

# **THORNTON IN CRAVEN**

## **PARISH COUNCIL**

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### **Minutes of the Annual Parish Council meeting held remotely by Zoom conferencing on Wednesday 3<sup>rd</sup> June 2020 at 7.00pm**

**Present:**

Councillor Steven Briggs,  
Councillor Mrs Annwyn Dean  
Councillor Linda Harrison  
Councillor Martin Lockyer, (Chair)  
Councillor Martyn Leigh  
Councillor Andrew Peace  
Councillor Pauline Presley,  
District Councillor Richard Pringle  
NYCC Councillor Patrick Mulligan  
Margaret Smith, Clerk  
5 Members of the Public

**014.20 Election of Chair for 2020/21**

Proposed by Cllr Briggs,  
Seconded by Cllr Presley, and

**Resolved:** That Cllr Martin Lockyer is elected as Chair for 2020/21  
The Declaration of Office was signed and sent to the Clerk for completion.

**015.20 Election of Vice Chair for 2020/21**

Proposed by Cllr Briggs,  
Seconded by Cllr Lockyer, and

**Resolved:** That Cllr Martyn Leigh is elected as Vice Chair for 2020/21  
The Declaration of Office was signed and sent to the Clerk for completion.

**016.20 To receive any apologies.** No apologies received.

**017.20 To record any declarations of interest on the agenda.**

To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting.

No disclosures of interest were received.

**018.20 To approve the Minutes of meeting held on Wednesday 6<sup>th</sup> May 2020**

(Minutes will be signed at our first face to face meeting)

Proposed by Cllr Lockyer,

Seconded by Cllr Briggs,

**Resolved:** That the Minutes of the meeting held on Wednesday 6<sup>th</sup> May 2020 were approved.

**019.20 Open Forum - For residents to raise issues to the Parish Council.**

The residents raised concerns about events at Thornton Hall Farm, particularly the drive in movie events planned for July and October. Main issues were the visibility of the screen which could be seen from residents' premises and the films to be shown were classified over 18s. There was also concerns that the access road would be blocked if a large amount of cars were trying to access or exit making it difficult for residents to reach their homes and concerns that emergency vehicles would not be able to get through. Noise would also be a major concern.

It was agreed that Cllr Peace would liaise for the Parish Council with the residents and make concerns known to both Craven District Council and Pendle Council.

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**020.20 To receive a report from District Councillor Pringle**

Cllr Pringle advised that the failure to widen the access road at Thornton Hall Farm should be taken up with CDC as this was due to happen before any work was carried out. He fully supports residents with their concerns and if he can assist he is happy to help though complaints from residents will carry more weight.

**021.20 To receive a report from County Councillor Mulligan.**

Cllr Mulligan said that now schools are reopening for certain years, evidence is being gathered to see how this is working and how more year groups could be returned to school. Following the lifting of restrictions on travel, there has been an increase in visitors which has caused problems to villages in North Yorkshire with people not socially distancing and leaving litter. There will be a careful watch on the situation to see how day to day things are working out.

**022.20 To consider any planning applications.**

**022.20.01** No new applications received.

**022.02.02** Planning Applications Granted –  
2020/21456/TPO - T1 Spruce - Fell. T2 Holly - Fell. T3 Blue Cedar - Fell. T4 Conifer -  
Fell. Location: Arley House, Church Road. Split decision - Noted

**022.20.03** Planning Applications refused –  
2020/21481/FUL - Demolition of agricultural building and replacement with 1 No. dwelling  
Location: Agricultural Building, Lane End Farm, Cam Lane, Thornton In Craven. -  
Noted, it is understood an appeal is to be launched.

**022.20.04** Any other planning matters. - None

**023.20 To approve the Finance Report and Payment Schedule for May 2020**

Current Account at 30/04/2020 £17,304.07  
Deposit Account (reserves) £10,001.00

**Authorisation of payments for May 2020**

M. Smith (May salary)	29/05/2020	180.37
NYCC (street lgt energy)	31/05/2020	1549.45
NYCC (street lgt maintenance)	12/05/2020	2979.01
S Pickles (grass cutting)	05/05/2020	600.00
YLCA (risk assessment webinar)	02/05/2020	15.00

**Total £5323.83**

Proposed by Cllr Dean,  
Seconded by Cllr Harrison,

**Resolved:** That the Financial Report and Payment Schedule for May 2020 was approved. Authorisation was given to pay by internet banking and the payment schedule will be signed at next face to face meeting.

**024.20 To review Standing Orders and Financial Regulations**

- i. Review and adoption of appropriate standing orders and financial

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- regulations;
- ii. Review of inventory of land and assets including buildings and office equipment;
  - iii. Confirmation of arrangements for insurance cover in respect of all insured risks  
**Insurance – Renewal to be discussed**
  - iv Review of the council's and/or staff subscriptions to other bodies;  
**Standard Practice – YLCA subscription**  
**ICO subscription**
  - v Review of the council's complaints procedure.  
**Standard Practice**
  - vi Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
  - vii Review of the council's policy for dealing with the press/media;  
**Standard practice**
  - viii Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.  
**Standard practice**  
Some changes to Financial Regulations due to adopting internet banking (circulated)

**Approval of Standing Order reviewed.**  
**Approval of Financial Regulations reviewed.**

Proposed by Cllr Lockyer,  
Seconded by Cllr Presley, and

**Resolved:** That the Standing Orders were reviewed and adopted and that the Financial Regulations were reviewed and, following changes to include internet banking, they were adopted.

**025.20 To approve two Councillors to conduct the Internal Audit checks once a year.**

Proposed by Cllr Lockyer,  
Seconded by Cllr Leigh, and

**Resolved:** That Cllr Dean and Cllr Peace will conduct the Internal Audit check during the year.

**026.20 To adopt a Risk Assessment policy (circulated)**

Proposed by Cllr Harrison,  
Seconded by Cllr Presley, and

**Resolved:** That the Risk Assessment policy was adopted.

**027.20 To consider complaints surrounding events at Thornton Hall Farm.**

Dealt with above in Open Forum

**028.20 To consider the cricket club rental for 2020 in view of the possibility of no matches being played this season.**

Proposed by Cllr Lockyer,  
Seconded by Cllr Briggs, and

**Resolved:** That the Cricket Club rental is increased by 2% for this year.

**029.20 To receive an update on tree planting on Common Land. - Deferred**

**030.20 To consider the three quotations for the renewal of the Parish Council insurance.**

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Following consideration of the three quotations:

Proposed by Cllr Lockyer,

Seconded by Cllr Peace, and

**Resolved:** That the quotation for the 3 year term insurance from BHIB be approved and commence 4<sup>th</sup> June 2020 until 4<sup>th</sup> June 2023

**030.20 To receive a report from the Events Committee.**

Item deferred as no events are taking place due to COVID19 restrictions.

**031.20 Correspondence and matters brought to the attention of the Chair.**

- **Cam Lane** – problems with heavy goods vehicles accessing and overgrown vegetation. – Highways have been notified and we are awaiting a response.
- **Morrison's Meadow** – repairs to entrance. Cllr Briggs & Cllr Lockyer will inspect the ramp. (NB: Following inspection the entrance was sealed off and quotes for repairs will be sought).
- **Booth Bridge Lane** – the hedges are overgrown and becoming a problem, however until the end of nesting season nothing can be done. Some of the area is the responsibility of the farmer while some is Highways.
- **Wire Fence at Nuttercote.** – This wire fence has still not been removed. Will chase up with Area 5.
- **Cattle grid** – The Mount has now been sold. Land Registry needs to be checked to ensure that the previous owner had listed the cattle grid on the deeds as requested and confirmed it would be done.
- **Grass Cutting** – It was agreed to leave the verge down Old Road and area at the side of Colne & Broughton Road to the wild flowers.

**032.20 Date and time of next meeting.**

Wednesday 1<sup>st</sup> July 2020 at 7pm by video conferencing unless restrictions change.

There being no further business the meeting closed at 8.45pm