

ALDBROUGH ST JOHN PARISH COUNCIL DRAFT MINUTES**THE ANNUAL MEETING OF ALDBROUGH ST JOHN PARISH COUNCIL HELD ON Monday 6th September 2021 at 7.00pm in the Village Hall.****PRESENT:** Cllr R Pronyszyn (RP) - Chair, Cllr M Banks (MB) -Vice Chair, Cllr S Turner (ST), Cllr S Baddon (SB), District Councillor J Wilson-Petch - RDC (JWP), J Pears (Clerk) and Residents.

Minute	Item	Summary	Detail/Action	Action/By Who
1.	Apologies		Cllr J Sandhu (JS), County Councillor Angus Thompson - NYCC (AT).	
2.	Declarations of Interest		None recorded, except that Parish Councillors present expressed their interest in anything that affects the Parish.	
3.	Police Report/Update	No police were present at the meeting.	The latest crime bulletin had been received via email. It asked residents to be vigilant as the nights draw as they can often see a slight rise in reports of burglary. This is due to the fact that people are less likely to be detected in the dark. The chances of being the victim of such crimes are still very low in Richmondshire. PC Bernie Looker has been newly appointed.	
4.	Minutes of last meeting		The minutes were agreed as an accurate record and signed by RP.	
5.	Matters arising			
5.1	Matrix boards	The posts to affix the matrix boards have been erected in the 2 proposed locations; 1. On the road from Melsonby, approaching Aldborough. 2. Through the centre of the village near the bus shelter.	The matrix board has been moved to the second site in the village. RP will look at data analysis and share with Cllrs. Cllrs agreed to postpone the hire of a detection device to be used on Low Green until March 2022.	RP/All Cllrs
5.2	Spenceley Place parking	Email from a resident was sent to the Clerk sharing concerns about the lack of car park spaces. Cars are parked to the entrance of the road and could cause problems for larger vehicles trying to gain access. Could creating additional parking spaces be considered?	Dr Hodgson and the Practice partners have agreed that residents can use the doctor's car park out of hours. RP has asked that this update is shared with residents in Spenceley Place. Cllrs are very grateful to the Doctor's surgery for agreeing to this. Cllrs still felt the additional car park may be difficult to access for residents with mobility issues. Could a footpath be made through the back	Completed

		<p>There is an area in Spenceley Place which could be converted into parking spaces. However, this isn't viable for more than 4 cars. There are 2 other options that could be a consideration:</p> <ol style="list-style-type: none"> 1. Using the doctor's surgery car park, this could be used out of doctor's hours and potentially a gate could be inserted at the top of Spenceley Place to the surgery car park. 2. Consider demolishing the garages and converting the space into a car park. <p>A proposal for 2 disabled parking bays has been received.</p>	<p>of the car park into Spenceley place? JWP will ask the question as the area is owned by RDC and NYCC.</p> <p>Clerk spoke with Gary Hudson at RDC about the parking. He confirmed this has been an ongoing issue that they are aware and is unresolved.</p> <p>JWP and AT are aware of the ongoing challenges.</p> <p>After careful consideration Cllrs felt that Spenceley Place has struggled with parking for a number of years. This proposal for two disabled bays would mean one less car parking space and, on this basis, would object to the proposal. The PC are awaiting the outcome of the application which is going to panel for consideration.</p>	<p>JWP</p> <p>Completed</p> <p>Clerk</p>
5.3	Visitors to the Green	<p>This was covered in a separate meeting. RP is developing a Green Policy.</p> <p>MB brought to the attention of the councillors that a drone has been being flown over the Village Green. As a Parish Council, do we need to have insurance to cover this?</p>	<p>RP has drafted a policy for use of the green and this has been shared with Cllrs. It was agreed that Cllrs will review this and feedback to RP. This includes the usage of drones.</p> <p>RP confirmed the PC are covered by 3rd party liability insurance.</p> <p>MB has asked the Clerk follow up with PC Mark Wood or colleague as we are awaiting information/ guidance on using a drone over the village green.</p>	<p>RP</p> <p>Completed</p> <p>Completed</p>
5.4	Tree Survey	<p>Work to be completed on various trees in the village.</p>	<p>MB confirmed that additional work is required. R Skelton had provided a cost of £550 to complete remedial work on the sycamore tree. There are a number of trees that require some attention. This could be costly, Cllrs agreed that this still needs consideration before progressing and prioritising the work will need to be done. MB will get quotes for all work and share with Cllrs. An option could be to hire a cherry picker and MB and SB could complete some of the work to reduce costs.</p>	<p>MB/Cllrs</p>
5.5	Play area fencing	<p>Update.</p>	<p>Cllrs agreed that the this should be pursued using the play park funds available from RDC. Cllrs agreed that 3 quotes will be required. Clerk to source quotes and look into funding.</p> <p>On hold - feedback indicates that there is considerable division within the village on this issue.</p>	<p>Completed</p>

			Cllrs agreed that Clerk seek clarification from the PC insurers regarding liability of the PC should children have an accident in the Beck or road if a fence is not erected.	Clerk
5.6	Update from District and County Councillor	Update.	<p>The local government reorganisation has been confirmed and will happen in 2023. There will be a demise of District Councillors and it is expected the existing County Councillors will remain in post. The re-organisation should be a positive change giving greater importance to Parish Councils. Further details and a plan will emerge in the forthcoming months.</p> <p>Councillors asked that JWP look at the planning application for Rosalind Cottage, East End particularly regarding the issue of NYCC minimum parking requirement, and update them.</p>	JWP
5.7	Doctors Lane flooding	Ongoing.	<p>Flooding at Doctors Lane still needs resolving. The work carried out to date has not resolved the issue. Clerk followed this up with Highways on 25th Mar 21 and will follow up again if necessary. Followed up again on 27th Aug 21.</p> <p>The PC initially received an email from a resident raising their concerns. The resident requested that we write to Highways and in particular Ian Beighton. The Clerk will continue to follow up until resolved.</p>	Clerk
5.8	Memorial trees on the green	Enquiries received from a number of residents. They would like to be considered for sponsoring the planting of a memorial tree in the village.	<p>Cllrs agreed this is an initiative they would like to progress. MB is going to speak to one of the residents on High Green who has access to professional arboreal expertise in order to establish the type of trees to plant and what other things the PC need to consider. MB will follow this up.</p> <p>MB shared the suggested plan. It was agreed that a consultation exercise be carried out. RP to upload the suggested plan to the website and Facebook. MB suggested bringing everyone together in the village hall when appropriate.</p>	Completed RP MB
5.9	Lane from Post Box to Packhorse Bridge	In progress. Email received from resident to clerk outlining the damage to the lane.	Cllrs MB and SB have visited the damaged areas. This is in hand and will be completed as and when the weather permits.	Completed

5.10	Parish Council Website	Update.	<p>RP is progressing this and plans to have everything related to ASJ in one place. This has brought together the Village Hall, Feast and Parish Council information in one place. Historical information is still to be uploaded.</p> <p>MB asked if the PC could have an area available in 'the cloud' for PC historical and current documentation/information. Could a storage area be created to house everything relating to ASJ? JS is going to look into this.</p>	<p>Ongoing</p> <p>JS</p>
5.11	Encroachment		Clerk has raised invoices for 21/22 encroachment fees. MB asked if Clerk could share the list of properties to invoice. ASJ need to ensure it is clear what the encroachment fee is for. MB will look into this.	Clerk/MB
5.12	Damage to grassed areas	Correspondence received from a resident following damage to a triangle of grass at East End.	Cllrs agreed that top soil will be put down now that the better weather is here. Cllrs agreed the purchase of this. It will cost approximately £45 per tonne and 2 tonnes will be required. MB/SB will arrange this	SB/MB
5.13	Planting scheme	RDC have shared a tree planting scheme called Communitree.	<p>Clerk has registered the PC interest. Cllrs agreed to pursue this, the closing date is 24th Sept 21. Clerk to follow this up.</p> <p>RP shared that some children from the village had planted conkers and they have grown and could be planted? Cllrs felt this will encourage the younger generation to support and get involved in the scheme. The tree plan will be shared on Facebook, website, noticeboard and in the village hall.</p>	Clerk
5.14	Resident email received	Encroachment fee/using air dryer email received from resident.	Cllrs agreed to meet with resident. Clerk will contact them to arrange this.	Clerk/Cllrs
5.15	Resident email received	The PC have received an email from a resident regarding footballers urinating in the bushes/beck and rubbish being left by players and supporters.	<p>As instructed the Clerk contacted the football team. It was suggested that the football team approach the Cricket Club to use their toilets when games are on. The football team will look into this.</p> <p>The football team suggested coming to the next PC meeting as they are wanting to ensure they are doing all they can to eliminate any complaints/concerns.</p>	Completed

5.16	Resident email received	Loose stones have appeared.	Cllrs discussed the placement of some loose stones at the edge of the green. Cllrs will monitor this as this is a safety concern for road users. This will be a matter for Highways.	Completed
5.17	Resident email received	Email received from resident, her daughters' bench is being restored and is not to be replaced by another bench.	MB spoke with the resident and discussed the placement of the bench. The bench is currently being restored and when ready can be replaced.	Completed
5.18	Resident email received	Resident has raised concerns about dog waste in the village.	Cllrs agreed to laminate and place signage around the village. A reminder will also be posted on the Facebook Page. RP will action this.	Completed
5.19	Resident email received	Access to Dilston Cottage.	Resident has asked if pedestrian access can be given because of the resident's disability. Cllrs have no objection to this however have asked that approval is for a row of paving slabs which will cover the width of a scooter or wheel chair. The paved area must be flush with the grass to prevent a hazard and somebody tripping. The grassed area must be re-instated if the resident moves properties. Clerk wrote to resident. Cllrs noted that paving slabs are already there. The grass could be cleared and the paving slabs relayed. Clerk to contact resident.	Clerk
5.20	Resident email received	Email received from resident re parking near her home.	Cllrs discussed the suggestion to place parallel slabs on which to park her car. However, to do so would involve significant damage to the sub surface of the green and would be illegal. Cllrs agreed they could not support this suggestion. RP will contact resident.	Completed
5.21	Post Office Clock Maintenance		The Post Office clock maintenance contract is due for renewal. 3 quotes have been sought and shared with Cllrs. The current supplier Smiths of Derby quote was most competitive at £170+VAT per annum and a reduction of 3% if agreed to a 3-year contract. Clerk will arrange this.	Clerk
5.22	Street Light Funding available from RDC		Clerk confirmed that RDC have processed the application for a new street light at 1 Spenceley Place. A site visit will be taking place in next 30 days. SB asked if Clerk could get a date for the site visit as would like to present.	Clerk/SB
5.23	Email received	Affordable housing and community housing communication.	Cllrs discussed the email and agreed this is not something for the Parish Council to consider as we lack the resources to manage the process.	Completed

5.24	Email received	Local plan preferred options 2018 – 2023.	Cllrs discussed the email and confirmed there is no proposal in the area.	Completed
5.25	Email received	Grass cutting at Bridge House.	RP confirmed this has been implemented.	Completed
5.26		Oil damage while contractor was cutting grass.	MB confirmed there is no lasting damage.	Completed
5.27	Email received	Bicycle rack outside the village hall.	Email received from resident seeking support for the purchase of a bicycle rack. The PC approve this and did suggest accessing local funding to purchase the rack. Clerk liaised with resident as the funding has closed however will re-open in due course and can be applied for.	Clerk
5.28	NYCC Informal consultation	Proposed public footpath diversion at Melsonby House Stables and Low Hangbank Farm.	Cllrs support this proposal. Clerk has confirmed this with NYCC.	Completed
5.29	Aldbrough RT DMMO	Update.	RP shared communication between himself and resident re the bridge and the bottom of the Beck. Cllrs agreed that this will be carried over to the December meeting and invite all involved parties.	Clerk
6.	Planning	All applications received since the last meeting on 23 rd Feb 21 were discussed. As listed in the appendix.	<p>Any future planning applications received relating to Carlton will be discussed with the Carlton Parish Council to ensure ASJ are aware of each application. Cllrs and Clerk will ensure this is done going forward.</p> <p>Application for Chestnut House 21/00160/OUT was discussed and Cllrs felt that if further information isn't available from planning that the PC would be unable to comment on the application. Clerk to feed this back to Planning. A resident did highlight the position of the building could have an impact on the property. Cllrs agreed Clerk to ask the question re the positioning/location of the property.</p> <p>Residents from the Stanwick Arms attended the previous meeting. RDC have asked for additional parking to be available for customers. Historically parking at the front of the pub has been acceptable. Cllrs agreed to write to RDC as this has been an agreement in place for over 50 years and are supportive of this. RP will write to RDC and cc in residents and JWP.</p>	<p>Completed</p> <p>Clerk</p> <p>Completed</p>

			Application for air source heat pump at Bridge House, High Green 21/00763/FULL. Cllrs felt that more detail of the pump etc should have been included in the application. RP had obtained details of the proposed pump from the resident and shared it with Cllrs. Cllrs agreed that clerk should respond to planning with detailed information of what they approve.	Clerk
7.	Financial Report	Clerk provided financial report - emailed to Cllrs prior to meeting.	Update provided on current finances PC agreed the budget and expenditure to date. RP confirmed the annual accounts have been published as required by law and are available to view on the ASJ website. Cllrs agreed a contingency of £3,000 should be kept in the current account for any unforeseen costs.	Clerk
8	AOB			
8.1	Pinfold shrub		MB asked that the shrub at Pinfold should be monitored and may need addressing.	
8.2	Monthly walks around the village		Cllrs agreed that the monthly walks should be continued with all Cllrs. Date for next walk to be confirmed.	Cllrs
8.3	Grass cutting		MB noted that the last grass cut was carried out over different days. The grass was uneven and resident's cars weren't moved on both occasions as this wasn't communicated to them. MB will contact contractor to ask for the grass to be cut on the same day.	MB
8.4	Green Croft fence		The fence has fallen onto the green. The owner of the property will need to be contacted. RP will do this.	RP
8.5	Historical Parish information/ paperwork		A resident asked if some of the historical information could be available to residents to view. Could there be somewhere this could be accessed? Cllrs have discussed this previously and JS is looking to all information/documentation to be made available electronically.	JS
	Items for future Agenda	Opportunity for Cllrs to bring up items to be included in next meeting Agenda.	None.	

9.	Date of next meeting		The next Parish Meeting will be at 7.00pm in the village hall on 30 th Nov 21.	
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Meeting ended at 8.30pm