

**Minutes of the
Burton-in-Lonsdale Parish Council Meeting
7.30pm, on Thursday 16th November 2023
in the Village Hall, Burton in Lonsdale**

Present: Parish Councillors: Councillors Rebecca Spedding, Belinda Strickland (Chair), David Taylor, Ian Wardle, Alan Coulthurst

9 members of the public

The Clerk was in attendance

- **The chair stated that the meeting would be recorded; members of the public may record the meeting if they wish. The chair stated that under standing orders a member of the public shall not speak for more than 3 minutes.**

157/2023 Apologies

None

158/2023 Code of Conduct and Declaration of Interests

None

159/2023 Public Statements and Questions

None

160/2023 Councillor Co-option

- a) Cllr Strickland explained that there are currently two vacancies for Parish Councillor and one application has been received.
- b) Judith Leader was duly appointed as Parish Councillor and signed the Declaration of Acceptance of Office

161/2023 Public Statements and Questions

None

162/2023 To consider the following new correspondence and decide action where necessary

- 1) An email has been received from Bentham Town Council asking whether knotweed on the south bank of the River opposite the Riverside Land can be added to our ongoing treatment plan for Japanese Knotweed. **Resolved** The Clerk to liaise with the Japanese Knotweed Co and Bentham Town Council. Bentham Town Council to pay any additional cost.
- 2) An email requesting information under the Freedom of Information Act has been received. - this request is under consideration.

163/2023 Minutes

Approval of Minutes by the Councillors: -

- a) the Parish Council Meeting of 19th October 2023 - **Approved**
- b) the Recreation Committee Meeting of 12th October 2023 - **Approved**

164/2023 North Yorkshire Police Report

5 incidents have been reported to the Police between 16.10.23 & 10.11.23 -
22.10.23 – Domestic dispute
22.10.23 – Contact from other police force – enquiry
01.11.23 – Abandon Call
03.11.23 – Call for Ambulance
09.11.23 – Alarm activation – false alarm – High Street

165/2023 Finance Matters

- a) To consider the half-year accounts – the half year accounts shown at Appendix 1 were **Approved**

- b) Approval of budget for 2024/2025 year – the budget for 2024/2025 shown at Appendix 2 was **Approved**
- c) To agree precept application for 2024/2025 year – Cllr Taylor explained that the total budget of £25,300 less projected income of £4,250 leaves a balance of £21,250 to be covered by the precept. He advised that in addition to the £1000 sinking fund, a figure of £2000 has been set aside in the budget for future maintenance, repair and replacement at the Pavilion and Recreation field. He outlined plans for the current reserves which include road safety and speed control measures, information signs, and maintenance and replacement of playground equipment. There has been a request for a donation to assist with the repair of the Lychgate which will be carried forward to the January Parish Council for approval. After some discussion the proposed precept figure of £20,500 for 2024/2025 shown at Appendix 2 was **Approved**
- d) To receive the bank balances and receipts – shown at Appendix 3
- e) To approve accounts for payment - **Approved**

166/2023

North Yorkshire County Council

Notice of Planning Application Received: -

Application Number: ZA23/25440/FUL

Proposal: Part retrospective application for renewal of the two existing concrete yards and the proposed laying of new concrete in an existing hardcore area of yard as part of a Countryside Stewardship Grant Scheme Location: Gallaber Farm, Burton in Lonsdale, LA6 3LU

Notice of Planning Decision Received :-

Application No: ZA23/25064/FUL

Proposal: Change of use and building works to agricultural barn to create single dwelling; reconstruction of outbuilding and renovation of outbuildings to create associated garaging, ancillary accommodation and stores; landscaping and drainage

Location: Agricultural Building, Lowfields Farm, Burton in Lonsdale, LA6 3LB

167/2023

Planning & developments

- a) Update on the development of houses on Land at Richard Thornton's School, Burton in Lonsdale, LA6 3JZ, 2020/22109/FUL –No decision has been received
- b) Update on the proposed development of working farmland to include No.8 new holiday accommodation units and associated site entrance, service area, access roads, parking and landscaping at Land southwest of Burton in Lonsdale, LA6 3LH, 2023/24730/FUL – Cllr Strickland advised that no decision has as yet been made. It was noted that lorry loads of bricks have been tipped at the site. Cllr Strickland will follow up.

168/2023

Managing Closed Church of England Churchyards

A report was received of a YLCA webinar providing information on the management of Closed Church of England Churchyards. In summary:-

- The PC will ultimately be responsible for accidents such as slips and trips. It is therefore important to keep the grass tidy, ensure steps and paving slabs are not slippery and to consider any safety signage that may be appropriate.
- Unless there is proof to the contrary, the PC is responsible for maintenance of retaining walls such as adjacent to Chapel Lane.
- The PC does not have to seek approval from the PCC for maintenance activities unless they change the nature of the churchyard. Installing a handrail alongside some steps for safety purposes would generally not require a Faculty, but would require permission.
- The PC can be charged for the cost of a Faculty, so working alongside the PCC to minimise Faculties is recommended.
- The PC needs to implement safety checks on headstones and memorials on a regular basis, suggested annually. The guidance is that it is sufficient for this to be done by volunteers.
- **NOTE** insurance cover could become invalid if an appropriate safety regime is not in place and checks carried out.

Councillors discussed the need for annual safety checks at the VOSCY with formal records of the checks to include a plan of gravestones. Safety signage also needs to be considered.

169/2023 Burton Conservation Group

The idea of a Conservation Group has been discussed. Action to attract interest in the idea now needs to be taken. The idea to be circulated by email and in the Burtonian.

170/2023 Date & time of forthcoming meetings

- 18th January 2024: Full Council Meeting
- 8th February 2024: Recreation Committee Meeting

Meeting closed at 8.02 pm

Signed

Dated

Appendix 1

Budget Summary

	To September 2023		To September 2022	
	Budget 2023-2024	Budget Spent Apr-Sep 2023	Budget 2022-2023	Budget Spent Apr-Sep 2022
<u>Total Precept £19,500 (£9,750 per 1/2 year)</u>				
<u>Maintenance and renewals</u>	Excl VAT		Excl VAT	
Street lights power supply	1800.00	2,040.11	1,760.00	946.59
Street Lights (year 1 of maintenance cycle)	150.00	151.23	330	0
Street Lights: Renewals/loan repayments			909.72	909.72
Seat Maintenance	60.00	0.00	60	0
Street maintenance, Noticeboards	50.00	0.00	0	18.37
Grass cuts All Areas	4000.00	2,593.75	4,200.00	2,287.50
Trees Riverside Land, VOSCY & VG	1000.00	231.49	1,100.00	0
Xmas Tree for Village Green (250), power (75)	300.00	0.00	300	0
Village Green misc inc War memorial	0.00	0.00	0	0
<u>Village Organisations & Projects</u>				
S/137 donations to village organisations	0.00	0.00	0	0
Donations other than s137: BRG (LGA 1976)	0.00	100.00	0	0
Village Projects	0.00		0	0
<u>Recreation Field</u>				
Pavilion water, electric	1500.00	380.66	2,000.00	469.47
Sports Pavilion capital purchases	0.00	0.00	0	0
Pavilion maintenance (LGA 1976 Misc Provs)	1250.00	525.06	1,650.00	101.15
Equipment inspection; maintenance	300.00	140.00	550	0
Rec Field (excl. Pavilion) maintenance	750.00	394.81	825	0
<u>Administration</u>				
Transparency Code compliance expenses	130.00	130.00	110	130
Annual Audit (external & internal)	600.00	265.00	660	250
Training fees	150.00	0.00	120	141.8
Travel	50.00	0.00	120	0
Communications: telephone, internet, email	200.00	140.00	220	0
Sports Pavilion website	100.00	0.00	90	0
Print, postage	300.00	43.02	330	-38.51
Subscriptions	300.00	223.00	440	0
Insurance (incl pavilion)	1500.00	1,402.17	1,650.00	1,295.96
Room Hire (30 hours @ £8 / hr)	300.00	0.00	300	0
Elections	0.00	0.00	0	0
Sundries	250.00	42.00	250	159.86
Clerk's Salary and HMRC PAYE	6240.00	3,082.36	2,760.00	914
Clerks Use of home, heat, light, file storage	336.00	175.00	400	0
Clerk's Gratuity part, payable on retirement			82.78	
Contingency Fund (currently at £5,000)	1000.00	0.00		
TOTALS	22,616.00	12,059.66	21,217.50	7,585.91
<u>Income</u>	<u>To date</u>	<u>Projected</u>		
Precept	19500	19500		
Pavilion Recreation Field	2310	2500		
Ofgem, RHI	400	500		
Bank Interest	424	50		
	<u>22634</u>	<u>22550</u>		

Half Year Accounts

RECEIPTS to 30th September

	Half year 1/4/23 - 30/9/23	Half year 1/4/22 - 30/9/22
CDC: Annual precept (full year/half year)	19,500.00	17,500.00
Terriers JFC	178.00	332.00
Pavilion Hire	1,988.00	1,547.00
Bank interest	424.62	230.10
Scottish power/ Ofgem payments	398.05	
Village fund	1,036.47	
Grants and Donations	1,359.50	
TOTAL Receipts	24,884.64	19,609.10

Payments to 30th September

Half Year budgeted payments	12,059.66	7,585.91
Payments from reserves:-		
Emma Adams & Ptrs (report on Planning app)	1,525.20	Groundworks 3,480.00
Simon Stockton re village entrance	144.10	Jubilee 1,700.00
Shelley Signs	1,340.00	Bollards 2,083.50
Burton in Lonsdale Village Hall	10,000.00	
Coronation event	1,064.93	
VAT paid (to be reclaimed)	1,254.20	1,327.11
Total payments	27,388.09	16,176.52

Opening cash book balance	43,237.33	45,504.79
Total receipts as above	24,884.64	19,609.10
Total payments as above	-27,388.09	16,176.52
Closing cash book balance	40,733.88	48,937.37

Bank balances as at 30 th September 2023	40,733.88	50,240.41
Unpresented cheques		-1,303.04
Closing cash book balance	40,733.88	48,937.37

Appendix 2

Proposed Budget 2024-2025

Maintenance and renewals

Street lights power supply	2,100.00
Street Lights	200.00
Grass cuts All Areas	5,000.00
Riverside Land excl grass	1,000.00
Village Green - Xmas tree, War memorial	400.00

Village Organisations & Projects

Donations other than s137	0.00
Village Projects	0.00

Recreation Field

Pavilion water, electric	1,100.00
Pavilion maintenance (LGA 1976 Misc Provs)	1,000.00
Equipt inspection; maintenance	350.00
Rec Field (excl. Pavilion) maintenance	750.00

Administration

Transparency Code compliance expenses	175.00
Annual Audit (external & internal)	500.00
Training fees	100.00
Travel	0.00
Communications: telephone, internet	200.00
Print, postage	75.00
Subscriptions	250.00
Insurance (incl pavilion)	1,500.00
Room Hire (30 hours @ £8 / hr)	300.00
Sundries	100.00
Clerk's Salary and HMRC PAYE	6,864.00
Clerks Use of home, heat, light, file storage (48 weeks at £7)	336.00
Contingency Fund (currently at £5,000)	
General sinking fund	1,000.00
Pavilion and recreation field sinking fund	2,000.00
	<u>25,300.00</u>

Projected Income 2024/25

Proposed Precept	20,500.00
Pavilion, Rec field	3,000.00
Ofgem RHI	500.00
Bank interest	750.00
	<u>24,750.00</u>

Appendix 3

Financial Report 16/11/23

Brought forward from last report:-

Total bank balances 17/10/23 40,877.88

Payments authorised 17/10/23 **-3,162.35**

Receipts since the last report:-

Pavilion hire 216.00

Nat West Interest 12.42

Scottish Power 52.45

Quiz night donation to Village Fund 71.00

351.87

Payments made since the last report:-

HMRC PAYE 300.00

PKF Littlejohn - External Audit 252.00

-552.00

Balance 16/11/23 **37,515.40**

Bank Balances 17/10/23

Unity Current Account 10,305.06

Unity - Village Fund 1,878.94

Unity Deposit Account 24,946.23

Nat West Current Account 300.00

Nat West Deposit Account 85.17

Total bank balances 16/11/23 **37,515.40**

Cashbook Reconciliation

Cashbook brought forward 1/4/23 43,237.33

Receipts to date 25,380.51

Payments to date -31,102.44

Balance per cashbook 16/11/23 **37,515.40**

Less:-

Payments to be authorised 16/11/23 -

Clerk's pay and expenses 462.50

William Hartley - grass cutting October 625.63

Diane Thornton - cleaner 50.00

M. Illsley maintenance expenses 35.13

YLCA Training 25.00

Pureclean Plus - Windows Pavilion 17.00

Total **1,215.26**

Unspent budget at 16/11/23 **7,076.56**

Commitments -

VOSCY 2900.00

Lych Gate Restoration grant to be returned 200.00

Safety Notice, memorials (400) & 190 552.75

Village Fund Donation £71 1949.94

First Responders donation remaining 586.36

Contingency Fund resolution 12/11/18 5000.00

Total commitments **11,189.05**

Leaving a balance of unallocated funds 16/11/2023 **18,034.53**