

**RIBBLE BANKS PARISH COUNCIL**  
**Draft**  
**MINUTES OF THE MEETING**  
**HELD AT CLARK'S OLD SCHOOL, WIGGLESWORTH**  
**ON WEDNESDAY 3<sup>rd</sup> JUNE 2009 AT 1930**

**PRESENT.**

Councillors - Dr.D.Clarke (Chair), Mr.F.Higginson, Mr. I. Wright

**IN ATTENDANCE.**

Mr. D. Abbott (Clerk), Mr. K.Gerrard (Internal Auditor), 4 Members of the Public

**09/10. APOLOGIES FOR ABSENCE.**

Councillors Mr.R.Crabtree, Mrs.B.Houghton

**09/11. DECLARATION OF INTEREST.**

There were no declarations of interest relevant to the agenda.

**09/12. CONFIDENTIAL ITEMS**

No items were regarded as confidential.

**09/13. PUBLIC PARTICIPATION**

Mr. R.Stone briefly explained that Rathmell Reading Room is currently facing an insurance claim from a postman who claimed that he injured himself, whilst delivering letters, by slipping on the Reading Room car park. As a consequence the insurance company was recommending that the condition of the car park should be reviewed. It was **AGREED** to take this item for discussion at the end of the meeting.

**09/14. MINUTES OF THE LAST MEETING.**

The minutes of a meeting held on 24<sup>th</sup> March 2009 were regarded as true record, and signed by the Chair.

**09/15. MATTERS ARISING.**

**09/15.1 Minute 24/3/4.1. NYCC Gully Emptying Policy** - the Chair reported that this item had been discussed at the recent Wigglesworth Parish Meeting, and there was no inclination to seek to alter the NYCC's proposed programme of cleaning gullies in the area. There were no further comments to add to this.

**09/15.2. Minute 24/3/9. Model Policy Publication Scheme** - the Chair explained that all Councils were required to adopt a Policy regarding their commitment to making information available to the public, as part of its normal business activities. The policy for consideration was a model scheme approved by the Information Commissioner; any other wording would require the approval of the Information Commissioner before it could be adopted. Following discussion the Model Policy was **APPROVED**.

**09/15.3. Minute 24/3/9. Guide to Proactively Published Information** – the Chair explained that the Council was also required to explain to the public what information

was going to be published, how the public would be able to access that information, what it would cost(if anything), etc. The Chair and Clerk had taken a copy of a “Model Guide to Information Available” and filled in the various sections with the detail that they believed best represented the Parish Council’s position, and this was tabled for discussion. It was explained that Ribble Banks was a small Parish Council, and it would not be expected to match the information and policies that much larger Councils would have to make available. There were concerns expressed that this was yet another responsibility placed on Councils, but the thinking behind it was understood, as was the requirement for all councils to provide the information identified under the Freedom of Information Act. The Council **APPROVED** the proposed Guide. It was **AGREED** that the Policy and Guide should be placed on the Village websites, and also posted on the Village notice boards for a period of one month.

**ACTION CLERK**

**09/15.4. Minute 24/3/13. Disciplinary and Grievance Policies** – the Clerk took the Council through the Briefing Paper that he had prepared, explaining that as an employer the Council was recommended to have formal Disciplinary and Grievance Policies, reflecting up to date legislation. It was explained that certain key provisions of the Employment Act 2008 had come into force in April 2009. NALC has not yet been able to incorporate these changes into their model policies, but in consultation with YLCA it is understood that this will happen in due course. As an interim measure it is recommended that the Council agrees to work within or be guided by the ACAS Code of Practice and Guidance on Disciplinary and Grievance Procedures dated April 2009. This action would be consistent with the appropriate clauses in the Clerk’s contract of employment. When YLCA issue revised policies then these could be tabled for adoption in the future. The proposal to work within or be guided by the ACAS Codes was **AGREED**.

**09/15.5. Minute 24/3/14.4. Archives** – the Clerk had investigated the potential costs of various forms of document storage with a number of suppliers. Inevitably it comes down to what format is required and what quality of unit, and in his experience he would not recommend purchasing filing cabinets without seeing them first, as quality was so variable. Mr. Stone confirmed that storage space could be made available at the Rathmell Reading Rooms for filing cabinets. After discussion it was felt that 2 x 4 drawer filing cabinets would be appropriate, and the Clerk was authorised to spend up to £400 in this exercise.

**ACTION CLERK**

It was also accepted that there would have to be some agreement on what needed to be archived, and for how long. The Clerk was asked to see if he could check the legal requirements for retention of accounts and minutes and come up with guidelines.

**ACTION CLERK**

## **09/16. FINANCE**

**09/16.1. Current Bank Balances.** The Clerk tabled a statement showing the movement of funds since the year end, and the balances as at 30<sup>th</sup> April were as follows:-

Deposit Account	£6332.90
Current Account	£3678.57
<b>Total Funds</b>	<b>£10,011.47*</b>

\*This includes balance of funds from Wigglesworth Parish Meeting of £633.67 and from Halton West Parish Meeting of £160.00.

**09/16.2. Minute 24/3/7.3 Asset Register** – the Chair confirmed that the Asset Register would be reviewed during this current year.

**09/16.3. Payments** – several payments received authorisation, and cheques were signed at the end of the meeting.

#### **09/17. PLANNING MATTERS**

**09/17.1. Minute 24/3/8.1. Askews’s Barn, Rathmell** – the Chair reported that he was still awaiting a reply to his letters on this subject, from CDC. It was noted that in previous communication from CDC, dated 4<sup>th</sup> December 2006 and addressed to Mr. T.J.Chapman, Solicitor acting on behalf of Mr. Campbell, that the Chief Executive of the District Council “considered the matter closed”.

**09/17.2. Application 31/2009/9438 Little Bank Farm, Rathmell** – this has been approved by CDC, with minor attaching conditions.

**09/17.3. Application 72/2009/9694 Lane Side Farm, Wigglesworth** – demolition of a number of derelict outbuildings and the construction of a single story side extension. The Chair explained that this had been discussed at the recent Wigglesworth Parish Meeting and there had been no objections raised to this application. The Parish Council also had no comments to make, and the Clerk was asked to inform CDC accordingly.

**ACTION CLERK**

**09/17.4** It was **AGREED** that the Clerk would be given delegated authority to speak on behalf of the Parish Council on such matters as responses to Planning Applications. The Clerk had obtained a copy of the map that showed the area covered by the Ribblesdale Parish Council. Copies of this map were handed out to those present at the meeting.

#### **09/18. REPORTS FROM COUNCILLORS AND COUNCIL REPRESENTATIVES.**

##### **Halton West.**

Cllr. Higginson agreed to chase up the notes of the Parish Meeting that was held recently, and convey the message that notes should be lodged with the Parish Council soon after a Parish Meeting has been held.

**ACTION CLLR.HIGGINSON**

##### **Rathmell.**

It was reported that heavy lorries would be going through the village for a number of months, as the gas pipeline company had to return to relay drainage systems that were not functioning correctly.

##### **Wigglesworth.**

It was reported that the Council had repaired the drains outside Ribblesdale Cottages, and that no further problems of flooding had been experienced.

The Chair reported that the village campaign to raise funds to carry out the redevelopment of the Clark’s Old School, was having difficulty raising the remaining funds to add to the grants already made in the current economic climate. The Big Lottery Community Buildings Fund has agreed in principle to extend the permitted time period for funding to be in place by a further three months. There was to be a meeting with the project architects in July 2009 to review options.

#### **09/19. VILLAGE ENVIRONMENT, RIGHTS OF WAY AND HIGHWAY**

## **MATTERS.**

**09/19.1.** It was **AGREED** that the Clerk would write to the Highways department expressing concern over:-

- the need for a traffic mirror at Church Lane on the B6478, to assist the residents of Town Head to exit their properties on a dangerous corner.
- the collapsed walls near Boggarts Barn, on the B6478.
- the broken road edge on Jack Bridge parapet, and the poor state of repair of the nearby lay-by, on the Wigglesworth to Rathmell road.
- the break up of the road surface outside Mount Pleasant and Geldard Cottages in Wigglesworth, on the B6478.

**ACTION CLERK**

**09/19.2. War memorials** – it was **AGREED** that the Clerk would get the quotations that were obtained last year for the repointing of the War Memorials at Halton West and Rathmell updated for the next meeting.

**ACTION CLERK**

## **09/20. CORRESPONDENCE.**

The Clerk drew to the attention of Councillors items on the correspondence list that required their deliberations, and also additional items of correspondence received since the list was circulated. Items of note are as follows:-

- C09/7a - Request from Tosside Community for assistance towards the cost of establishing a website. **AGREED** that the Parish Council would contribute £100.  
**ACTION CLERK**
- C09/19 - consultation paper on CDC's proposal to change the electoral cycle for the Council and Parish Councils in the district. This Parish Council concluded after discussions that they did not support the proposal for change, and the Chair **AGREED** to respond to the consultation paper on behalf of the Parish Council.  
**ACTION CHAIR**
- C09/22 – It was **AGREED** not to pay a subscription to Rural Action Yorkshire
- C09/27- consultation paper from CDC with proposals to change the frequencies of domestic waste collections, and other associated proposals. A number of points were put forward expressing doubts in the belief that fortnightly collections (in place of weekly collections) would encourage people to re-cycle waste, it was felt that fortnightly collections would encourage vermin, that different household circumstances needed to be taken account in determining the frequency of collections, etc. A number of points were also raised regarding facilitating the opportunities for, and encouraging, re-cycling in the villages. The Chair **AGREED** to respond on behalf of the Parish Council with a summary of the points raised in the discussions on this item.  
**ACTION CHAIR.**
- C09/29 – the date of the next CDC Forum Meeting at Settle Victoria Hall on the 18<sup>th</sup> June 2009 was noted. It was **AGREED** that this information should be posted on the village notice boards.  
**ACTION CLERK.**

## **09/21. ANY OTHER BUSINESS.**

**09/21.1. - Annual Parish Meetings** – these had been held in all villages, and so far the notes of the Rathmell Parish Meeting have been received. The notes of the other village meetings were awaited.

**09/21.2. - Long Preston Wetlands Project** – following discussion it was felt that there

was no benefit to be had in having a further presentation on this project at the next Parish Council meeting, as most people were already familiar with the project.

**09/21.3. – Rathmell Reading Room Car Park** - Mr. Stone explained in more detail the insurance claim submitted by the injured postman, and the concerns raised by the Insurance Company regarding the state of the Reading Room car park, and the implications of its current and future use, and associated risks. Mr. Stone, as Chairman of the Reading Room Management Committee, and following the advice of the insurers, felt that it was necessary to take urgent and appropriate actions as a consequence of this claim. These actions include: writing to the Post Office informing them that in future they were not to park their vehicles on the Reading Room car park, and not to use the gate from the car park to Rose Lea house for the delivery of letters and parcels. He also intended to obtain quotations for the clearing, leveling and re-gravelling of the car park. He was asking the Parish Council to agree to provide funding for this exercise up to a value of £1200, but he did not expect that the costs would be that high. After discussions it was **AGREED** that the Parish Council would provide a grant to support these emergency repair measures for a sum of up to £1200, provided that quotations were obtained and submitted to the Council for approval in advance of any work being carried out, and that should such work be approved and carried out that a copy of the invoice should be passed to the Council for their records. **ACTION MR. STONE**

#### **09/22. DATES OF FUTURE MEETINGS**

**Next Meeting 21<sup>st</sup> July 2009 at Rathmell** (agreed after the meeting following consultation with Councillors on their availability)

22<sup>nd</sup> September 2009 at Wigglesworth (subject to building project)

24<sup>th</sup> November 2009 at Rathmell

12<sup>th</sup> January 2010 - venue to be confirmed. Meeting to agree precept.

15<sup>th</sup> March 2010 at Rathmell

17<sup>th</sup> May 2010 - venue to be confirmed.

The meeting closed at 2150.