Area6 asking for advice about how to progress this matter. **ACTION: Clerk to forward letter to Cllr Hull again so that he can to follow up.**

**North Yorkshire Council matters (item 8.9) were included here as Councillor Hull needed to leave.**

#### **Kex Gill**

Repairs to the west side of Kex Gill had been completed but he had concerns that there will be future closures. He acknowledged that there had been a different system used (steel sheets) to address the slippage. Cllr Shepherd said that the communication problems surrounding the diversions had been discussed with Melisa and that there had not been a proper management plan in place. This is going to be addressed as part of the steering group in case there are future road closures required.

#### **Locality Budget Money**

Cllr Hull asked if there were any requests that MWPC would like to make for money under this budget. Cllr Chivers asked about a sign for Nesfield village. He did not feel the budget could cover this and referred to strict regulations about highways signage. He explained that the budget was intended for items that benefit the community such as defibrillators and that it could be used for some community events.

### 6.4 **Updating of Policies and Procedures**

These had previously been sent out to Cllrs and no feedback received. Cllr Shepherd feels there are too many documents and that some are incomprehensible/unnecessary. She stressed that all Cllrs are responsible to working towards them to ensure good governance and statutory compliance as a council.

She asked if anyone was interested in being involved in researching what policies/procedures are necessary to have and in updating our current set. Cllr Shepherd stated she was happy to do this and then to send them out for others to read and sign before they are unloaded to the website. The Cllrs unanimously agreed to this. **ACTION: Cllr Shepherd to undertake this project.**

### 6.5 **Grass Cutting**

Gary Nutall will cut the grass and verges that MWPC request during the coming month. Cllr Shepherd felt it was important and in line with the councils resilience strategy to look at MWPCs policy going forward. What do we want to do with the verges in terms of biodiversity and safety management? White Rose, Yorkshire Peat and NAONB can help us to develop a strategic plan.

It was noted that Melisa had said that highways were happy to help MWPC come up with ideas for verge management including identifying those that need to be cut for safety purposes. Cllrs Whitley and Caton felt it was necessary to consider this carefully as planting trees could cause safety issues for cars, roads and drainage. There is also the issue of tree management to consider in the future. Cllr Robinson acknowledged that management was an issue for rewilding as neglect can mean invasive species take over. He said that in Denton residents try to do bits to keep verges under control as Denton Park are not doing this anymore.

No decision was made on how to proceed with this however, it was agreed to pay Gary Nutall to cut the verges as he has done previously and to go as far as the Beamsley boundary. **ACTION: Cllr Chivers to inform Cllr Shepherd of boundary location so that she can ask Gary Nutall to begin the cut.**

#### 71/07 CLERKS REPORT

Duties since 16<sup>th</sup> May meeting: Dealing with emails. Writing minutes and forming agendas. Following up items from the last meeting including planning matters and highway issues. Preparing and sending letters. Completion of paperwork for accounts and submission to external auditors. Getting insurance quotes. Contacting website developers for quotes. Preparing invoices and cheques. This was resolved as a true and correct record and proposed by Cllr Caton and seconded by Cllr Shepherd.

#### 71/08 DISCUSSION ITEMS

It was resolved to roll over items 8.1, 8.2, 8.3, 8.4 and 8.5 until the next meeting. These were raised by Cllr Powell who was unable to attend this meeting. Cllr Robinson confirmed he was looking at the planning permission for the Shooter's Hut.

8.6 The Clerk explained that she had been in contact with Gallagher Insurance who had been used in the past to obtain three quotes for insurance. They had replied to say that they needed to withdraw from the quote process as they could not improve on the quote the council had received from Zurich (the current insurer). The quote received had increased to £241 in line with the increase in MWPCs precept. The current schedule was accepted. It was proposed by Cllr Whitley, seconded by Cllr Caton and unanimously resolved to continue our insurance with Zurich.

8.7 Should any Cllrs want items added to the 2024/25 budget please bring proposals to the November meeting where the budget and precept will be discussed.

8.8 SBA Little John had confirmed receipt of the 2023/24 MWPC Audited accounts and as MWPC had claimed exemption no further action or report was required. This was proposed by Cllr Robinson, seconded by Cllr Ellis and unanimously resolved that this closed off the audit for 2023/24.

#### 71/9 ACCOUNTS



**ACTION: Clerk to follow up letter re removal of boundary vegetation that was sent to planning enforcement.**

Ref	Date	Address	Planning No	Planning for	Response	PC	Decision	Date of	Plans
	Recv				due	Letter		outcome	ref
559A	12/09/2023	Ibbotson Farm Askwith Otley North Yorkshire LS21 2HX	6.131.55.I.FUL	provision of wall insulation to dwelling.	14/12/2023	None			ZC23/0327/FUL
560M	14/03/2024	East Moor House Farm, Middleton Ilkley, North Yorkshire, LS29 0DW	6.129.50.D.FUL	Formation of plant enclosure with timber screening to perimeter	07/04/2024	A			ZC24/00817/FUL
562N	25/03/2024	West Hall Farm, Nesfield, Ilkley, North Yorkshire, LS29 0BX	6.128.28.N.PNF	Modern steel portal framed building for forestry use, The building will be used to store machinery and equipment used for the management of the woodland	18/04/2024	B			ZC24/00747/PNF
564N	19/04/2024	Hillcrest, Nesfield, Ilkley, North Yorkshire, LS29 0BS	6.128.3.F.FUL	Refurbishment of an existing building including changes to the fenestration and inclusion of a new verandah to the rear elevation	13/05/2024	A	Granted subject to conditions	07/06/2024	ZC24/01297/FUL
565L	09/05/2024	Upper Austby Farm, Hardings Lane, Langbar, Ilkley, North Yorkshire, LS29 0EQ	6.128.46.W.FUL	Demolition of existing commercial buildings; Erection of one no. self build dwelling ;associated landscaping works	02/06/2024	B	Withdrawn	12/07/2024	ZC24/01377/FUL
566A	10/05/2024	Elmtree Cottages Askwith Lane Askwith North Yorkshire	6.131.92/FUL	Construction of single storey rear extension, raising of rear roof planem addition of side dormer and rooflight and alterations including re-configured car parking	03/06/2024	C			ZC24/01458/FUL
567L	13/05/2024	Leyfield Farm Barn Langbar Ilkley North Yorkshire LS29 0EW	6.128.85.Ful	Creation of a garden room, landscapint and addition of porches over external doors	06/06/2024	A	Granted subject to conditions	08/07/2024	ZC24/01503FUL
568M	29/05/2024	Home Farm, Middleton, Ilkley, North Yorkshire,	6.129.20.N.DVCON	Variation of Condition 19 (annex) of planning application ZC23/04357/DVCON Variation of Condition 2 (approved plans-alterations to fenestration, roof	22/06/2022	A			ZC24/01685/DV

				and cladding) of planning application 22/04302/DVCON Variation of condition 19 (annex) of 22/01420/FUL to allow annex to be used as ancillary accommodation to approved Property 2.					
569A	17/06/2024	4 Manor Farm West Lane Askwith Otley North Yorkshire LS21 2JQ	6.131.61.E.FUL	Proposed conversion of existing Garage to Annexe. Replacement of existing House Conservatory with Sun Room	11/07/2024	C			ZC24/01903/FUL
570A	04/07/2024	Elm Tree House, Smithy Farm, West Lane Askwith, Otley, North Yorkshire, LS21 2HX	6.131.26.I.FUL	Construction of 2 detached houses with detached garage buildings, part single and 2 storey rear extensions, single storey side extension, front porch and garden pavillion to elmtree house including widened shared vehicular access and associated landscaping	28/07/2024	B	APPLICATION Amended (SEE BELOW)		ZC24/01979/FUL
571A	24/07/2024	The Mews Smithy Farm West Lane Askwith Otley North Yorkshire LS21 2HX	ZC24/02459/CLEUD	To establish existing use of detached building known as The Mews as a self-contained dwelling as defined by Class C3	17/08/2024	B			ZC24/02459/CLEUD
572 W	08/07/2024	The Granary Low Hall Farm Low Snowden Otley North Yorkshire LS21 2NQ	6.131.82.D.LB	Listed Building Application for a single storey lean to kitchen extension.	01/08/2024	A			ZC24/02164/LB
573 W	08/07/2024	The Granary Low Hall Farm Low Snowden Otley North Yorkshire LS21 2NQ	6.131.82.C.FUL	Single storey lean to kitchen extension.	01/08/2024	A			ZC24/02163/FUL
534D	08/08/2024	School House Denton Road Denton Ilkley North Yorkshire	6.130.1.L.LB	Installation of an Air Source Heat Pump (ASHP) to the rear of the property and removal of existing 1800 Litre green plastic oil tank from garden and removal	31/08/2024	A			ZC24/02531/LB

		LS29 0HF		of existing oil boiler and associated flu.					
535D	08/08/2024	School House Denton Road Denton Ilkley North Yorkshire LS29 0HF	6.130.1.K.FUL	Installation of an Air Source Heat Pump (ASHP) to the rear of the property and removal of existing 1800 Litre green plastic oil tank from garden and removal of existing oil boiler and associated flu.	31/08/2024	A			ZC24/02530/FUL
536L	07/08/2024	Upper Austby Farm Hardings Lane Langbar Ilkley North Yorkshire LS290 EQ	6.128.46.X.CLEUD	Application for a Certificate of Lawfulness for existing use of a property as a B8 business storage facility	31/08/2024				ZC24/02630/CL
564D	08/08/2024	Dunkirk Farm Denton Ilkley North Yorkshire LS29 0HN	6.130.51.B.LB	Listed Building consent for alterations to fenestration, installation of solar panels and internal works.	01/09/2024				ZC24/02347/LB
565A	09/08/2024	Elm Tree House Smithy Farm West Lane Askwith Otley North Yorkshire LS21 2HX	6.131.26.I.FUL	Construction of 2 detached houses with detached garage buildings, part single and 2 storey rear extensions, single storey side extension, front porch and garden pavillion to elmtree house including widened shared vehicular access and associated landscaping - AMENDED SCHEME	02/09/2024				ZC24/01979/FUL

## 71/12 WEB SITE

The Clerk gave feedback on costs received from the three developers contacted (Aubergine, WJPS and Parish Online Websites). Costs for set up ranged from circa £500 to £800 with ongoing yearly costs of £250 to £500. It was agreed that more information was needed to make a decision, but the deciding factor would be cost. It was agreed that the website needed to be basic and functional and that email addresses must be included.

**ACTION: Clerk to continue to investigate and provide a proposal for the next meeting.**

71/13 MEMBERS POINTS OF INFORMATION

Cllr Chivers raised the issue of MWPCs contribution to the cutting of the village green in Nesfield. Currently MWPC contribute £100 per year and Cllr Chivers was asking for an increase in this contribution. She believes this is common land owned by NYC and the responsibility of MWPC to maintain. Cllr Shepherd referred the removal of the Charter of Forests I 1970s and that NYC do not own the land. It is now up to the community to manage as they see fit. After a discussion, where the other parishes acknowledged that their residents arranged maintenance of communal green spaces between themselves, it was agreed that there would be no uplift in the contribution to Nesfield.

Date for the next two meetings 14<sup>th</sup> November 2024 and 13<sup>th</sup> February 2025.

The meeting was declared closed at 9.30pm.

Passed as a true and correct record Chairman .....

Date .....

