



# Gateforth Parish Council

**CHAIRMAN: CLLR CAROLINE SHAW**

**Clerk/RFO: Graham Earnshaw, 14 High Farm Meadow, Badsworth, WF9 1PB**  
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## MINUTES OF GATEFORTH PARISH COUNCIL

**The meeting of Gateforth Parish Council was held on Thursday 13<sup>th</sup> January 2022 at 19:30 at Chapel Haddlesey Community Hall**

**17467. Attendance/Welcome: Present:** Cllrs Caroline Shaw (Chair), Andrew Collier (Vice Chair), Richard Longbottom, Gordon McGlone (part), Diane Osborne, Tony Parkin and Lynn Sherratt. Graham Earnshaw – Parish Clerk - and eight members of the public were in attendance.

The Attendance Book was not available to sign but members of the public completed a Test and Trace sign in sheet.

**17468. Apologies:** No apologies had been received. Cllr McGlone had advised the Clerk that he would be arriving late to the meeting.

**17469 Declarations and Dispensations:** Cllr Sherratt declared an interest in the planning item relating to the land at the back of the Old School House (Item 6 a)). There were no other declarations of interest or requests for dispensations.

### **17470 Minutes:**

**a. RESOLVED: to accept the minutes of the Council meeting held on 15<sup>th</sup> September 2021.**

**b.** Chair signed the minutes as accepted.

**17471. Public Comments:** it was agreed that the public comments would be received as part of item 6 on the agenda.

### **17472. Planning:**

#### **a) Applications for consideration**

**2021/1398/S73** – Section 73 application to vary condition 02 (approved drawings) of approval 2020/0411/FUL Demolition of existing farmhouse and construction of a new farmhouse, barn conversion and infilling of open barn to create office

accommodation for connected agricultural business granted on 3 September 2020 at Fir Tree Farm, Landing Road.

The Clerk read out the changes to the application.

**Resolved:** The Parish Council was happy to accept the changes to the application and had no further comments to make.

**2021/1490/OUT** - Outline planning application proposing the erection of a new self-build dwelling on land serving Old School House, Hillam Road, Gateforth, YO8 9LQ to replace an existing shipping container annexe.

The Chair gave permission for the residents present at the meeting to comment on this item.

The planning applicant explained her partner had lived in the village for a number of years and so they wanted to discuss the application with the Parish Council. The couple currently live in a shipping container on the land at the back of Old School House and wanted to replace the container with a self-build house. The applicant was happy to discuss any issues with residents and the Parish Council regarding the planning application.

A resident asked what had been the status of the land originally. The applicant said it had always been a garden. The applicant said that as the shipping container was an annex, no prior planning permission had been sought. The applicant wanted to replace the container with a residential house and would also like to build a 45-foot workshop on the land as well. The applicant would apply for planning permission for the workshop retrospectively. The applicant would be happy for any covenants to be placed in the deeds of the house.

A resident said there had been a lot of highway concerns in relation to the site and asked whether there was adequate parking for vehicles? Also, there was an issue in relation to the visual impact of the new build. The applicant replied that Highways had looked at the application and had said there were no traffic issues. There would be no additional traffic generated by building the house.

A councillor asked the applicant what they would do with the container? The applicant replied that the container would be moved and sold although it may take a little time to do this. The councillor asked if anyone had access to the field south of the piece of land owned by the Old School House? The applicant said as far as she knew, no one had access to this land.

A resident raised the issue of noise. They had heard machinery noise coming from the site. The applicant explained the noise was generated by the business that was being run from the site. The new workshop would be sound proofed and this would reduce the noise. The applicant said she would be happy to discuss the working hours of the business with residents and the Parish Council.

A councillor asked what type of house the new build would be? The applicant replied that it would be a 3 bedroomed, two or one and half storey house, with an office. The current application though was just for outline planning. The only building in the area that had obtained planning permission was an equestrian building/storage.

A resident asked whether a business would be run from the site in the future? The applicant said there would be enough space on the agricultural land for a workshop as well but they would try to make sure the workshop was sound proofed.

A councillor asked how far away from the dyke the house would be built? The applicant replied that they had been advised there would be no issues with flooding or with drainage for the new house. A councillor asked why the house would be built outside the development boundary? The applicant said they didn't want the new build to impinge on the field and that the house would be partly in the development boundary.

The Chair thanked the residents for their comments and asked the Parish Council to discuss the application and decide on any action that needed to be taken.

A councillor mentioned that at a previous meeting the Parish Council had discussed using a planning advisor to help resolve planning issues. The councillor thought there were a number of issues relating to this application that it would be helpful to obtain advice about.

**Resolved:** The Parish Council agreed that it should consider taking advice from the planning advisor on this application. Any advice provided should be discussed at an Extra Ordinary meeting (further details pertaining to the advice on the planning application 2021/1490/OUT can be found in Para 17481 of the minutes).

Cllr McGlone joined the meeting at this point and the members of the public left the meeting.

#### **b) Decision Notices to be noted**

**2020/0261/DOC** - Discharge of condition 6 (ecological/environmental management plan) of approval 2018/0743/FULM Demolition of buildings and removal of concrete hard standing and redevelopment of site to create a retirement village comprising a change of use of land to site 168 residential park home caravans, temporary reception lodge, shop and sales home, community centre with meeting hall, kitchen, toilets, office, shop, outdoor terrace, village green, and provision of lakes, ponds, public and private amenity spaces, estate roads, car parking, bus lay by's, refuse stores, maintenance building and yard. Gateforth Park Gateforth New Road.

**Condition Decision.**

**2021/1021/TPO** - Application for consent to crown thin and remove dead/old branches by 25% to 1No Beech tree (T1) and 3No Horse Chestnut trees (T2, T3 & T4) covered by TPO 17/1980. 1 Hall Cottage Gateforth Hall. **Permitted.**

#### **c) Lowfield Road Piggery**

A councillor reported that a lot of conditions had been placed on the planning application for the piggery, in fact, there were so many conditions that it might mean the development would not be able to proceed.

The Clerk mentioned that an email had been received from Selby District Council advising that they had not received a discharge of condition application in relation to the Vehicle Management Plan for Lowfield Road Piggery. The Council had agreed to make the Parish Council aware once a discharge of condition application had been received.

**Action:** Clerk to put details of the planning applications on the Parish Council website.

### 17473. Finance

#### a. Finance Report from the Clerk:

The Council's financial balance at 1<sup>st</sup> January 2022 is as follows:

<b>General Fund</b>	<b>£2,082.10</b>
<b>Capital Fund</b>	<b>£36,567.64</b>

#### Payments

Payee	Description	Amount
Autela	Payroll services July, August, September 2021	£50.40
HMRC	Tax bill for July, August, September 2021	£76.20
AWA Tree Consultants	Tree Survey	£420.00
G Earnshaw	Clerk salary for September + expenses (home working allowance)	£127.44
C Shaw	Grass cutting and strimming	£840.00
Chapel Haddelsey Community Hall	Room hire	£15.00
G Earnshaw	Clerk salary for October + expenses (home working allowance)	£127.44
Vision ICT	Website	£150.00
MJ Backhouse	Environmental and pest services	£39.26
Parish Online	Annual fee	£60.00
MJ Backhouse	Environmental and pest services	£39.26
G Earnshaw	Clerk salary for November + expenses (home working allowance)	£127.44
MJ Backhouse	Environmental and pest services	£39.26
Autela	Payroll services October, November, December 2021	£50.40

HMRC	Tax bill for October, November, December 2021	£76.00
G Earnshaw	Clerk salary for December + expenses (home working allowance)	£127.44
C Shaw	Grass cutting and strimming	£540.00

**b. Change to HSBC bank account**

The Chair advised that she had investigated other bank accounts and none of them were offering free banking. The Clerk reported that the bank charges for the last month had totaled £12; this consisted of an £8 monthly account charge and a charge of £4 for the payment of cheques.

The Chair felt that as the bank mandate stipulates that the Gateforth Parish Council bank mandate should be signed by 2 authorised persons, that it would be very difficult to adhere to this process with on line banking which could open up the Parish Council to potential fraud and this risk should not be taken with public money. It was noted that the clerk was not a signatory to the bank account.

**Resolved:** The Parish Council agreed that its bank account should stay with HSBC.

**Action:** The Clerk would investigate other payment methods for companies that submitted regular invoices, such as MJ Backhouse, and would also look to update the bank mandate to include all councillors.

**17474. Discuss ongoing issues and agree action:**

a) Tree survey – Marcus Tapperell had confirmed that he would be happy to undertake the tree survey for the Council in future.

**Action:** Clerk to check with Mr Tapperell that he met the conditions in the insurance policy.

b) Queens Platinum Jubilee event – The Chair reported that a deposit had been made for the marquee and a band had been booked. The Parish Council would now start to promote the event. Help with putting on the event would be appreciated.

The Parish Council had previously agreed to look at planting a Christmas tree as part of the Queen’s Green Canopy initiative.

**Action:** Cllr Osborne would get some quotes for planting a tree and also for the maintenance of the tree.

The Clerk reported that the Parish Council had been sent a letter from the Lord Lieutenant of North Yorkshire about planting a tree. The letter had suggested that the Lord Lieutenant would be willing to attend a tree planting ceremony in the village.

**Action:** The Clerk would contact the Lord Lieutenant to see if they would be willing to attend a tree planting ceremony at Gateforth.

c) State of Roads out of the Village – A councillor thought that some work had been undertaken to patch up one of the roads.

**Action:** Cllr Collier agreed to confirm that work had been undertaken on the road.

**Action:** Clerk to speak to Highways to see if they would be willing to visit Gateforth to undertake a review of the roads in conjunction with the Parish Council.

d) Notices regarding the use of dog bins/bags – The Clerk had received details of the location where the new dog bin should be placed on Landing Lane. It was confirmed that photographs of the location along with a map would be sent to Selby District Council. The Council agreed that no further action needed to be taken about the notices.

e) Tree planting initiative – this item had been covered already.

f) Affordable housing – An email had been received from the Rural Housing Enabler at Selby District Council about their role in developing affordable housing. Selby District Council advised that in the new local plan for Gateforth, there was one rejected site for housing and none had been approved.

#### **17475. To discuss and agree the level of Precept for 2022/23**

The Parish Council had undertaken some analysis of the Council budget and expenditure over the last 4 years. Council expenditure had decreased during the last 2 years mainly as a result of covid. The information provided by Selby District Council in relation to the potential levels of the Precept was also discussed.

**Resolved:** The Parish Council agreed that the budget for 2022/23 should be set at £8,892 and the Precept should be kept as the same level as 2021/22 (option 3 on the SDC Precept letter), which equated to £5,800.

#### **17476. To discuss and approve policies**

The Chair thanked Cllr Collier for all the work he had done on the Parish Council policies.

Cllr Collier said he had focused on bringing the statutory requirement policies up to date.

**Model Publication Scheme** – The policy had been moved to the new template and some further text had been added and some of the tables had been updated. The website had now been referenced in the document and the cost of hard copies had been kept at the same level.

Councillor and Clerk contact details had not been included in the policy.

The Council does not have any formal committees so this section of the policy had been removed along with the section on delegated authority.

**Action:** Cllr McGlone to update his register of interest form on the website as it does not include his name.

**Resolved:** Councillors agreed that the updated Publication Policy be approved.

**Planning Guide** – Further text had been included in the guide about the use of a Planning Advisor as agreed at a previous meeting. The name of the document had been changed from “Guide” to “Policy”.

It was suggested at a Parish Council meeting on 17<sup>th</sup> February 2021, that the Council should agree on 3 or 4 criteria for the use of the Planning Advisor. Cllr Collier advised that the Guide lists “material planning considerations” and suggested that these should be used instead. The wording around using a Planning Advisor when one or more planning considerations were identified was added to the policy

**Resolved:** Councillors agreed that the updated Planning Policy be approved and the document should be reviewed again in January 2023.

**Equal Opportunities Policy** – Cllr Sherratt said that the policy does not currently cover additional areas of equality and diversity. It was agreed that the policy should be moved to the new template and compared to the latest version of the document from YLCA.

**Resolved:** Councillors agreed that the updated Equal Opportunities Policy be approved.

**Risk Assessment** – The document had been brought in line with the current template.

**Resolved:** Councillors agreed that the updated Risk Assessment be approved. It was agreed that the document should be reviewed again in September 2022.

**Complaints Procedure** – This should be a policy. The document had been reviewed against the YLCA template and a minor change had been made to the “To make a complaint” section. The name of the document had been changed from “Procedure” to “Policy”.

**Resolved:** Councillors agreed that the updated Complaints Procedure be approved and that it should be reviewed again in January 2025.

**Action:** Cllr Sherratt would look at other NALC employment policies to see which of these policies was appropriate to the Parish Council.

**17477: Correspondence Received:**



Compliant Councils Hub: a leaflet had been received from YLCA offering a service that would ensure the Council was compliant with Data Protection and Freedom of Information. Councillors agreed that a Freedom of Information policy needed to be drafted but the Council did not need to subscribe to this service.

Bulb in special administration: the Council had received a letter from Bulb, its energy supplier, advising that the firm had now gone into administration.

Speeds on Hillam Road, Gateforth: Cllr Osborne had received an email from North Yorkshire Police advising that the speed of vehicles on Hillam Road had been obtained and analysed. The Police said they would not be taking any further action on this issue.

**Action:** Cllr Sherratt advised that she had a contact and she would speak to them about the speed limit and report back to the Parish Council.

#### **17478: To discuss publication of a Newsletter**

The last newsletter had been published in March 2021. Cllr Collier felt that the Parish Council website was a bit static at the moment. A councillor asked how many hits the website has had. Cllr Collier advised the website had 97 visits in November and 189 views. The website had 72 visits in December and 171 page views.

Councillors felt the newsletter could be used to promote the Platinum Jubilee event in the summer and something could be included about the history of the village.

It was suggested the newsletter could be published in Spring. A copy of the newsletter could be placed on the website and hard copies could also be delivered to residents.

**Resolved:** Councillors agreed that work on the newsletter should commence.

#### **17479: To discuss the installation of cameras in the village**

This item had been discussed at a previous meeting. Councillors agreed that no further action should be taken on this item at the moment.

#### **17480: Minor items:**

- Litter pick: Cllr McGlone said the litter pick that had been agreed to take place in October hadn't happened and asked if this could be re-arranged.

**17481: Items for the next agenda:** The following items should be included on the next agenda:

- Signs in the village about the footpaths;
- How we make the action log available to all councillors;
- Village gates.

#### **Advice on Planning Application 2021/1490/OUT**



The Council agreed that Cllr Sherratt could remain in the meeting whilst this item was discussed.

**Resolved:** A summary of the discussion from the Parish Council meeting would be sent to the planning advisor along with a request that the advice should cover the following material planning considerations:

- Representation from others;
- Effects on an area;
- Planning history of the site; and
- Precedent.

The Parish Council agreed that the summary of discussion would be circulated to the Parish Council before it was sent to the planning advisor.

The planning advisor would be asked to submit his advice by Friday 21<sup>st</sup> January 2022.

It was also agreed that an Extra Ordinary Parish Council meeting would need to be held before the end of January to consider the advice provided by the planning advisor.

**17482: Date of next meeting:** The Parish Council agreed the following meeting dates for 2022:

- Wednesday 16<sup>th</sup> March 2022 at 7.30pm
- Wednesday 25<sup>th</sup> May 2022 at 7.30pm
- Wednesday 14<sup>th</sup> September 2022 at 7.30pm
- Wednesday 14<sup>th</sup> December 2022 at 7.30pm

It was also agreed that an Extra Ordinary Parish Council meeting should be held on Monday 24<sup>th</sup> September 2022 if possible.

**Action:** Clerk to contact the planning advisor to ask him to provide advice on planning application **2021/1490/OUT**. Clerk to also see if Chapel Haddlesey Community Hall was available for the Extra Ordinary meeting on Monday 24<sup>th</sup> January.

The meeting closed at 9.45pm.