

**Minutes of a Meeting held by Burton-in-Lonsdale
Parish Council on Thursday 29th June 2006
between 7.30pm and 9.45pm in the Village Hall**

Present: Cllrs. Boddy, Edmondson, Mason, and Salrein (Chairman for this meeting); County Councillor Ireton, District Councillor Hurltley; 1 member of the public.

In attendance: The Clerk.

Apologies: Cllrs. Burns, Jones and Smith, District Cllr. Camacho.

1. Election of Chair for this meeting

Resolved

Cllr Salrein was elected to chair the meeting, in the absence of Cllr Smith (vice chairman).

The election of a Chairman for the year postponed until the July meeting.

2. Declarations of interest (if any) re this meeting; signing of Declarations Book.

Cllrs Edmondson and Salrein declined to sign the Declaration of Interest Book with respect to items 14 and 10a.

County Councillor Ireton intervened to clarify the importance of declaring an interest in an item, both to the councillors concerned, and to the council.

Resolved

Item 14 was struck from the agenda, as only one of the four councillors present was eligible to discuss and vote on the matter.

Cllr. Mason signed the Declaration of Interest Book re Item 14 (Riverside Land)

3. Election of Chairman for year 2006-2007; signing of Declaration of Acceptance of Office.

Resolved

To hold over the election of a Chairman until the next meeting in July.

4. Minutes of the Parish Council Meeting of 25th May 2006

The Minutes for the ordinary meeting of 25th May 2006 were circulated to all Councillors prior to this meeting, and taken as read.

Resolved

The Minutes for the meeting were accepted as a fair record.

The Minutes were signed and dated by the acting Chairman. A copy of the Minutes was made available for the Village Hall Notice Board.

5. Matters Arising from the Minutes of 25th May 2006, if not on this Agenda.

There were no matters arising.

6. Police matters

There was no report.

7. Finance

- a) Approval of change of signatories to the Parish Council's bank accounts

Resolved

The bank mandate, including the signatures, be amended to take account of the six new signatories. The Clerk to submit completed forms to the bank as soon as possible.

- b) Bank balances as at 19th June 2006
See Appendix 1 for the bank balances at 19th June 2006.
- c) Approval of payments of budgeted and non budgeted items
To authorise payments on behalf of the Parish Council as per Appendix 1.
- d) Annual Accounts and Annual Return for the year ended 31st March 2006:
The Clerk briefly explained the Annual Accounts and the Annual Return. There were no questions from the councillors.
- i) approval and signing of annual accounts by Responsible Financial Officer and Chairman (on behalf of the Parish Council);
Resolved
The Annual Accounts were approved by the councillors and signed by the acting Chairman and the Responsible Financial Officer (the Clerk).
- ii) approval and signing of Annual Return by Chairman and Clerk on behalf of the Parish Council
Resolved
The Annual Return was approved by the councillors and signed by the acting Chairman and the Responsible Financial Officer
- iii) Approval of dates re. exercise of electors' rights: advert 3rd July, records inspection 17.07.06 – 11.08.06, external audit appointed date 14.08.06
Resolved
The dates for publishing the advertisement regarding the records inspection and the external audit were agreed. Clerk to publish the advertisement on 3rd July.
- e) Annual Risk Assessment
The Clerk will circulate the relevant documents to the councillors after this meeting. The item will be discussed at the next meeting.
- f) Review of Council Standing Orders and Financial Standing Orders
The Clerk will circulate the relevant document(s) after this meeting. The item will be discussed at the next meeting.
- g) Clerk's retirement gratuity: clarification of wording; confirmation of fund amounts by YLCA
The Clerk opened the letter sent to the Chairman, regarding the amount for the Clerk's gratuity scheme. The acting Chairman requested clarification from the YLCA as to the exact implications for the parish council of the figures given. Information to be brought to the next meeting.

8. Reports

County Councillor

Cllr. Ireton reported

- o there are continuing problems with the new 20mph zone in the village, informing the meeting that enforcement of the 20mph limit is up to the police force.
- o There has been a re-call of six types of Cadbury chocolate products due to the Montevideo strain of salmonella being found at the production plant earlier this year.

- At 12.40pm today a twin engine aircraft crashed at Thirsk.

District Councillor

Cllr Hurtley reported

- David Bolton has been appointed a full director of the Craven Housing Association.
- The number of Primary Care Trusts will be reduced from 303 to 152 by the autumn in England and Wales. The four North Yorkshire PCTs will be reduced to one PCT: North Yorkshire and York. This should not affect going to either Lancaster or Kendal hospitals for treatment.
- The Craven District Council Community Strategy Review is underway: residents' views are sought on this matter.
- Local Development Framework public consultation started on 19th June and will finish on 31st July. It puts forward the District Council's vision and ideas for housing, local economy, transport and the environment for the next 10 years or so. It is important local residents contribute to the discussion and take part in the consultation.
- The empty house at the Croft can be applied for. Anyone already in council accommodation wishing to move to Burton can apply to be transferred to Burton.

Parish Councillors

Cllr. Salrein reported

- The street light next to the shop is not working; Clerk to report to contractor.
- The Chapel Lane/Burton Hill cross road is subsiding. Clerk to report to Highways.

Clerk

The Clerk circulated a report of work in progress prior to the meeting (appendix 2).

Woodland Trust: no report.

Burton Community Sports: no report.

YLCA no report.

Village Hall Committee no report.

Joint Access and Rights of Way Committee: Mr D Gibson attended the June meeting on behalf of the Parish Council. There was nothing to report.

PUBLIC PARTICIPATION

The member of the public raised the question of risk assessment in the Very Old and Separate Churchyard, with particular reference to the trees that, in his opinion, were too high.

The matter of pruning the blackthorn on the Village Green was raised. The acting Chairman informed the meeting of the Annual Parish meeting's vote in favour of felling the blackthorn and replacing it with a less vigorous species. This would no doubt take place in the autumn, after leaf fall.

9. Recreation Field

- a) Wicksteed annual report on safety inspection of Children's Play Area

The report was noted; the Clerk has asked for an estimate for installing safety tiling under certain items of equipment.

- b) Committee's report re inspection of Play Area and Recreation Field.
The Committee has made a preliminary inspection and generally concurred with the Wicksteed report. (Appendix 3) In addition, mention was made regarding final clearance of the bonfire site following the disposal of debris from the Recreation Hut demolition. Clerk to progress.
- c) Review of hot air balloon launch site permission
It was noted that several launches of the Virgin hot air balloon and one other balloon have taken place over the last few weeks. A review of the agreement with Firefly Balloons (the operator) revealed the length of time of permission or the number of launches was not specified.
Resolved
Clerk to write, enquiring if a further donation of flight tickets can be made to help raise more funds for village organisations.
A question was raised about insurance and liability from the parish council's point of view.
Resolved
To enquire of the parish council's insurer if the parish council is covered regarding balloon launches from the Recreation Field.
Clerk to also enquire re insurance for voluntary work done on behalf of the parish council.
- d) Bowling Club notification of appointing a solicitor regarding the negotiation of a lease of land on Recreation Field for Bowling Club
Resolved
To appoint Pearson and Pearson to act on behalf of the parish council to draw up a suitable agreement for leasing the land used by the Bowling Club as a bowling green.

10. Craven District Council

- a) Planning Application
Construct a detached dwelling (amended scheme to previously approved application 15/2002/2163)
Land to rear of 21 High Street, Burton in Lonsdale LA6 3JU.
Councillors Edmonson and Salrein declined to declare their interest in this item. Two of the four councillors present were eligible to vote; this item was not discussed. Clerk to inform the District Council that comments about the application are not available due to voting councillors being inquorate.

11. North Yorkshire County Council

There were no items to discuss other than the 20mph zone, already discussed previously.

12. Correspondence

- a) Invitation to "The Future of Food" regional conference at Grassington 14th October 2006, 10 – 3.30, £5, including lunch.
This item was noted.
- b) Calor Gas Village of the Year competition
This item was noted.

13. Items to be included by Clerk in press release regarding the meeting

14. Riverside Land:

This item was struck from the agenda (see item 2 above).

15. Date, time and venue of next monthly Parish Council Meeting.

Resolved

The next meeting to be held on Thursday 27th July at 7.30pm, in the village hall.

A request for a group to use the village hall on the date of the October meeting was discussed briefly.

Resolved

To hold the October meeting in the Church Rooms (1st choice).

The meeting closed at 9.20pm

Signed.....

Dated.....

Appendix 1

PARISH COUNCIL BALANCES- JUNE 2006

Bank Accounts:

NatWest Current Account at 19.06.06	300.00
NatWest Business Reserve Account at 19.06.06	7,763.66
NatWest Capital Reserve Account at 31.03.06	<u>6,724.57</u>
	14,788.23
Less outstanding cheques for May	<u>1,111.88</u>
	13,676.35

Commitments at 19 June 2006

Contingency	1,000.00
Burton Regeneration Group set aside in 2005/6	1,667.00
Very Old & Separate Churchyard Lych Gate Restoration (200 +500)	700.00
VOSCY Safety Notice	150.00
VOSCY memorial safety inspections	600.00
New Street Lighting	1,000.00
Riverside Land posts (estimate by clerk; to be verified)	1,000.00
Clerk's Retirement Gratuity and pension provision	?
Village Transport Needs Survey grant money	202.00
Budget remaining approx.	<u>11,197.00</u>
	17,516.00

Parish Council - Payments June 2006

1241	22.06.06	CANX (prev. Powergen chq for £15.99)	
1242	22.06.06	Gibsons of Kendal - portaloos hire 2 weeks	63.45
1243	22.06.06	S B Gregory, Clerk's Salary 20 hrs @ £8.035/hr	160.70
1244	22.06.06	HRS Enterprises grass cutting (1st)	78.00
1245	22.06.06	Yorks. Rural Community Council sub 2006/7	25.00
1246	29.06.06	Gregory & Co. computer services, June quarter 2006	135.13
1247	29.06.06	Powergen (Rec Field supply) to 10.6.06	<u>23.82</u>
			486.10

Add in Precept 2nd tranche 7,000

Cash at Bank 31.3.07 3,160.35

Please note a revised budget will be issued once YLCA confirm calculations re Clerk's gratuity, and specific amounts re use of home etc.

Appendix 2

Clerk's Report for June 2006

1. Recreation Field

- Site inspection by Recreation Committee recommends infilling or mats under equipment as per Wicksteed Annual Inspection Report; also suggests metal climbing frame no longer safe – the council to consider removal of said frame?
- Portaloo has been damaged, and tipped over a couple of times, and put upright again for Gala Committee's 'Big Picnic'.
- Ingleton Football Club has acquired a large portacabin with kitchen area and toilet already installed; this will be put on the site of the Recreation Hut in the next couple of months. The Bowling Club members and other users of the field for events (e.g. Sportsreach) will be able to use the toilet as and when needed. Ingleton Football Club is funding this from its own funds – perhaps the Parish Council can make a contribution (via section 19 of the 1976 LGA (Misc. Provs))?
- Area around play equipment will need another cut: Mr Sephton can do additional cuts for £12/hour – I estimate two hours work. Don't know how much Mr Kitching would charge as have not seen him. Suggest grass needs cutting every fortnight from now until end July-mid August (i.e. 3 cuts). Mr Kitching has done one of his three contracted cuts.
- Bowling Club have appointed Oglethorp, etc, Solicitors, Bentham, to negotiate a lease with the Parish Council regarding the land used as the Bowling Green. This is to formalise the current arrangement between the Parish Council and the Bowling Club (the Parish Council has been advised to get a lease drawn up). The Parish Council will have to appoint a solicitor and let the Bowling Club know the details as soon as possible.

2. Riverside Land

- A copy of the whole file re parking and access over the land has been circulated.
- One quote for installing posts has been received (as of 23.6.06). Mechanical installation £570.50 + VAT; manual installation: £2,075.60 + VAT. A possible alternative to posts may be a gate (left unlocked, but to discourage vehicles). I am enquiring about the cost of large stones, but have had no response to date.
- A car has been parking for two or three days at a time on two or three occasions on the Access Road on the Riverside Land. Don't know to whom the car belongs.
- Email re map of position of sewer pipes is attached for those not on email, and has been forwarded to those who do have email.
- Letter from resident regarding maintenance of trees and shrubs on the Riverside land. Note from Clerk: it has been noted that the large CDC lorries (waste collection) drive over the verge where the sewer pipe is buried in order to avoid overhanging branches. It would be prudent for the council to consider having tree branches removed/taken back, to avoid this. Inspection of land recommended before getting quotes.

- Three of the four councillors at Thursday's meeting will not be able to discuss/vote on anything re the Riverside Land, due to Declarations of Interest; this item will appear on the July agenda!
3. **A687 road width west of Burton**
Have spoken to Lancashire County Council. There was a suggestion that extra traffic may have resulted from G.P.S. (Global Positioning Satellite) systems used by drivers as map reading/direction finding. Only way to find out if this is so is to organise a traffic count of number and type of vehicles using A687. Have been given contact details to write to, which will be done in next few days.
4. **Extraction of gravel from River Greta, down river from Burton Bridge.**
Reported to me that someone extracting gravel from the river, near Black Wood) with a digger. Person not identified. Have reported this to the Environment Agency. The EA reports it has no record of gravel extraction licences being granted since 2000. The EA is making enquiries if someone was granted a licence before that date (say under English Nature, an old organisation).
5. **Standards Committee, Craven District Council**
I made enquiries regarding Declarations of Interest; the response from CDC has been circulated to all councillors.
6. **Permissive Footpath, Green Knoll**
Discussions with the landowner last year led to an agreement being drafted re a permissive footpath on Green Knoll, from the Low Bentham Road through the field (along its edge) down the hill and exiting about half way down the hill toward Burton Bridge, to avoid the double bend. The landowner deposited the papers with Cllr. Burns, saying he does not wish to proceed. No reasons given.
7. **Highways**
Traffic Calming Scheme: you will have noticed various sensors for monitoring vehicle speeds in the village over the last couple of weeks; the results from the sensors will be analysed and sent to us, soon (no date given!).
8. **Finance**
- Clerks' gratuity details from YLCA in sealed envelope to be opened by Chairman/Councillor at meeting.
 - Bank signatures: now urgent, as insurance premium has to be paid, along with bills now 6 to 8 weeks old.
 - Annual Accounts: file circulated to all councillors – whoever has it, please bring it to the meeting and be prepared to answer the questions in the Annual Return (if you remember them!)
 - Risk assessments – should be straightforward: may need someone to walk around the village and look at areas the Parish Council is responsible for to ensure the council is taking reasonable action to avoid accidents. (Rec. Field inspection is part of this)

Recreation Committee Inspection of Recreation Field

Friday 26th May 2006

Play Area:

1. Free standing slide: ground worn out at entry and exit, rust at joints; fill in ground and place rubber mats
2. Timber swing on grass: OK; see report from Wicksteed
3. Tyre Seat: ground needs filling in underneath
4. Timber swing on grass, cradle seats: needs levelling of ground and safety surface. Rubber mats?
5. Timber swing on grass, flat seats: see Wicksteed report. Fill in and level ground – add protective surface – rubber mats?
6. Metal Climbing frame: rather dangerous – possible be moved / removed
7. Chain crossing/balance beam: OK
8. Timber climbing wall: see Wicksteed report

General

See Wicksteed report, i.e. sign for contact in case of accident or damage.

We noted that the bonfire site needed clearing of non-flammable debris, this being the responsibility of the contractor who demolished the Recreation Hut.

Wall gap in wall opposite entrance to Waterside Potteries.

Small goal posts unsafe – one support missing off each one. Very dangerous with metal spikes at base.

Grass needs cutting more often.

Progress report on new building facilities for users of the sports field.

3rd June 2006

Jane noted toilet door on playing field has been forced open.

4th June

Margaret Mason noted toilet (portaloo) had been tipped on its side.

Would it be possible to get a basic cost for rubber matting as suggested by Wicksteed, so we have a guide price.

10.6.06 Nothing extra to report all covered by above. D Edmonson

26.06.06: portacabin delivered (belongs to Ingleton Football Club)