



# 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 25<sup>th</sup> September 2023 at 7.30pm at Chapel Haddlesey Community Hall**

**17615. Attendance/Welcome: Present:** Cllrs Caroline Shaw (Chair), Andrew Collier (Vice Chair), Diane Hey, Gordon McGlone, Richard Longbottom and Tony Parkin. Graham Earnshaw – Parish Clerk - was in attendance. There were no members of the public in attendance.

The Attendance Book was not available to sign.

**17616. Apologies:** Apologies for absence had been received from Cllr Diane Osborne. The Council agreed to accept the reason for absence.

**17617. Declarations and Dispensations:** There were no declarations of interest or requests for dispensations made.

**17618. Minutes:**

a. **RESOLVED:** to accept the minutes of the Council meeting held on 15<sup>th</sup> May 2023 and the minutes of the Extra Ordinary meeting held on 20 July 2023.

b. Chair signed the minutes as accepted.

**17619. Public Comments:** There were no members of the public present at the meeting.

**17620. Planning:**

**a) Applications for consideration**

The following applications were noted:

**2023/0036/FULM** – Re-profiling of existing golf driving range, improvement of existing practice area through the importation of inert material, drainage infrastructure, levels changes, highways works, landscaping and external alterations at Selby Golf Club Mill Lane Brayton.

Cllr Collier said the Parish Council need to check what has changed with regards to this application.

**Action:** Clerk to identify the change to the planning application and to notify the Council.

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

**ZG2023/0657/HPA** – Erection of front porch at 1 Chancery Court, Gateforth.

Application permitted.

#### **c) Role of Parish Council and Parishioners in the planning process**

The Parish Council had obtained advice from the Yorkshire Local Council Association (YLCA) relating to the role of Parish Councils in the planning process, which pointed out, that the parish council is just a statutory consultee on planning applications. Cllr Collier pointed out that the Council does have a planning policy and the additional wording provided by YLCA could be included in the policy.

Cllr Osborne had raised the issue of how the Parish Council interfaces with parishioners with regards to planning issues. Cllr Collier said that parishioners could be directed to the Parish Council website when planning applications were received and planning issues could be mentioned on X (previously known as Twitter) as well. When any new planning applications were received, this could also be mentioned on the village Facebook page but this would just involve pointing the parishioners to the Parish Council website and the X account.

**Action:** a) The Council to agree the revised wording to be included in the Planning Policy, b) Cllr Collier to update the Planning Policy, c) Cllr Collier to include guidance in the policy regarding how parishioners will be notified of any planning issues in the village.

### **17621. Finance**

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

The Council's financial balance at 1<sup>st</sup> September 2023 is as follows:

<b>General Fund</b>	<b>£1,326.98</b>
<b>Capital Fund</b>	<b>£36,140.82</b>

#### Payments

Payee	Description	Amount
Chapel Haddlesey Hall	Hire of meeting room	£15.00
Clerk	Salary for May + expenses (home working allowance)	£141.80
Autella	Payroll services for April, May and June	£54.58
Charles Shaw	Grass cutting	£1,080.00
HMRC	Tax bill for tax months 1,2 and 3	£86.60
Clerk	Salary for June + expenses (home working allowance)	£141.80
Backhouse	Environmental and pest services	£172.80
Zurich	Insurance	£241.00
Clerk	Salary for July + expenses (home working allowance)	£141.60
Clerk	Salary for August + expenses (home working allowance)	£141.60

#### 17622. Discuss ongoing issues and agree action:

a) Queens Canopy plaque – the Council had received a quote from RBLI for £119.99 for an A5 plaque. It was agreed the wording on the plaque should include mention of the Queen’s Platinum Jubilee. A councillor suggested that a wooden surround should be made and put round the area where the plaque would be placed to stop the grass growing up to the plaque. The Parish Council agreed unanimously to order the plaque and complete any work connected to placing the plaque next to the tree. The maximum budget for this activity would be £200.

**Action:** Clerk to circulate a copy of the wording on the plaque to the Parish Council.

b) Parking on Landing Lane– A councillor advised that this was still an issue. The clerk mentioned that he had contacted the Highways Department and they had provided suggestions for how this issue could be addressed but the budget for work was tight and it might take some time to complete.

**Action:** Cllr Hey would put a sign up about parking on the end of her barn. The wording on the notice would be the same as other ‘No Parking’ signs in the village.

c) Ring Doorbells/Community Messenger App – Information about this issue would be included in the Autumn Parish Council Newsletter.

**Action:** Parish Council to include information about Ring Doorbells (and other brands) and the Community Messenger App in the Autumn newsletter.

d) Paperhouse Lane – The Parish Council had received a response from the Planning Consultant about Paperhouse Lane and this was noted. A planning application could be submitted about the change of use of the lane but this would be

difficult to do because the Parish Council didn't own the lane and there would be a cost involved.

**Action:** Cllr Parkin to speak to Haddlesey Parish Council to find out what their views were on action that should be taken in relation to Paperhouse Lane.

e) Boundary Changes and Broadband Provider – Cllrs McGlone and Shaw attended a meeting at Thorpe Willoughby Parish Council but the boundary changes were not discussed.

**Action:** Clerk to contact Thorpe Willoughby Parish Council to find out what the next steps are with regards to the boundary change issue.

There was a presentation at the Thorpe Willoughby meeting about ultrafast broadband by the company involved in rolling this out. The plan was to install ultrafast broadband in Gateforth and the surrounding villages.

**Action:** Clerk to contact the broadband company to invite them to attend the next Parish Council meeting so that they can tell the Parish Council what the plans were for Gateforth with regards to the installation of ultrafast broadband.

The company installing ultrafast broadband had contacted the Parish Council about the ownership of a strip of land on Chapel Lane but the Council were not sure who owned the land.

**Action:** Clerk to contact the company and let them know that the Parish Council did not know who owned the land on Chapel Lane.

#### **17623. Library in the Telephone Box:**

The Parish Council was concerned that the telephone box was being used as a dumping ground for books and other items. People in the village did use the library and other people from outside the village do drive up to the telephone box to use the library too.

**Action:** Cllr McGlone to put up a sign in the telephone box asking people who use the library to keep it tidy. The sign would not be put up on behalf of the Parish Council. The situation regarding the telephone box would be monitored.

#### **17624. To review and approve policies:**

Cllr Collier had looked at all the policies that needed renewing and had sent an email to the Council outlining the changes made. The main updates were around the change to the name of the district council which was now called North Yorkshire Council.

**RESOLVED:** That the Parish Council agreed to approve the following new/updated policies:

**Code of Conduct**  
**Communication policy**  
**Dignity at Work – this was a new policy that had now been drafted and implemented**  
**Disciplinary policy**  
**General Privacy notice**  
**Grievance policy**  
**Health and Safety policy**  
**Planning policy**  
**Standing orders.**

**Action:** The Chair, Vice Chair and clerk will meet before 4<sup>th</sup> December 2023 to look at what additional employment policies should be adopted by the Council.

**17625. Defibrillator parts:**

Cllr McGlone had replaced the pads on the defibrillator because they were out of date.

**Action:** Clerk to order a spare set of pads.

**Action:** Cllr McGlone to let the clerk know if any other parts needed replacing.

**17626. Village green:**

The issue regarding cars parking on the green had been discussed already. The Parish Council had sent a letter to a resident to let them know that parking on the green was not allowed.

The Chair had received a complaint about kit being left on the green. This had included trampolines, deck chairs etc. The Council discussed whether it was appropriate for items to be left on the green overnight and agreed to monitor the situation.

**Action:** Cllr Shaw to ensure that a reminder about the rules for use of the village green would be included in the Autumn newsletter.

**17627. Correspondence Received:**

- Community Transport: volunteer driver recruitment campaign: The Parish Council agreed to include information about the recruitment campaign in the Autumn newsletter.
- Enquiry about Gateforth Hall: The Parish Council confirmed that this enquiry had been dealt with.

**17628: Minor items:**

Drainage problem

A councillor reported that one of the drains/soak away in the village was not working and water was not running away as a result. The matter had been report to North Yorkshire Council and the issue was being dealt with.

**17629. Items for the next agenda:**

None.

**17630. Date of next meeting:** The Parish Council agreed that the next Parish Council meeting would be held on Monday 4<sup>th</sup> December 2023 at 7.30pm.

The meeting closed at 9pm.

DRAFT

