**Priest Hutton Parish Meeting**

Chair and Clerk to the Meeting

Mr N.D. Adams

Bank House, Priest Hutton

**Minutes of the Priest Hutton Parish Meeting held on Tuesday 23rd January 2024 at 7.30pm in Borwick & Priest Hutton Memorial Hall**

The Chairman (Nigel) opened the meeting by thanking those present for their attendance.

1. Apologies for absence: - (4) Jean Johns, Phillippa Williamson, Leigh Astin, Diane Sunderland,

People present: - (16) – Eric Rooney, Ken Dunn, Jean Gudgeon, Lesley Southwart, Tony Johns, Sue Tyldesley, Andy Stoyle, Analise Stoyle, Kath Moffatt, David Parker, Martin Shuttleworth, June Prew, Richard Spencer, Phil Horsfield, Diane Adams, Nigel Adams.

1. Approval of the Minutes of the meeting held on Tuesday 26th September 2023

The Minutes of the meeting held on the 26th September 2023 were distributed to those present and were proposed to be a true record by Andy Stoyle which was seconded by Tony Johns and then unanimously approved by everyone at the meeting.

1. Chairman’s update on matters referred to in the Previous Minutes.

Nigel said that he and the Clerk (Diane) would update the meeting on matters referred to in the previous minutes.

Nigel informed the meeting that:-

* LCC had confirmed that an Order had been made to modify the definitive map with reference to a footpath from Back Lane to Starricks Wood.
* he had spoken with Phillippa Williamson about the speeding complaints within the village. Phillippa explained that it would be possible to organise a speed monitoring exercise through the village, and it was agreed that this should be undertaken.
1. Matters arising from the Previous minutes by those attending the meeting.

Tony, commented that he was pleased the issues around the road marking outside the Longlands pub had been resolved. The wine and cheese evening on 17th of December had proved to be and enjoyable event.

1. Clerk’s and The Chairman’s Report.

Nigel said that he had nothing further than had already been mentioned or was referred to in the agenda for later discussion.

Diane provided the following report:-

* 3 Planning applications had been received since the date of the last meeting. The Notifications had been posted on the Notice Board.

1. Mr Eric Rooney, Sunnyside, Whitebeck Lane, Priest Hutton. - Application No. 23/0171/TCA. Tree reduction with 1 felled and replaced.

 2. Mr Ian Fairclough, Orchard Barn, Back Lane, Priest Hutton, - Tree Application No. 24/005/TCA. Tree felling and replacement.

3. Mr & Mrs A Gonzalez, Lock House, Burton Road Tewitfield –

Application 24/00069/FUL – demolition of conservatory and erection of single storey rear extension.

* The roads had been swept over 2 days in November and will then be swept every 6 weeks.
* The road potholes at the top of Upp Hall Lane had been reported to LCC and 2 council vehicles appeared on 14th December ready to undertake repair work. However, they left without the work being carried out. When the matter was referred back to LCC, they stated that the work had been completed !

Martin thought some work had been done that day on Back Lane.

* Diane referred to a request to provide grit bins in the village and the need to decide where these are to be placed. Diane thought they were needed at the top and bottom of the hill up to Hutton View. A discussion then followed from which came the following observations.
	+ A bin should not be placed on the Green
	+ A bin was needed at the bottom of Upp Hall Lane

The Clerk said that based on the discussion she would come back to the next meeting with some definite proposals.

* Diane was organising a date for the next litter pick which would be circulated later.
* Diane referred to the problems with the Christmas tree, very high winds had broken all the lights and blown the tree over slightly. It was best therefore to take the tree down.

There were no further matters arising.

Sue Tyldesley said that nothing had come to her attention recently which related to the Parish.

1. Treasurers Report

The receipts and payments account for the year to date was provided to the meeting by the Treasurer. This showed that the cash reserves stood at £5,294. Further payments were needed to be made prior to the year-end on 31st March, which would reduce the cash reserves to an expected figure of £4,473 which was a slightly higher figure to that in the budget which was set 12 months ago. Save for a couple of timing differences, income and expenditure had been as expected. Annual expenditure had been £3,068 against a precept of £3,000.

There were no matters arising from the Treasurers Report, other than Diane sought approval for an expense claim of £31 relating to meeting costs.

1. Setting the 2024/2025 Budget and Precept

The Treasure provided his proposed budget for the coming year. Budgeted expenditure amounted to £3,445.

Nigel asked that the 2 largest items (amounts over £500) of expenditure be discussed before the meeting voted on the overall budget:-

* Diane had obtained 3 quotes for grass cutting. The company names were provided along with their individual quotations. The lowest quote was provided by First Cut Ground Maintenance Ltd. Diane had met the owner, and he appeared trustworthy. It was agreed they should be appointed for 2024.
* It was also proposed that a further £500 would be donated to the Wildflower Project. Funds were needed for a nesting box and a wildlife pond. There were no objections to this.

Nigel added that he has asked the Treasurer to include a charge of £400 for grit bins and £350 for the Christmas tree – professional help was required.

The Treasurer therefore proposed his budget be accepted – this was seconded by Ken Dunn and passed unanimously.

As the meeting had agreed annual expenditure of £3,445, it was felt that reserves should be largely maintained at their current level. The Treasurer therefore proposed that the 2024/2025 precept be set at £3,000 i.e no increase on the previous year. This was seconded by Tony Johns and again, passed unanimously.

1. Community Database

Nigel reiterated the points covered in the previous meeting. He expressed the wish to see a single Parish database which could be used by any group/Parish Officer authorised to do so – should they wish. This could then be maintained and remain compliant for all. He proposed writing to all the Parish residents asking that they sign up. The letter would need to explain the purpose of the database and who use it, residents would need to give their permission for each contact reason and email sender (GDPR legislation). A company called Mailchimp could inexpensively provide the software support.

An illustrative letter was attached to the agenda for this meeting. He asked the meeting for their thoughts on who may wish to use the database.

It was suggested that the database could initially be set up for the Chair’s and Clerks own use. Nigel accepted this and said that he would proceed on this basis. All residents would be contacted prior to the next meeting.

1. Community Action Plan (C.A.P)

Nigel referred to point 8b in the previous minutes and to gradually expand the purpose of the Meetings – if that was what the Meeting would like to see. He mentioned that the Parish meetings provided an opportunity to discuss any potential Parish improvements. No framework currently exists for this, so in the previous meeting the following was proposed by Nigel

* We establish a “sub-committee” (or Steering Group) to identify any needs in the village or desired improvements. Anybody would be welcome to join this working group.
* Any such matters would be brought back to the next Parish Meeting for discussion.
* Once the Parish Meeting had agreed to a course of action, then the “sub-committee” would work together to implement the plan.

Nigel emphasised that he respected anybody’s view that change was not required, but if it was, the above approach seemed preferable.

He reported that after the previous Parish meeting the Steering Group held its initial meeting. This was attended by Nigel Adams, Ken Dunn, Andy Stoyle and David Parker, (apologies from Eric Rooney who had intended to join us). This meeting focussed on the establishment of a Community Action Plan.

Nigel explained to the Parish Meeting that a CAP is simply a vision for a community with an accompanying set of actions to be delivered over time. The plan is set out in response to needs and challenges in a community. It’s a road map for implementing any change required and agreed on, as well as delivering essential services – It’s what people want, what will be done, who will do it, how will it be resourced and how will it be undertaken. Delivery, however, can be the responsibility of the whole community. The CAP therefore becomes the framework for implementing the activities that are decided upon by the community.

Nigel asked if the meeting approved with this course of action; to which the meeting agreed. There were no objections.

Nigel said that we would organise another Steering Group meeting to take place prior to the next Parish meeting which would try to develop the idea of a CAP for Priest Hutton

1. Neighbourhood Watch

Andy Stoyle reported that he had received various updates from Neighbourhood Watch and LCC which in the main concentrated on scamming.

There was a report of an intruder in a house in Borwick and damage to a car, also in Borwick.

He hoped that our Community Police Officer may attend a meeting of residents soon.

1. Any other business

There was no A.O.B

1. Next Meeting

The next meeting is scheduled for Tuesday 21st May 2024 at 7:30pm in the village hall. This meeting would be preceded by the A.G.M

The meeting closed at 8:45pm.