

**MINUTES OF THE REMOTE MEETING OF RUDBY PARISH BURIAL BOARD HELD ON MONDAY 14 SEPTEMBER 2020 AT 7.15PM**

**Present: Councillor Mr A Mortimer (Chair), Councillors K Clifford, T Jopling, M McCluskey, D Simpson, S Tate, A Voke, G Wilson**

**County Councillor D Hugill**

**Two members of the public**

1. Apologies for absence – Councillor Collingwood (problems with internet connection), Councillor Foden unavailable until 7.30pm, Councillor Thompson, Councillor Fortune.
2. Drainage of Burial Ground. One quote has been received so far; two more quotes are needed to comply with standing orders. Councillor Wilson to contact more contractors, they need to have specialist skills so the Council cannot simply advertise for expressions of interest.

The purchase of grass seed to be used on the land already cleared for cremation plots was approved by the Council. Councillors Jopling and Wilson agreed to organise the purchase.

3. Memorial for two individuals. Approved.

**MINUTES FOR THE REMOTE MEETING OF RUDBY PARISH COUNCIL FOLLOWING THE ABOVE MEETING**

**Present: Councillor A Mortimer (Chair for first part of the meeting), E Foden (chair for second part of the meeting), K Clifford, A Collingwood, T Jopling, M McCluskey, D Simpson, S Tate, A Voke, G Wilson.**

**County Councillor D Hugill.**

**Two members of the public.**

1. **Apologies for absence.** Councillor Thompson, Councillor Fortune.
2. **Minutes of meeting held on 10 August 2020.** A member of the public had raised an issue in relation to one item which he said was not a true reflection of what he had said. The Chairman advised that it is a matter for the councillors to make any changes if they felt that the minutes were not accurate, nothing had been raised prior to the meeting. Councillor Jopling proposed that the minutes be changed. There was no seconder so the motion fell. No other changes were proposed. Councillor Simpson proposed that the minutes be agreed, seconded by Councillor Tate, all in favour bar Councillor Jopling who had not been at the previous meeting and abstained. Minutes agreed.

Councillor Collingwood joined the meeting (IT issues at the start of the meeting).

3. **Co-option of Councillors for Hutton Rudby and Middleton Parishes.** Michelle McCluskey for Hutton Rudby and Kevin Clifford for Middleton were introduced as the two successful candidates and were welcomed to Rudby Parish.
4. **New clerk training requirements.** The Clerk has already undergone a risk assessment training course and is signed up to undergo new clerk training. Councillor Mortimer proposed that a

training budget of £500 equating to roughly half a day of training per month should be agreed to the end of March 2021. Seconded by Councillor Jopling. Agreed unanimously.

Councillor Foden joined the meeting and took over as Chairman.

5. **Police Report and Neighbourhood Watch.** Both noted.
  - a. Fraud Ask the Experts online meeting on 16 September 2020 1830-2030. Noted.
  - b. PPI fraud email 1 September 2020. Noted
  - c. Burglary at Great Ayton email 26 August. Noted.
6. **Meeting open to the public.** There were two members of the public in attendance.

The first member of the public raised the issue of the recent leaflet that had gone to some houses in the village setting out possible development at Paddocks End and Embleton Farm and expressed concerns that there might be 100 new houses to be built. Councillor Mortimer confirmed that the issue would be discussed under the Neighbourhood Plan agenda item.

The second member of the public had no specific issues to raise. The meeting was closed to the public.

**7. Matters arising.**

- a. **Neighbourhood Plan.** Councillor Mortimer advised that there are four main issues:
  - i. Redrafting following receipt of comments from Hambleton District Council (HDC). The Neighbourhood Plan Steering Group (NPSG) is in the process of redrafting the Neighbourhood Plan. It needs to be focused on Plan users and HDC input has already helped in deciding how to adapt the plan.
  - ii. Clarification meeting with HDC on 2 September attended by with Councillors Mortimer and Simpson. There has been very good input from HDC. HDC seems content with the intentions of the NPSG although there remains some outstanding issues where the positions of the NPSG and HDC are not fully aligned, for example where the community feels strongly about an issue and HDC feel differently, but this is to be expected.
  - iii. Consultation process. This will follow the completed update of the draft plan. Due to Covid restrictions the referendum cannot take place before 21 May 2021. The consultation needs to be robust, ensuring that methods used are safe and effective to reach as much of the community as possible.
  - iv. The Embleton/Paddocks End leaflet was not notified to the NPSG in advance and has not been distributed to the entire village, for example it did not go to Rudby or all of Belbrough Lane. The NPSG will contact Broadacres to get their views. Councillor Jopling asked how many houses does the NPSG think will be required under the plan. Councillor Mortimer said that an exact number has not yet been settled upon, but it will be substantially less than the number suggested in this leaflet, particularly taking account of those dwellings for which planning permission has already been granted. It was agreed that Rudby Parish Council and the NPSG will put out an interim message to explain its position once clarification has been sought from the landowner and Broadacres.

- b. **Footpaths** – proposed diversion Footpath No.10.123/4 Blue Barn Farm. HDC have confirmed that the footpath will remain a public right of way. The Council agreed to recommend approval of the diversion.

The repairs to the river footpath were noted.

There was a discussion of the pathkeeper scheme part of the purpose of which was to look at all the footpaths around the parish and to consider which would benefit from additional maintenance or repair. Mike Fenwick who was previously a Parish Councillor has agreed to remain involved and there are several volunteers ready to walk the paths and report on them, but the work has been put on hold due to coronavirus. One footpath in Rudby which has been informally diverted by the landowner was discussed and it was agreed that it may be possible for the Parish Council to take over any maintenance if the diversion is officially authorised. Mike Fenwick and Councillor Collingwood have been liaising with Arrietty Heath, Volunteer co-ordinator at North Yorkshire County Council.

- c. **Village Hall and Play Area.** Mowbray House have requested that the Village Hall car park is kept clear for flu vaccines on 3 and 10 October. Councillors Collingwood and Simpson went to the Village Hall AGM on 26 August. John Wallis is now chair, John Bennett the operations manager. The Village Hall is financially sound but needs to do some succession planning. £15-16,000 of work needs to be done to roof of which around £5,000 is relatively urgent. The committee is not planning to replace the wall that was knocked down as they believe it was in their ownership. Trees for Tomorrow intend to plant a new tree in the autumn. The ownership of the land that the wall stood on will be investigated – former Councillor Fenwick may have some knowledge as he was involved in the loan from the Parish Council to the Village Hall. The preference of the Parish Council is to replace the wall if the Council has any say in the matter.
- d. **Sports Area**
- i. Repairs to equipment: Les Sutton Haigh has been asked to quote for the outstanding issues.
  - ii. Health and Safety notices – Clerk to incorporate wording that the play area including the car park is a dog free zone even when on the lead.
  - iii. Security gate - discussion around the need for a gate and type that should be installed. Councillor Jopling proposed that a steel gate with a lock be purchased. Seconded by Councillor Mortimer. All voted in favour.
  - iv. In relation to the outstanding s106 funds from HDC it was agreed to ask if this could be allocated to the provision of new cycle racks, bins, and benches.
- e. **Village Green** – Councillor Simpson confirmed that the hole will be filled when trees are planted in the autumn.
- f. **Single Unitary Council** – email from Councillor C Les, NYCC 21 August 1026 setting out the proposals. Councillor Hugill advised that there will be saving by reducing the duplication of administration as well as additional funding being provided by central government, the current formula does not work for areas such as North Yorkshire. It was agreed that the Parish needs to engage in the process but that it would not be fair for Councillors to have to take on a lot more responsibility.

- g. **Repairs to the village clock.** The clock has now been examined and report received. The clock cannot be repaired locally. It was agreed to see if the manufacturer can carry out repairs, otherwise it may be necessary to buy a replacement.

**8. Planning applications.**

The following applications have been received by the Council. Full details of any responses are available on [www.hambleton.gov.uk/homepage/16/planning](http://www.hambleton.gov.uk/homepage/16/planning)

- a. Planning Application 20/01673/FUL Plot 1 Stokesley Rd response sent 10 September 2.53pm. It was agreed to support the application subject to changes to the design of the garage and to avoid overlooking the neighbouring property.
- b. Planning applications Planning Application 20/01675/FUL & 20/01676/LBC. Construction of a greenhouse to the rear of existing house and outbuildings. Letter from resident. The Council recommended approval.
- c. Planning Application 20/01701/FUL Division of 28 North End into two semi-detached properties. The Council recommended approval.
- d. Planning application 18/00165/FUL Construction of boarding kennels as amended by plans received by Hambleton District Council on 27 August 2020 (to include an external dog exercise area) at South Lund Farm, Tame Bridge, Stokesley. The Council recommended refusal.
- e. Planning application 20/01548/FUL removal of existing attached greenhouse/conservatory and replacement with new garden room and single storey extension to form new front door/primary dwelling entrance and additional bedroom at The Cottage, Hall Gardens, Skutterskelfe. The Council recommended refusal.
- f. Planning Application 20/01773/CAT Wynd House The Wynd, Hutton Rudby pruning trees.
- g. Planning application 20/01933/CAT Hawthorne Cottage 14 South Side Hutton Rudby works to trees.

Councillor Mortimer clarified the process on tree works applications in conservation area: these are notifications of the works that the tree owner is intending to carry out, not an application for permission to carry out the works. Unless the District Council puts a tree preservation order (TPO) on the tree the works can go ahead. Most trees will not get a TPO even if in the conservation area although the Council has had some success with this in the past which it can use to protect other trees in the future.

**9. Reports from County and District Councillors.**

Proposed unitary authority - Councillor Hugill confirmed that he had already dealt with most of the issues. He is hoping that there may be a more definite idea of the proposed structure by the end of the month. HDC has proposed alternative plans where they would be grouped with Craven and Richmond with York, Selby, Scarborough and Ryedale to make up a second group.

HDC continue to use either Microsoft Teams or Skype for online meetings.

Letter from a resident regarding Noble Foods lorries using Rudby Bank – Councillor Hugill expressed sympathy with residents but confirmed that the lorries cannot be compelled to go via Stokesley as they have been in operation since the 1960s.

Councillor Hugill confirmed that the cycle pump track is now in operation at Sutton Bank and asked that this be noted in the minutes so that Parishioners are aware of the facility.

## 10. Finance

Change of bank mandate. Still awaiting authorisation from Barclays. All queries concerning the Annual Return from the External Auditor have now been dealt with and the report is awaited.

Councillor Wilson incurred £66 for extra supports he put in along the river path.

Employer's summary for August from TP Jones & Co LLP.

Clerk IT equipment paid £785 to date, a further £59.99 has been incurred for Microsoft office. In addition, there is the membership of SLCC at a cost of £140 and training costs incurred to date. Councillor Mortimer proposed that the sums be repaid to the Clerk, Councillor Jopling seconded, all agreed. The clerk was advised that stationery and other incidentals such as stamps can be reclaimed from petty cash.

The balances in the Council's accounts are as follows:

Community Account	£5,000.00 (28 August 2020)
Burial Account	£18,678.04 (28 August 2020)
Business Premium Account	£109,891.99 (28 August 2020)
Allotment Account	£1,381.10 (28 August 2020)

## 11. Decisions of Hambleton District Planning

- a. Applications 20/01184/FUL Proposed construction of garage buildings/store for garaging/storage on land on the North West Side of North End, Hutton Rudby. Granted.
- b. Application 20/01124/FUL. Alterations to the dwelling and fenestration and raising the ridge to form first floor habitable accommodation, extensions and dormer front and rear and construction of detached double domestic garage/workshop. Granted.
- c. Application 20/01368/FUL proposed detached outbuilding extension, louvred structure to swim spa and timber shed. Granted.
- d. Outline application 20/01349/OUT with all matters reserved, for the construction of 2 No dwellings at land west of Hill Top, Blue Barn Lane. Refused.
- e. Application 20/01152/FUL Construction of a two storey rear extension to dwelling at South Lund Farm, Tame Bridge, Stokesley. Granted.

## 12. Accounts

a.	GGN Sportscare Ltd cutting village green etc invoice dated 30 August 2020	£1014.00
b.	GGN Sportscare Ltd cutting grass at burial ground invoice dated 30 August 2020	£156.00
c.	PWLB DD lending facility loan repayment due	£6207.33
d.	YLCA risk assessments seminar 3 September 2020	£5.00
e.	Clerk salary + broadband for August	£ 576.73
f.	New Clerk salary for August	£ 572.00
g.	Inside Out Services play area improvements	£4250.00
h.	Station Software provision of IT equipment for the Clerk	£ 785.00
i.	Viking UK – 4 ink cartridges	£ 60.56

j.	Microsoft store – Office 365	£ 59.99
k.	CPRE – annual membership (DD)	£ 36.00

**Monies received**

BHIB Insurance claim for expenditure on removing trespassers from Sports Area £1250.00

**13. Litter pick 21 September 2020.**

BHIB confirmed by email on 19 August that under 16s need to be accompanied by an adult and have parental permission to be insured for the event. Councillor Collingwood proposed that the event go ahead, seconded by Councillor Mortimer. Councillor Collingwood offered to collect litter pickers, hi viz jackets and bin bags from HDC. Scouts, Cubs and Beavers to be allocated the village Green and roads nearby, adults can volunteer for specific roads or will be allocated outside the village centre. HDC to be asked to collect the litter the following day. They will also be told about the fly tipping at the gate to the field adjacent to All Saints Church.

**14. Remembrance Day Parade and wreaths.**

It was agreed that the Council should plan for some event to go ahead although it is likely to be scaled down significantly on previous years. The Clerk to order wreaths and do any necessary administration to facilitate the event. Councillor Thompson will arrange for any road closures needed around War Memorial through the Scouts.

**15. Fireworks night**

It was agreed that sadly the fireworks display cannot go ahead due to Covid. Councillor Foden will put a message on Facebook.

**16. Correspondence**

- a. White Rose updates - noted
- b. Message from allotment holder (email) emails 20 August. It was confirmed that the daughter is a co-tenant.
- c. YLCA national salary award (email) email 28 August 2020 – noted.
- d. Local Plan draft examination programme (email from Helen Conlon) email 18 August – noted.
- e. YLCA training programme (email) 4 September – noted.
- f. Citizens Advice Money and Benefits Advice service (email) 24 August – noted.
- g. Neighbourhood Watch network survey (email) - noted.
- h. Seed Environmental – partial closure of Belbrough Lane email 4 August - noted.
- i. HDC Parish liaison meeting 16 September 2020 (email) – This is now cancelled.
- j. NYCC Highways – Parish Council Virtual Workshops (email) 20 August 2020 - noted.
- k. Environment Agency Flood Resilience team (email) 9 September - noted.
- l. Ash die back works A19 Crathorne to Cleveland Tontine from 20 September for 4 weeks from 2000 to 0600. Email 9 September - noted.
- m. North Yorkshire Now newsletter - win a pottery workshop for two sent 7 September - noted.

The Chair declared the meeting closed at 8.50 pm.