

**Minutes**  
**Burton-in-Lonsdale Parish Council Meeting**  
**7.30pm Thursday 24<sup>th</sup> February 2022**  
**Village Hall, Burton in Lonsdale**

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**Present:** Councillors Tate (Chairman), Biles, Taylor, Thompson and Wardle; District Cllr. Brockbank and 10 members of the public.

**In attendance:** the Clerk.

- 99/2021**     **a) Appointment of Chairman for the meeting**  
In light of Cllr. Handley's absence, it was  
**Resolved:** Cllr Tate be appointed as acting Chairman for this meeting.
- b) Apologies**  
Apologies and reasons for absence received from Cllrs Handley and Shaw.  
**Resolved:** apologies accepted and noted.
- 100/2021**    **Code of Conduct and Recording of Disclosable Pecuniary Interests**  
To record Councillor's Disclosable Pecuniary Interests relating to this Agenda; changes since previous disclosure to Craven District Council  
**Resolved:** There were no disclosable pecuniary interests.
- 101/2021**    **Appointments**
- a) **Appointment of Vice Chairman** 24 February - 4 May 2022  
**Resolved:** Cllr. Tate appointed as Vice Chairman until 4<sup>th</sup> May 2022.
- b) **Casual Vacancy: co-option**  
One expression of interest received.  
**Resolved:** Peter Thompson be co-opted on to the Parish Council until 4<sup>th</sup> May 2022.
- c) **Clerk's Vacancy**  
The Clerk, having worked for the Council since 1<sup>st</sup> December 1991, gave notice on 1<sup>st</sup> February of retirement on 31<sup>st</sup> March.,  
The Chairman proposed and it was  
**Resolved:** three councillors draw up draft documents for the Clerk's job description, pay scale and advertisement to be prepared and discussed at an extraordinary meeting to be convened by the Chairman, date to be confirmed (as advised by the YLCA).  
Clerk to forward to Councillors:
- the current NALC model contract of employment
  - a copy of a Business Continuity Plan as soon as available
- District Councillor Brockbank advised the appointment could be short-term in the first instance, and from outside the parish. She will also contact the Liaison Officer at Craven District Council for further advice.
- 102/2021**    **Minutes** of Full Council meeting (27 January 2022) & Recreation Field Committee meeting (10 February 2022)  
**Resolved:** The above Minutes be accepted as an accurate record with the following amendments:  
**72/2021:** Cllr Taylor proposed delete item 3 as it should be accepted that comments/discussion from the public should be accepted.  
**79/2021:** Cllr Taylor's name be deleted from the Jubilee Committee members.  
**80/2021c:** Member of public requested item's second sentence be amended to read: "The matter was resolved".

**83/2021:** penultimate paragraph to read “The above confirms the Parish Council does not have a legal responsibility to maintain the Lych Gate”  
The Minutes to be signed at the end of the meeting.

**Minute 67/2021** to note amended date of Minutes to 10 October 2021 (from 12 August 2021).

**Resolved:** amendment to date noted.

**103/2021** **Public Questions** or Statements

The overall time limit for questions/statements will be 15 minutes, but no single member of the public will be entitled to speak for more than 3 minutes.

Council’s Standing Orders

A member of the public requested a copy of the Council’s Standing Orders.

**Resolved:** To publish the Standing Orders on the Council’s web page.

Clerk’s Vacancy

A member of the public enquired where the vacancy will be advertised. Cllr. Taylor advised the vacancy is likely to be advertised on two websites and within the village.

Council’s Bank Account

A member of the public enquired when the new signatories will be confirmed, as he is awaiting payment.

The Clerk advised the bank has not yet confirmed the new signatories; a letter dated 16<sup>th</sup> February 2022 was sent to the Kirkby Lonsdale branch requesting immediate notification once the new signatories are confirmed (also year end statements for the year end accounts and audit). As yet no response. The Clerk may have time next week to visit the bank in person.

**104/2021** **North Yorkshire County Council & Craven District Council**

a) Highways

No report.

However, concerns raised re

- excess rain run-off from Jingling Gill on to the Bentham Road east of the Recreation Field
- pothole adjacent to Riverside Land entrance on Greta Heath

**Resolved**

To report matters to NYCC Highways and request advice re excess rain run-off from Jingling Gill.

b) Planning Matters

Applications

**15 2022 23705 VAR:** To remove condition 7 (temporary holiday accommodation restriction) of planning consent referenced 5/15/128 to allow the properties to become open market residential homes at Sycamores And Beeches Cottages, Barnoldswick Lane, LA6 3LZ District Cllr. Brockbank gave advice regarding the application and consultation process and gave an explanation for previous planning application refusals..

After a short discussion it was

**Resolved:** The Parish Council had no objections to the application.

**2022/23727/TPO:** T1 Pine - Remove due to proximity to house;

Thornton House, Track To All Saints Vicarage, Burton In Lonsdale  
**Resolved:** The Parish Council has no objections to the application.

**105/2021** **Recreation Field Committee**

- a) To approve recommended actions of meeting held 10 Feb 2022 including expenditure for: car park works (replacement bollards, additional gravel); field drainage works, MUGA re-surfacing, and extension to pavilion

**Resolved**

To accept the quotation of £786.50 ex VAT for installing 15 wooden bollards between the Recreation Field car park and the grass on the Field, together with the quotation for the replacement bollards (109/2021c below) of £1297 ex VAT.

**Resolved**

To proceed with the purchase of gravel and kerb edgings for the Rec Field car park at an approximate cost of £1200 ex VAT; labour to be supplied by volunteers.

- b) B4RN: free connection at Parish Council premises (Sports Pavilion) in acknowledgment of permission granted to install a B4RN cabinet on Parish Council owned land (Riverside Land). Authorisation for the Parish Clerk to complete a request for service on the B4RN website  
A short discussion highlighted the necessity for clarifying what the 'free connection' entails. Would B4RN would offer two free connections (ie: including the monthly fee)? If not, could the one free connection be at the Village Hall.

**Resolved**

To get clarification of the offer's content before proceeding with a request for service.

- c) Grounds, Outdoor Equipment, Pavilion: inspection reports  
d) Maintenance

Items c and d were not discussed.

**106/2021** **Finance Matters**

- a) Bank balances, including receipts since statement date  
The Clerk circulated prior to the meeting details of balances and commitments (Appendix 1).

- b) Approval of payments of budgeted and non budgeted items

**Resolved**

The following payments were approved, with an explanation for cheque number which replaces previous cheque number 2588, as the payee has been changed:

2589	Richard Simmonds: pavilion window cleaning Jan 22	17.00
2590	C Edmondson: pavilion cleaning Jan 2022	30.00
D/D	Octopus Energy pavilion power supply Jan 2022	136.65
2591	Oglethorpe, Sturton & Gillibrand (replaces chq 2588)	3,870.00
2592	M. D. Hanafin & Sons Ltd: play area fencing	1,215.30
2593	Business Stream: pavilion water Dec 21-Feb 22	62.21
2594	C Edmondson: pavilion cleaning Feb 2022	30.00
2595	S Gregory: salary, expenses Feb 2022	298.04

- c) Consideration of tenders for work: Recreation Field car park, Riverside Land  
See item 105/2021 above.
- d) Consideration of Minute Books binding quotation  
The Clerk has received a quote for £40 per volume; there are three, possibly four, volumes awaiting binding.  
**Resolved**  
To accept the quotation of £40 per volume and proceed with work.
- e) Consideration of B4RN Shares purchase  
**Resolved**  
To put this matter in abeyance, pending receipt of more information.

**107/2021**    **Reports**

- a) Police: no report
- b) Queen's Platinum Jubilee Committee
- Minutes of meeting 2 Feb 2022 – to be noted and approved  
**Resolved**  
To accept the Minutes as written and approve the same; to be signed after the meeting.
  - Request to hold vintage car display on Village Green  
The Committee Chairman explained the proposal to display vintage cars on the Village Green grass for the weekend, undertaking to make good any damage that might arise from placing the cars on the grass. Cllr Biles expressed concern regarding the proposal; it was suggested that a protective matting could be placed under each car to minimise any damage.  
**Resolved**  
Permission be given to display vintage cars (number not yet specified) on the Village Green during Jubilee weekend only, and any damage to be made good by the Committee.  
  
In addition to the above, the Committee's budget for the celebratory weekend was briefly discussed, with the opinion being expressed that it appeared reasonable.  
**Resolved**  
An amount of £1700 be set aside for the Committee to use (which includes £400 formerly set aside for the VE Day 75<sup>th</sup> anniversary celebrations, cancelled due to COVID pandemic restrictions)  
  
Cllr Biles enquired if there will be fund-raising to finance the Committee's activities during the Weekend.  
The Committee Chairman answered that no specific fund-raising is in place; however, it is hoped some of the activities will be self-funding, from charges/fees/donations.
- c) Clerk: YLCA, Correspondence  
The Clerk reported having forwarded over 65 emails and other items of correspondence, including YLCA advice, to Councillors. Items included emails from YLCA, NALC, and Public Sector Executive, as well as correspondence relating to agenda items.

**108/2021 Maintenance Matters**

- a) Footpath Burton Bridge to Recreation Field including former ‘Cart Track’ adj to The Orchard

Discussion confirmed it would be helpful to obtain advice from NYCC Highways regarding excess rain water run-off from Jingling Gill before proceeding with any repairs (see item 104/2021a above). There is some urgency to get the repairs done as the season is advancing, bringing more users of the Orchard and surrounding area.

**Resolved**

To request drains along the section of Bentham Moor Road between the Orchard and Jingling Gill are checked and cleared as necessary.

- b) Very Old & Separate Churchyard: survey report recommendation re works; application for diocesan consent re tree works: sallow tree adjacent to Lych Gate fell or prune.

A Councillor mentioned he had not had sight of the report; Clerk to circulate the report after this meeting.

The sallow tree appears to be interfering with the Lych Gate roof and the roots may be growing under the structure.

The Chairman advised it would not be necessary to obtain diocesan permission for this work.

**Resolved**

To remove the tree entirely, including roots where possible.

Responsibility for Lych Gate repairs was also raised. YLCA advice of 24 January 2022, along with the NAC Legal Topic Note 65 (updated November 2021) was previously circulated to Councillors and states: “18. *Responsibility for the churchyard does not include responsibility for any church, chapel, or other building (such as a shed) in or adjacent to the churchyard. The responsibility does not include an obligation to undertake improvements to the churchyard.*” A Councillor considered the Parish Council has a moral obligation toward the Lych Gate’s maintenance.

- c) Riverside Land: consideration of quote for replacement bollards  
See item 105/2025 above

**109/2021 Items to be included by Clerk in press release**

**Resolved**

To report the co-option of Cllr. Peter Thompson and the forthcoming display of vintage cars on the Village Green during the Platinum Jubilee Weekend.

**110/2021 Date, time and venue next Full Parish Council meeting**

**Resolved**

The next full Council meeting to be held on Thursday 24<sup>th</sup> March 2022, 7.30pm, in the Village Hall.

The Chairman thanked the Councillors and Public for attending the meeting.  
The meeting closed at 9.05pm.

**Signed** .....

**Dated** .....

**ppendix**

**Finance sheet for February 2022**

**Bank Balances, including receipts**

Current Account at 15.02.22		300.00
Business Reserve A/c at 15.02.22		<u>55,114.65</u>
		55,414.65
<u>Receipts 15 January - 15 February 2022</u>	<u>190.48</u>	
Interest	0.48	
Cornerstone Church	90.00	
Lonsdale Terriers re Jan bookings	60.00	
Lynne Lawson pavilion hire	40.00	
<u>Less unrepresented cheques at 15.02.22</u>	<u>4,942.41</u>	
		<b>50,472.24</b>

**Commitments as at 15th February 2022 (ex VAT)**

<b>COVIDre-start projects Rec Field* at 15th Dec 2021</b>	<u>27,898.75</u>	
MUGA refurb £30,000 (estimate) of which 25% payable by Council if grants available	7,500.00	
Recreation Field drainage works - estimate only	2,000.00	
Sports Pavilion extension (if no grants available)	<u>20,000.00</u>	
<b>COVIDre-start projects Rec Field TOTAL</b>	29,500.00	
Lych Gate Restoration grant (for general maint)		200.00
VOSCY Safety Notice, memorials (400) & 190		552.75
Contingency Fund resolution 12/11/18)		5,000.00
Clerk's Retirement Gratuity provn (3% gross annual salary) as at 31st Mar 2022 (ye 2020 £2380.29; 2021 £2462.82; 2022 £2545.86)		2,545.86
Riverside Land replacement wooden bollards - awaiting quote		1,500.00
Rec Field Car Park bollards (quote 11 Oct 2021)		786.50
Rec Field Car Park gravel and kerbs (estimate)		
Footpath Bridge to Rec Field repairs (estimate only)		200.00
Village Cricket & Sports Days surplus (2017-2019) for future events		346.22
VE Day Commemoration Group re 75th anniversary		400.00
First Responders donation remaining		658.30
Rural Watch Scheme		200.00
Budget remaining as at report date		<u>3,044.30</u>
		<u>15,433.93</u>
<b>General Reserves at 15.02.22</b>		<b><u>5,538.31</u></b>