

Topcliffe Parish Council

Minutes of the Ordinary Meeting of Topcliffe Parish Council held on
Thursday 4th August 2022 at 7.00pm in the Village Hall Lower Committee Room

Present: Cllr J Moores (Chairman), Cllr R Beckwith and Cllr B Collard.

Also present were: Cllr P Bardon, Cllr M Robson, Cllr D Whitfield, two members of the public and Alexandra Robson, Clerk.

Councillors and attendees observed a moment's silence in memory of Garry Key, past Chairman and long standing Parish Councillor, who passed away today. Condolences were offered to Mr Key's family.

22/023 Apologies

Apologies for absence were received and accepted from Cllr C Bumby. Cllr D Roberts was not present.

22/024 To Note any Declarations of Interest

No Declarations Interests received.

22/025 Public Participation

A resident asked if there was any progress on the updated weight limit signage being put into place.

This has not been done and the Chairman gave a summary of the current situation. The Parish Council is concerned that the NYCC Highways department is not actively addressing concerns or implementing solutions that have been agreed and further action may be required.

22/026 To Receive Reports from Ward Councillors

Cllrs Bardon, Robson and Whitfield had nothing further to add.

22/027 Minutes

It was resolved the minutes of the Annual and Ordinary Meetings held on 17th May 2022 be approved as a correct record

22/028 Grass cutting arrangements for the Playing Field

Discussion took place around the request from the contractor to receive payment in advance of cutting the field.

It was resolved that, once delegated authority is in place in 22/030, payment could be made within 14 days of receipt of invoice but not in advance of work being undertaken

The Clerk advised that, subject to a risk assessment and appropriate servicing of the grass cutter, a volunteer or councillor could cut the grass in this area.

22/029 Consideration of a project to revitalise play equipment and surrounding green space and agree next steps

Discussion took place regarding developing the play area and councillors agreed that this was the next project they wished to focus on. This will include regenerating equipment and tree planting. A survey of local families will take place to establish what residents would like to see.

It was resolved that the Clerk will work together with a councillor and a member of the public to put together proposals for improvement to the play area

22/030 Issues Relating to Parish Open Spaces

A number of complaints have been received about dog waste and consideration was given to the issue.

It was resolved that the Clerk will ask the Dog Warden to attend, signage will be updated and the matter will be noted on the website and social media

Toll Booth repairs were discussed as some further erosion has occurred during the very dry weather.

Signed:

Chairman

Date:

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It was resolved that the stone mason will be contacted and this will be fed back to a future meeting

Traffic Management

Cllr Beckwith gave an update that 12 offenders have been caught and are being processed. One driver has been prosecuted for ignoring the weight limits and was fined.

Sheep Wash

A sign explaining the planting of the Magna Carta Oak will be made and positioned next to the tree.

It was resolved that Cllr Beckwith will organise this

22/031 Finance

The process for payments between meetings was considered.

It was resolved that the Clerk has delegated authority to £1,000 for items in need of payment between meetings

Terms and Conditions for the Clerks employment have been reviewed, in line with NALC recommendations for the role and size of the council.

It was resolved that the Clerk will receive an updated contract of employment, terms and conditions

Payments were discussed and a receipt from the Jubilee Event was noted. Congratulations and thanks were offered to those who organised the Jubilee Event, which had been very successful.

It was resolved that payments be approved and receipts noted

22/032 Planning

22/01598/JPN Application to determine if prior approval is required for the proposed change of use from offices to dwelling houses 81 Long Street Topcliffe

22/01365/FUL Single storey side extension The Granary Catton Road Topcliffe

It was resolved that the Parish Council has no objection to these applications

22/033 Correspondence

Cllr Bumby had received a request for a memorial bench to be placed in the Jubilee Garden. Councillors will look at the existing benches and this matter will be addressed at the next meeting.

Cllr Moores advised that a representative of the Armed Forces at Alanbrooke Barracks had offered help with practical items in the village.

A resident who had submitted design ideas for the Jubilee Garden had decided this was not going to progress.

22/034 Next Meeting

The date and time of the next meeting was agreed as Thursday 6th October at 7pm in the Village Hall

22/035 The meeting closed at 8.20pm

Signed:

Chairman

Date: