

# *Littlethorpe Parish Council*

## Minutes of the Parish Council Meeting held at Littlethorpe Village Hall

at 19:30 on Monday 12 March 2018

**Present:** Cllr Spoor (Chair), Cllr Winterburn, Cllr Gray, Cllr Laughner, Cllr Orme, District Cllr Galloway, no members of the public, and David Duthie (Clerk).

- 1 Apologies There were no apologies
- 2 Declarations of interest None declared further to those on the Borough Council Website
- 3 Chairman's remarks The Chairman noted the passing of Mr John Thackray OBE, resident of the parish and former Parish Councillor, and directed the meeting to the warm appreciation of his life by Roly Curtis in the St Michael's Church section of the village website.
- 4 Adoption of the minutes of the Parish Council meeting on 12 Jan 18 was proposed by Cllr Laughner, seconded by Cllr Winterburn and passed unanimously.
- 5 There was no County Councillor's report
- 6 District Cllr Report
  - .1 At a meeting on 31 Jan 18 with the Head of Planning of Harrogate Borough Council and the Ripon residents' planning group, it was learned that the developer's agents have appealed to the Secretary of State, the development 14/04972/EIAMAJ West of West Lane (item 10.2). Submissions on the soundness of the plan may be made until 26 Mar 18, with a decision expected by the end of May.
  - .2 The Harrogate Local Fund for the Harrogate District, [https://docs.wixstatic.com/ugd/95def4\\_1dc01e41f3ed4705b29b5435de4e2677.pdf](https://docs.wixstatic.com/ugd/95def4_1dc01e41f3ed4705b29b5435de4e2677.pdf) has been formed by a three-way partnership between Harrogate Borough Council, Harrogate & Ripon Centres for Voluntary Services, and Two Ridings Community Foundation to benefit local organisations. They encourage applications for activities that:
    - Support particularly disadvantaged and marginalised communities
    - Tackle challenging issues
    - Encourage inclusive community activity and participation
    - Respond to their communities' needs
    - Engage people who face discrimination or disadvantage
    - Produce a wide range of benefits and provide good value for moneyTwo Ridings Community Foundation are administering applications: <https://www.trcf.org.uk/am-i-eligible>
  - .3 The budget for Harrogate Borough Council has been approved, signalling an increase in Harrogate Borough Council taxes.
- 7 Data Protection Officer and new regulations from 25 May 18
  - .1 The cost of external services (item 9.5) was considered high.
  - .2 Having obtained information and training, and with further training available at the annual general meeting of North Yorkshire region of the Society of Local Council Clerks on 24 Mar 18, the Clerk was proposed to be Data Protection Officer for the Parish Council by Cllr Orme, seconded by Cllr Winterburn, and carried unanimously. The additional work involved will be noted.

**Action: the Clerk**

Clerk: David Duthie, Pottery Lane Farm, Pottery Lane, Littlethorpe, RIPON, HG4 3LS

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Page 1

# *Littlethorpe Parish Council*

- .3 Funding for SLCC webinar training £36 and N Yorks SLCC annual general meeting £25 were approved.
  - .4 The choice to archive parish documents has to be considered within general data protection regulations for how long data is retained. The North Yorkshire County Council archive will receive documents and means of electronic data storage. They will return any documents they do not wish to archive. Documents stored within Littlethorpe Village Hall will be retained for a further 18 months and their destination then reviewed by Council.
- 8 RFO's report
- .1 Since Jan 18 there has been no income. Expenditure was tabled. Accounts will be circulated before future meetings. PAYE tools will now calculate tax due to HMRC from the Clerk's salary since the Clerk has been registered for self-assessment with HMRC. Four months of salary have been paid gross. All of salary, tax and the Council bank account are up to date.
  - .2 Internet banking with Yorkshire Bank is working satisfactorily, reducing the need to change banks to HSBC.
  - .3 A second payment of £348.26 brought the Clerk's salary up to date. Future payments will be made on the first of each month.
  - .4 Working from home allowance Q3 for the Clerk was £34, to be transferred by BACS.
- 9 Correspondence
1. Littlethorpe Lane layby. Council discussed littering and overnight parking in the Littlethorpe Lane layby next to the A61 Ripon bypass. The layby is on Ripon City Council land and they have received notification of this from the Clerk. Access is required to a farm gate off the layby, and Littlethorpe Parish Council have no budget for a waste bin and regular collection that would receive uncertain use. Harrogate Borough Council have responded very promptly to fly-tipping notifications to remove litter. Fly tipping notifications will be used to deal with this litter, and the frequency of notifications necessary will be observed.

**Action: Clerk to reply to John Edmonstone**
  2. Council welcomed continuation of the No. 22 bus service.
  3. The two-day road closure of Littlethorpe Lane from 9 Mar 18 by Yorkshire Water had not yet happened, but the weblink for these works appears as 'expired'.
  4. Bluebell bulbs have been ordered for collection 15 Oct – 8 Nov 18.
  5. External services for General Data Protection Regulations will not be used (see item 7.10)
- 10 Planning
- .1 17/05400/REM: **Approved subject to conditions.** Excavation of the foundations has begun already.
  - .2 14/04972/EIAMAJ dealt with in District Councillor's report at item 6.1
  - .3 17/05090/EIAMAJ Outline application for 150 dwellings - Bellwood Farm development - recent excavations on the site relate to archaeology works.
- 11 Harrogate Borough Draft Plan. The Clerk has submitted responses from Council and received a telephone response from the planning policy department on 2 Mar 18. No building within Littlethorpe Parish is proposed within the plan. Separately, the plan indicates plots of land that have been proposed for building by landowners or their agents, e.g. R16-R18.
- 12 Public Time
- .1 There were no matters from the floor.

# *Littlethorpe Parish Council*

## 13 Parish Council Elections 3 May 18

- .1 A call for nominations to stand for election to the Parish Council will be displayed on the parish noticeboards and Village website.

**Action: the Clerk**

## 14 Parish Council Standing Orders

- .1 Adoption of the latest revision of the standing orders, dated 8 Mar 18 was proposed by Cllr Winterburn, seconded by Cllr Gray and approved unanimously.

## 15 Reinstatement of Harrogate to Ripon railway

- .1 Cllr Winterburn attended the Ripon City Council meeting on 12 Feb 18. There was no mention of the reinstatement of the railway line. In other transport news, Ripon City Council will support the Ripon tour sportive on 1 Jul 18: <http://velo29events.com/sportives/ripon-tour-sportive/> that starts and finishes in Ripon after 70.9 km and 1057 m climbing.

.2

## 16 Village Hall Committee

- .1 Will meet on 13 Mar 18.

## 17 Alderman Spence Committee

- .1 A further postponement of the meeting scheduled for 14 Mar 18 has been rescheduled for 16:30 on 24 Apr 18.

## 18 Ripon quarry and aftercare

- .1 Next meeting will be on 26 April 18

## 19 Dates of next Monday 19:30 meetings

- .1 30 Apr 18 Annual Parish Meeting
- .2 14 May 18 Annual General Meeting
- .3 2 July 18 (provisional)
  
- .4 Sat 7 Apr 18 Litter pick 10:00 am at Littlethorpe Village Hall