

**Minutes of a Meeting held by Burton-in-Lonsdale Parish
Council on Thursday 1st March 2007
between 7.30pm and 9.45pm, Church Rooms,
All Saints' Church, Burton in Lonsdale**

Present: Cllrs. Burns (Chairman) (part), Jones, Mason, and Salrein.

In attendance: The Clerk.

Apologies: Cllrs. Boddy; District Councillors Hurtley and Camacho.

Resolved

Cllr Jones chair the meeting until the arrival of Cllr. Burns.

Noted: The resignation of Cllr. J Smith, and Cllr. D Edmondson to be a councillor due to non-attendance since 27th July 2006. These vacancies are being advertised.

1. **Declarations of interest** (if any) re this meeting; signing of Declarations Book.
Item 11a: Councillor Jones (is the applicant).
2. **Minutes of the Parish Council Meeting of 18th January 2007**
The Minutes for the above meeting were circulated to all councillors prior to this meeting and taken as read.
3. **Matters Arising** from the Minutes of 18th January 2007, if not on this Agenda.
There were no matters arising.
4. **Public Questions or Statements**
There were no public questions or statements.
5. **Police matters**
There was no report.
6. **Finance**
 - a) Bank balances as at 19th February 2007
See appendix 1 for balances as at 19th January 2007.

Resolved

Reinstate the commitment of £400 for tree work on the Riverside Land (ref. site meeting with contractor 13.11.06).

- b) Payments of budgeted and non budgeted items

Resolved

To authorise payments on behalf of the Parish Council as per Appendix 1.

- c) Consideration of tenders for 2007-8 maintenance work
See appendix 2 for the tenders submitted.

Resolved

To award and name the contracts as follows:

- Street Light Maintenance: Contractor A, Howsons of Ingleton

- Grass Cutting on the Village Green Riverside Land, and Very Old and Separate Churchyard Path: Contractor B, HLS Enterprises, Low Bentham
- Grass Cutting, Very Old and Separate Churchyard: Contractor B, HLS Enterprises, Low Bentham
- Seats Maintenance: Contractor B, HLS Enterprises, Low Bentham

Resolved

Work for Recreation Field to be re-offered in two revised tender documents; first document to cover quotes per cut for grass cutting in children's play area, six cuts per season, depending on the weather, and to suit school holidays, where possible. Second document to cover remaining maintenance items.

- d) Donation to Ingleton AFC in respect of portacabin provision

Resolved

To make a donation of £500 to Ingleton AFC in respect of the set-up costs of the portacabins on the Recreation Field. This is a reflection of the grant money received from Craven District Council in 2006 for the hire of the portaloos for Recreation Field users.

- e) External audit fees: revised charge 2006/7 – 2011/12: £135 plus VAT
An increase of £5 in the charge for the annual external audit was noted.

7. Reports

- a) County Councillor: no report
- b) District Councillor: no report
- c) Parish Councillors: no reports
- d) Clerk: no report
- e) Woodland Trust: no report
- f) Burton Community Sports: no report
- g) YLCA: no report
- h) Village Hall Committee: no report
- i) Joint Access and Rights of Way Committee: no report
- j) Burton Regeneration Group: see below item 9d.

8. Very Old and Separate Churchyard

- a) Memorials testing: response from CDC Bereavement Services re request for help with memorial safety testing
A response has been received to the effect that CDC Bereavement Services are in dispute with its contractors and will contact the parish council at a later date.
- b) Grass Cutting
The grass has been strimmed in readiness for the new season, catching up on previous years' omissions of the second cut.
Resolved
To review the grass growth at the next meeting before requesting a second preparatory cut.
- c) Tree maintenance
The Clerk reported Bradford Diocese has given permission for work to various trees in the VOSCY to be done; an application to Craven District Council for the same has been submitted.

9. Recreation Field

- a) Management arrangements regarding portacabin, including summer use by village groups
An informal meeting took place on 10th February at the portacabin. See appendix 3 for report.

Resolved

To make a final review of users at March meeting.

- b) Summer grass cutting on main field area

Resolved

Clerk to enquire of Ingleton AFC what arrangements it is making for the grass cutting of the football pitch areas during the summer.

- c) Play Area Maintenance

Resolved

See item 6c above.

- d) Formal Request by Burton Regeneration Group for a lease of an area of land for the purpose of erecting a Recreation Facility

The group has requested the Parish Council grant a lease of a plot of land on the Recreation Field for the purpose of building a new Recreation Field facility; a copy of the charitable status documents was also enclosed and circulated to councillors.

Resolved

A lease of land was agreed in principle. Councillors to be given until the next meeting to consider conditions of the lease, particularly in the light of previous leases to Burton Community Sports and Burton Bowling Club (not yet completed).

- e) Formal request by Burton Regeneration Group to use Recreation Field Sunday June 17th 2007 for Cricket/Picnic afternoon

Resolved

Permission is given to Burton Regeneration Group to use the Recreation Field on Sunday 17th June 2007 for a picnic and cricket match. Usual conditions to apply.

10. Craven District Council

- a) Planning Application 15/2007/7098: Replace existing conservatory with single storey extension; 13 Manor Close, Burton in Lonsdale, LA6 3NE
Cllr. Jones left the room, having declared his interest, as the applicant, in this item. A short discussion of the application ensued:

Resolved

The councillors had no objections to make regarding this application.

Cllr. Jones returned to the room

- b) Planning Permission 08/2006/6962: to allow one static caravan to be placed on site (replacing a touring caravan); erection of wooden building for domestic storage purposes, Clay Barn, Pottery Field, Waterside Potteries, LA6 3LL: granted with conditions

Resolved

The Clerk to write to Craven District Council expressing disappointment with recent planning decisions, in particular that of the above application and that of Longber Barn garage.

- c) Application to fell one ash tree and one sycamore tree at School House, Richard Thornton's C of E Primary School LA6 3JZ

It was noted permission has already been granted for this item.

- d) Planning Application 15/2007/7167: replace front and rear windows with double glazed units; 2 Constable Cottages, 31 High St, LA6 3JR

Resolved

The councillors had no objections or comments to make regarding this application.

- e) Empty Homes Consultation: questionnaire responses

Resolved

Clerk to complete the questionnaire.

- f) Allocations Document: compendium of sites; part of Craven's Local Development Framework outside the Yorkshire Dales National Park.

Resolved

Councillors considered there were no sites in Burton to add to the compendium.

- g) Craven Area Forums for Spring 2007: March 26th, 7pm, Ingleborough Community Centre, Ingleton

Noted.

- h) Multi agency awareness training: Domestic Abuse. Free one day sessions – 7th March Skipton, 9.15-4pm

Noted.

- i) First Draft of Revised Craven Sustainable Community Strategy 2007-2013

Noted.

11. **North Yorkshire County Council**

- a) Traffic Calming measures: report by a parishioner

A report, submitted by a concerned parishioner, was circulated to all councillors prior to the meeting; unfortunately the parishioner was not present to discuss the contents.

- b) Unitary Authority application: joint parishes' councillors' meeting to discuss proposals with NYCC representative: meeting Tuesday 13th March 7pm, Lower Town Hall, Bentham

Resolved

Cllr. Burns to attend on behalf of the parish council.

12. **Correspondence**

- a) Consultation on Amendments to the Model Code of Conduct for Local Authority Members – comments by 9th March

This item was noted; it is unlikely councillors have further comments to add.

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

The Clerk to report the donation of £500 to Ingleton AFC, and its disapproval of the recent Craven District Council planning decisions.

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

The next meeting to be held on Thursday 22nd March at 7.30pm in the Village Hall.

The meeting closed at 9.30pm

Signed.....

Dated.....

Appendix 1

PARISH COUNCIL ACCOUNTS - FEBRUARY 2007

NatWest Current Account at 19.02.07	300.00	
NatWest Business Reserve Account at 19.02.07	5,593.91	
NatWest Bonus Saver Account at 07.12.06	<u>6,781.25</u>	
	12,675.16	a
<u>Commitments at 19th February 2007</u>		
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	
VOSCY tree maintenance	225.00	
Riverside Land posts (between £570 and £2075)	1,000.00	
Village Green: Tree maintenance	120.00	
Councillors' allowance for print 2006-7 (4 x £20)	80.00	
Clerk: use of private dwelling, storage, holiday	362.00	
Clerk's Retirement Gratuity and pension provision starting 2007/8		
Village Transport Needs Survey grant money	202.00	
Budget remaining at 22.02.07: approx.	<u>4,650.00</u>	
	<u>10,756.00</u>	b
<u>Cash at Bank 31.3.07</u>	<u>1,919.16</u>	a-b

Please note the following changes to commitments:

Deleted: Riverside Land Tree maintenance, Village Green Xmas Tree, portacabin insurance; Amended: Clerk use of home etc.

The following expenses are unlikely to be incurred in the financial year 2006-7

Retain from 2006/7 budget:

Portacabin insurance (£120 + £500), Riverside Land posts (£1,000), Election Expenses (£554), (£150), portacabin utilities (£150), transport survey (£202), and childrens' play equipment repairs £150)

Parish Council - Payments 22nd February 2007

1275	22.02.07 Pica Design and Print (new stationery)	129.25
1286	22.02.07 J C Binns - tree work, village green	120.00
1287	22.02.07 Craven District Council re election expenses May 2006	65.84
1288	22.02.07 S Gregory, clerk's salary Feb 07 20 hours@£8.035	160.70
1289	22.02.07 Yorkshire Water 16.11.06 - 19.02.07	6.01
1290	23.02.07 Woodland Improvement and Conservation Ltd (tree)	37.61
1291	22.02.07 K Salrein (re printing allowance 2005/6)	20.00
1292	22.02.07 J Smith (re printing allowance 2005/6)	20.00
1293	22.02.07 C T J Dodson (re printing allowance 2005/6)	20.00
1294	22.02.07 G Taylor (re printing allowance 2005/6)	20.00
1295	22.07.07 E Ayre (re printing allowance 1.4.05 - 1.10.05)	<u>10.00</u>
		609.41

Appendix 2

Summary of tenders received for Maintenance Work 2007-8

Item	Budget	Contractor A	Contractor B
Street Light Maintenance	£ 750	Inspection: £20/month Repairs: £50 per call-out plus materials & VAT	Visual Inspection £480/year Repairs: £20/hour or £28/hr plus materials & VAT Or Inspect each month, r Clean & replace faulty lamps 2 x year Call-outs charged separately £2,400 plus VAT
Grass Cutting, Village Green, Riverside Land, V.O.S.C.Y. path	£ 450	£150 per cut TOTAL = £750	£91 per cut TOTAL = £455 NB grass not collected As mulching cutter used
Grass Cutting, Very Old and Separate Churchyard	£280	£180 per cut TOTAL = £540	£104 per cut TOTAL = £312 Strimmer used; grass left to decompose into earth
Seat Maintenance	£160	£170 using 'wood preservative' one seat for immediate repair Ireby Road £25	£151 Ireby Road seat requires repair – no figure given
Recreation Field Grass cutting three times in play area, around portacabin and gate Repair and maintenance of seating in children's play area	£200 incl rubbish collection	£50 / cut TOTAL = £150 £50	£286 including materials

Notes on a short meeting with Ingleton Amateur Football Club representatives

Saturday 10th February, 9am

Present: Carl Lis, Jim Robinson (IAFC), Cliff Jones, Susan Gregory (Clerk)
(Parish Council)

IAFC has spent £5,000+ to date acquiring and modifying the two portacabins;
now near completion.

The Clerk estimated the portacabins would be needed for about 2 to 3 years.

- IAFC is seeking a donation toward the cost of setting up the portacabins. A donation was agreed in principle at the July 2006 meeting of the Parish Council; the level of donation is to be decided by the Parish Council
- IAFC offered to pay a proportion of the utility costs; the Clerk to get information on level of usage.
- IAFC will take out public liability insurance
- IAFC have offered use of the portacabin kitchen and lavatory to other Rec Field users during the summer months (eg Bowling Club, Gala Committee, Regeneration Group, etc.). Users to be responsible for cleaning portacabin after use. Users to use own crockery etc.
- Keys to portacabin to remain with Clerk; all bookings to be taken by Clerk.

Points to note:

There has not been such a provision/facility on the Rec Field for two years; the portacabins area welcome stop-gap measure, providing both lavatories and a kitchen.

The cost of upkeep on the previous Rec Hut was something in the region of £300-£400 per annum, and covered utilities, cleaning, fire extinguisher inspections, and small sundry items.

The cost of a portaloos in 2006 for a period of 4 months was £452.