



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 Monday 13th March 2023
at 8pm at Chapel Haddlesey Community Hall**

17572. Attendance/Welcome: Present: Cllrs Caroline Shaw (Chair), Andrew Collier (Vice Chair), Richard Longbottom, Gordon McGlone, Diane Osborne and Tony Parkin. Graham Earnshaw – Parish Clerk - was in attendance. There were no other members of the public in attendance.

The Attendance Book was not available to sign.

17573. Apologies: Apologies for absence had been received from Cllr Diane Hey. The Council agreed to accept the reason for absence.

17574. Declarations and Dispensations: Cllr Shaw declared an interest in the Planning item relating to Old Orchard Farm. There were no other declarations of interest or requests for dispensations made.

17575. Minutes:

a. RESOLVED: to accept the minutes of the Extra Ordinary Parish Council meeting held on 30th January 2023.

b. Chair signed the minutes as accepted.

17576. Public Comments: there were no members of the public present at the meeting.

17577. Planning:

a) Applications for consideration

The following applications were noted:

2022/1483/OUTM – Outline planning application including access, with all other matters reserved for erection of up to 110 residential dwellings at Land at Field Lane, Thorpe Willoughby.

The Clerk read out the comments from Hambleton Parish Council. Hambleton Parish Council had objected to the planning application on the following grounds:

Development in Thorpe Willoughby will inevitably result in even more traffic through Hambleton, which the PC is absolutely not willing to support. Given the state of the A63 through Hambleton and Monk Fryston, the sheer amount of traffic which includes a large percentage of HGVs, further developments suggesting there are good road links from the location have to be questioned. With a pedestrian being knocked over in Monk Fryston recently and the road subsiding in Hambleton, inviting hundreds of additional vehicles onto the A63 is simply compounding the problem; this road is at capacity.

The local public transport schedule is simply not effective in providing a reliable, efficient and available means of transport for commuters, residents will travel by car to commute to Leeds/York/Selby– there is no other viable option. Encouraging private car use goes against the NPPF which says a ‘sustainable development’ will reduce the number of car journeys.

The local road that would be used for access, Fox Lane, is also unsuitable; adding further vehicle movements at peak times on this narrow road, regularly used for parking in Thorpe Willoughby, cannot be seen as safe and acceptable. Increasing traffic flow at the small crossroads in Brayton because of another new development would also be a resulting factor – have Brayton Parish Council been notified of the application?

The village has some amenities for example a doctor’s surgery but this is a small and part time surgery. Healthcare provision is limited in the area and is already stretched in the area. There is no post office or ATM and the primary school is full, as is Hambleton Primary.

The site is very close to Brayton Barff and would have a detrimental effect on the Locally Important Landscape Area, it will also set a precedent for further building on land close to the Barff, in what was intended as a green ‘buffer’ between Thorpe Willoughby and the Selby By-Pass.

Applications have been rejected at this site previously, for what Hambleton PC see as good reason, and still relevant.

The Parish Council noted the comments and agreed to monitor the outcome of the application and any other related development in the area.

2022/1397/CPE – Lawful development certificate for existing use of mobile home as a dwelling at Old Orchard Farm, Hillam Road, Gateforth.

The clerk read out the comments from the Planning Advisor which pointed out that this was a certificate of lawfulness rather than a planning application

which meant some of the issues related to a planning application were not relevant in this case. The Planning Advisor said that if the applicant was able to demonstrate that he/she had resided in the mobile home for 10 years or more then NYCC should issue the notice. The Planning Application form had confirmed that this was the case and councillors also confirmed the residency in the mobile home.

The Parish Council accepted the comments of the Planning Advisor and noted that this application was for a certificate of lawfulness rather a planning application.

b) Decision Notices to be noted

There were no decisions to note.

17578. Finance

a. Finance Report from the Clerk:

The Council's financial balance at 1st March 2023 is as follows:

General Fund	£1,694.23
Capital Fund	£36,140.82

Income

The Parish Council utility account had been credited with a Non-Domestic Alternative Fuel payment of £150 from the utility company.

Payments

Payee	Description	Amount
Charles Shaw	Grass cutting	£480.00
Backhouse	Environmental and pest services	£86.40
HMRC	Tax bill for tax months 7, 8 and 9	£79.60
Clerk	Salary for December + expenses (home working allowance)	£132.00
Autella	Payroll services for October, November and December	£52.31
Clerk	Clerk - salary for January + expenses (home working allowance)	£132.00
Richard Burrows	Planning consultancy	£50.00
Backhouse	Environmental and pest services	£86.40
Clerk	Salary for February + expenses (home working allowance)	£132.00

b. Appointment of Internal Auditor

RESOLVED: The Parish Council agreed to approach Mr Chris Philipson to see if he would be willing to be appointed as the internal auditor for the 2022/23 financial year.

Councillors asked when the Annual Parish meeting and the Annual Parish Council meeting needed to be held? The clerk advised that the Annual Parish meeting had to be held by 1st June.

Cllr Collier mentioned the amount of money in the Capital Fund. There were no current suggestions regarding how this money should be spent. A councillor wondered if a quote for CCTV for the village should be obtained. Another councillor commented that every entry point into the village would have to be covered by CCTV if it was to be installed.

Action: Cllr Collier would circulate the documentation from the previous work done by the Parish Council in relation to installing CCTV to the Parish Council.

Action: The Clerk would put CCTV on the next Parish Council agenda.

Action: Cllr Collier would draft a feasibility study in relation to installing CCTV in the village to give to potential suppliers so they would be able to provide a high level estimate for CCTV.

17579. Discuss ongoing issues and agree action:

a) Signs in the village about footpaths – the Council had been working on this issue today.

b) Jubilee Tree – The tree had been ordered and collected. It was a 6-foot high tree and had cost £300. The tree was planted in the village last week and would need to be watered.

RESOLVED: That the Parish Council would order a plaque for the tree.

Action: Clerk to obtain an estimate for a Queen's Canopy Plaque.

c) Newsletter – The newsletter was being worked on currently and would include items about the Coronation Big Lunch, the Jubilee Tree and a village Spring Clean which was being planned for 23rd April.

d) Dead tree on the village green – Mr Shaw and Cllr Longbottom had removed the tree. The Council thanked Cllr Longbottom for removing the tree,

e) Paperhouse Lane – The Clerk had contacted the Planning Advisor about this issue but had not received a response yet.

f) Footpaths through the village – this issue had been raised with NYCC.

g) Water standing at the top of Landing Lane – Cllr Longbottom provided an update on the issue. The Highways Department had visited the site. The soak way and path needed repairing but this may not be a priority job for the Council.

h) Brayton Poors Annual Distribution – Cllr Shaw gave an update. The organisation had not had their annual meeting yet. This was not an issue that the Parish Council needed to deal with.

17580. Updated procedures and policies

Cllr Osborne mentioned that there had been information circulated recently about Civility and Respect and also revised procurement thresholds. The Council agreed that it would need to update the procurement thresholds in its Financial Regulations document.

17581. Policy Update

Cllr Collier gave an update on the Council policies.

Code of Conduct – this policy was due to be reviewed at the next meeting. Any changes to the policy would be incorporated then.

Dignity at Work – Cllr Collier had circulated a draft policy to councillors. The Council would make a decision at the next meeting whether to adopt this policy.

Law and Governance Bulletin – Cllr Collier would update the Financial Regulations to include the new procurement thresholds.

Action: Cllr Collier to update the Financial Regulations to include the updated procurement thresholds.

Employment policies – some changes need to be made to the contract of employment for the clerk.

Action: Cllr Shaw, Cllr Collier and the Clerk to examine the employment policies to discuss what changes needed to be made and decide if any new policies should be implemented.

Risk Assessment – Cllr Collier had reviewed the risk assessment and had circulated it to the councillors to review.

RESOLVED: That the Risk Assessment should be retained as it is apart from new dates being put on the document.

Publication document - Cllr Sherratt had been removed from the document and Cllr Hey had been added. Other changes had also been made highlighted in yellow (additions) and red (deletions).

Action: Councillors to review the updated Publication document.

Planning Policy – Cllr Collier had made some minor amendment to include a note on Councillors deciding on whether to submit comments to SDC. Other changes in yellow are additions and red are deletions. A new bullet point had been added to the policy about the need to have a quorum of Parish Councillors (3 councillors) to deal with any new planning applications and agree whether to hold an Extra Ordinary meeting to discuss an application.

RESOLVED: That the changes to the Planning Policy were agreed by the Council.

Tree Survey

The Council asked the Clerk to check when the next survey was due.

Action: Clerk to find out when the next tree survey is due to be undertaken.

17582. Standing Orders and the Privacy Notice

There had been no changes made to the Standing Orders or the Privacy Policy apart from changing the review date on the Privacy Notice.

17583: Correspondence Received:

- Email regarding an old Parish documents: An email had been received from Ms Mitchell about an old parish document.

Action: Cllr Longbottom would call and collect the document. Clerk to obtain the contact details from Ms Mitchell and pass them on to Cllr Longbottom.

- Email from NYCC about the adoption of provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976 - the Parish Council noted the email.
- Email about the Great British Spring Clean: the Council had already agreed a date for the Spring clean in the village.
- Selby Area Garden Waste Collection Service Consultation: the Parish Council agreed that it should contribute to the consultation and advise NYCC that it was concerned about the increase in prices for the collection and also to reiterate that the Council wanted the collection to continue.

Action: Clerk to pass on the comments of the Parish Council to NYCC as part of the consultation.

17584: Minor items:

CCTV

This item had been discussed already earlier in the meeting.

17585: Items for the next agenda: The following items should be included on the next agenda:

- CCTV
- Review Policies

17586: Date of next meeting: The Parish Council agreed that the next Parish Council meeting should be held on Monday 15th May 2023 at 7.30pm. The meeting would incorporate the Annual Parish meeting and also the Annual Parish Council meeting.

Action: Clerk to book the smaller meeting room at the Chapel Haddlesey Community Hall for the next meeting.

The meeting closed at 9.20pm.

DRAFT