

**Minutes of the
Burton-in-Lonsdale Parish Council Meeting
7.30pm, Thursday 20th April 2023
in the Village Hall, Burton in Lonsdale**

**Present: Parish Councillors: Peter Thompson (Chair), David Taylor, Alan Coulthurst, Billie Strickland, Rebecca Spedding
North Yorkshire County Councillor David Ireton
3 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.

- 9/2023** **Apologies**
a) Apologies were received from Councillors Ian Wardle and Mike Biles
b) Councillor Wardle's reason for absence was approved. Councillor Biles gave no reason for absence.
- 10/2023** **Code of Conduct and Declaration of Interests**
None
- 11/2023** **Public Statements and Questions**
There were no statements or questions from the public
- 12/2023** **To consider the following new correspondence and decide action where necessary**
An email has been received from All Saints' PCC Secretary to ask if we could arrange a meeting with some Parish Councillors – see point 22/2023
- 13/2023** **North Yorkshire County Council updates**
County Councillor David Ireton updated the Parish Council regarding the transition from Craven District Council to North Yorkshire County Council which took place on 1st April 2023. He felt that the transition had gone well with successful testing of the systems on Monday 3rd April. Customer Services and telephone contacts continue to work well.

Councillor Strickland asked about the planning process and how it will operate within North Yorkshire County Council.
County Councillor Ireton felt that planning in the Craven area is in need of improvement. Some agency officers are being employed and decisions are not necessarily consistent. Planners are still based in the district, which now covers Skipton and Ripon.
He advised that the Planning Committee now consists of seven members - it was previously twelve.
- 14/2023** **Minutes**
Approval of Minutes by the Councillors:-
a) the Full Council Meeting of 23rd March 2023 - **Approved**
b) the Recreation Committee Meeting of 9th February 2023 – **Approved**
- 15** **North Yorkshire County Council and Craven District Council**
New Planning Application -
Application Number: 2023/24770/TCA
Proposal: Fell 3 Beech trees at The Old Vicarage, Track To All Saints Vicarage, Burton In Lonsdale, Carnforth, LA6 3JZ, Applicant: Dr Ann Whitworth
Deadline for Comments: On or before 2nd March 2023
- 16** **Planning & developments**
a) Update on the development of houses on Land at Richard Thornton's School, Burton in Lonsdale, LA6 3JZ, 2020/22109/FUL.

- b) Update on the proposed development of accommodation/ camping pods at Land southwest of Burton In Lonsdale, LA6 3LH, 2022/24134/EIASC and 2022/23828/EIASCR

15/2023 **North Yorkshire Police Report**

6 incidents were reported to the Police between 10.03.23 to 17.04.23 -

- 17.03.23 – Road Related Offence – manner of driving – call from other force – area searched, no gain
- 20.03.23 – Theft of water cylinder & copper radiators – from side of property – High St
- 05.04.23 – Suspect vehicle & quad – call from other force - area searched, no gain
- 10.04.23 – Theft from store - call from other force - area searched, no gain
- 10.04.23 – Domestic Incident
- 15.04.23 – Road Related Offence – vehicle seized no insurance, no MOT – Ireby Rd

16/2023 **To review Terms of Reference and Standing Orders**

The Council's Risk Assessment was approved at the March Parish Council meeting.

Councillor Thompson agreed to take on the three outstanding checks and report to the Clerk.

17/2023 **Recreation Field and Pavilion**

- Update re planning for a storage area and relevant regulations - it is possible that the Parish Council would be exempt from planning regulations. Councillor Strickland to check. It was noted that the Terriers Football Club are no longer willing to contribute to the cost.
- Update re reopening of the MUGA – the MUGA is currently open but there are still issues after heavy rain.
- Update re revised charges for the field and pavilion – **Resolved** to increase the hire rate for the Pavilion to £12 per hour and the Recreation Field to £12 per hour
- Update re list of local groups who may be interested in using the facilities we have – Councillor Wardle is working on this
- Consideration of new contract for the Pavilion electricity supply it was **Resolved** to continue with the current supplier – Octopus Energy, as all renewal quotes were very similar.

18/2023 **Finance Matters**

- a) To receive the Bank Balances and Receipts, commitments and general reserves (Appendix 1)
- b) To approve accounts for payment (Appendix 2) **Approved**
- c) Approval of the updated Financial Risk Assessment and insurance cover (Appendix 3) **Approved**
- d) Approval of draft Annual Accounts for the year ending 31 March 2023 (Appendix 4) **Approved**
- e) Approval of draft Annual Governance and Accountability Return Form 3 **Approved**
- f) Approval of proposed Public Rights inspection dates and web publication date **Approved**

19/2023 **Highway Matters**

Cllr Thompson met with a representative of North Yorkshire Police on 30 March. It was agreed that further action to slow traffic at the village entrances is feasible. The initial action will be to introduce additional speed limit signs within the village. North Yorkshire Police will add Burton to the mobile speed camera roster once the additional speed limit signs have been installed.

North Yorkshire Police and the Parish Council will discuss the potential of installing a 'chicane' at the east entrance to the village. It was resolved that Cllr Thompson will submit a grant application to North Yorkshire Police to seek funding for a chicane. Cllr Thompson will continue to work with NYCC to develop further speed reduction initiatives.

20/2023 **Sign at Riverside Land**

The new no access sign at the Riverside land has been installed.

21/2023 **Planning & developments**

- a) Update on the development of houses on Land at Richard Thornton's School, Burton in Lonsdale, LA6 3JZ, 2020/22109/FUL. There have been no updates from the planners – the developer is keen to get started with the houses. There is currently no interest in the School

Building itself. The developer is advertising it. It was **Resolved** to press the planning department legal team to progress the application.

County Councillor Ireton advised that Section 106 agreements do take time as several solicitors representing different parties to the agreement may be involved

- b) Update on the Parish Council's response to 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 - there have been no updates from the planners

22/2023 Parochial Church Council

- To consider a proposed meeting between representatives of All Saints' PCC and representatives of the Parish Council - no suitable dates have as yet been agreed.

23/2023 Annual Parish Meeting

The Annual Parish Meeting has been rescheduled for 11th May 2023
Community Groups to be contacted and asked to provide a report for the meeting.

24/2023 West and East Entrances to the Village

Update re landscaping the east and west entrances to the Village - PALS and the Community Workforce are due to work on the west entrance in the next two weekends. They will put a base down to reinstall the seat and install planters either side of the sign. PALS will also work on tidying the east entrance.

25/2023 Community Workforce

- The MUGA perimeter boarding now complete. Many thanks to the Community workforce for their hard work
- Consideration of future projects – plans are in place to work with PALS on the Village entrances, to help with the Coronation celebrations and to carry out painting at the Village Hall.

26/2023 Village Litter Pick

Update re Village Litter Pick – this was very successful with 14 helpers collecting 8 black bags of rubbish. Thanks to the Book Cafe for bacon butties afterwards.

27/2023 Punchbowl

Update re ACV on the Punchbowl – this is now in place.

28/2023 Coronation Committee Report

Update on arrangements for upcoming Coronation celebrations – are coming on well.

- Posters and fliers to be produced and distributed around the Village.
- A risk assessment to be sent to the Clerk,
- A budget to be produced and sent to the clerk who will reimburse any expenses

29/2023 Meeting Dates 2023/2024

Consideration of meeting timetable for the 2023/2024 year - to be approved at the next Parish Council meeting

30/2023 Date & time of forthcoming meetings

11th May 2023 Annual Parish Meeting (APM)

18th May 2023 Annual Parish Council Meeting (APCM); Full Council Meeting

The meeting closed at 8.42 pm

Signed

Dated

Appendix 1

Bank Balances, Commitments and Reserves 31st March 2023

Bank Balances

Nat West Current Account	300.00	
Nat West Reserve Account	12,790.26	
Unity Trust Current Account	573.80	
Unity Trust Savings Account	29,573.27	
Available at 31.03.23		43,237.33

Commitments as at 31st March 2023

Rural Watch Scheme	200.00	
Lych Gate Restoration grant to be returned	200.00	
Safety Notice, memorials (400) & 190	552.75	
Village Cricket & Sports Days surplus, Jubilee fund	1,872.19	
First Responders donation remaining	586.36	
Pavilion valuation fee	145.00	
Contingency Fund resolution 12/11/18)	5,000.00	
Total commitments		8,556.30
Reserves 31st March 2023		34,681.03

Appendix 2

Payments to be authorised 20/04/2023

Direct Debit - Octopus Energy	March	102.88
Elkerlodge Bookkeeping	Ref: Internal Audit	265.00
William H Hartley	Ref: Grasscutting March 2023	151.25
M Illsley	Ref: B in L expenses	40.54
SC Signs Ltd	Ref: Sign Riverside Land	145.79
HMRC Cumbernauld	Ref: PAYE	244.36
Yorkshire Local Co	Ref: Subscription 2023/2024	223.00
Mrs S M Preece	Ref: Burton in Lonsdale Salary/expenses	473.50
Emma Adams & Partners	Ref: Planning Consultant report	1,830.24
		3,476.56

PARISH COUNCIL AREAS OF RESPONSIBILITY FINANCIAL RISK ASSESSMENT

**ASSESSMENT COMPLETED BY:
Burton in Lonsdale Parish Council**

DATE: 13 April 2023

LOCATION: BURTON IN LONSDALE, LA6 3LG

Risks are calculated as ***Low, Medium or High***, and the nature of the risk identified.

1. Insurance
2. Internal audit systems

<u>Identified Hazard</u>	<u>Notes and review dates</u>	<u>Level of risk</u>	<u>Preventive & Protective measures (controls)</u>
Insurance			
Insurance Cover is adequate	Review April/May 2023	L	<p>There is a risk of the insurance cover being inadequate; however it is considered Low Risk due to preventative measures in place.</p> <p>Insurance is renewed each year and checked by RFO and nominated councillor.</p> <p>RFO to report any changes or potential issues for council to make decisions as to what action needs to be taken.</p>
Internal audit systems			
Accounts reviews are adequate	Half year review: October Annual Review March/April	L	<p>There is a risk that the account review process is inadequate; however it is considered Low Risk due to preventative measures in place.</p> <ul style="list-style-type: none"> • RFO prepares annual accounts in good time for internal audit & presentation to full council before submitting to external audit (Annual Return) • RFO prepares half-yearly accounts for review; finance committee to review and present to full council. • Monthly receipts and payments table to be prepared for each council meeting and to be a standing item on every agenda
Errors occur in payments and receipt methods and remain undetected		L	<ul style="list-style-type: none"> • RFO to prepare outgoing invoices/number; all receipts to be banked, including cash; receipts to be issued. • Ensure all cheques and bank payments are verified and that cheque stubs/bank payment lists are initialled by two authorized councillors. • RFO to prepare payments; finance committee to verify payments against invoices/authorized expenditure at the monthly meeting • All councillors to be aware of financial regulations and these to be reviewed regularly. • Invoices to be presented with cheques/ bank payment lists and initialled by two authorized signatories.

Receipts and Payments
Year Ended 31st March 2023

year end <u>31.03.22</u>	<u>Receipts for Year</u>	year end <u>31/03/2023</u>
17,500.00	Precept	17,500.00
5.66	Bank Interest	211.26
0.00	Sundry Income	0.00
7,041.77	Grants/Donations	1,525.97
8,000.00	COVID grants	0.00
1,980.00	Hire Fees	2,723.00
762.00	Miscellaneous	364.78
889.05	VAT Refund Received	2,194.42
<u>36,178.48</u>	Total Income	<u>24,519.43</u>
	 <u>Payments for Year</u>	
1,061.27	Administration	875.28
5,833.44	Staff Costs	4,045.01
185.95	Section 137 Payments	1,700.00
0.00	Village Projects	0.00
1,081.60	Utilities excl Rec Field	946.59
39.19	Street Lights Maintenance	0.00
1,848.60	Street Lights Loan repayment	909.72
2,152.52	Maintenance	4,725.19
4,766.81	Rec Field Committee	7,562.35
3,237.52	Sports Pavilion capital purchases	0.00
2,958.68	Sports Pavilion: maintenance	1,939.93
299.00	Subscriptions	0.00
1,218.24	Insurances	1,295.96
163.00	Room Hire	225.00
520.00	Audit Fees	450.00
0.00	Donations	0.00
9,214.32	Sundries	217.66
0.00	Elections	0.00
0.00	Petty Cash	0.00
1,769.98	VAT Paid	1,894.20
<u>36,350.12</u>	Total Expenditure	<u>26,786.89</u>
	 <u>Cumulative Fund Balance</u>	
45,676.43	Balance brought forward	45,504.79
<u>36,178.48</u>	Add total receipts	<u>24,519.43</u>
81,854.91		70,024.22
<u>36,350.12</u>	Less total payments	<u>26,786.89</u>
<u>45,504.79</u>	Balance carried forward	<u>43,237.33</u>

Bank Accounts Reconciliation

Balances brought forward 1/4/2022:

Current Account	300.00	
Business Reserve A/c	55,979.23	
O/S cheques	10,774.44	
		45,504.79
<u>Receipts for Year</u>	24,519.43	
		24,519.43
<u>Payments for Year</u>		
April-June	11,043.23	
July - Sept	5,133.29	
Oct - Dec	7,160.99	
Jan - Mar	3,449.38	
		-26,786.89
balance c/f		<u><u>43,237.33</u></u>

Bank Balances at 31/3/2023

Nat West Current Account	300.00	
Nat West Reserve Account	12,790.26	
Unity Trust Current Account	573.80	
Unity Trust Savings Account	29,573.27	
Total bank balances		<u><u>43,237.33</u></u>